

NOTICE OF MEETING

The regular meeting of the Incline Village General Improvement District will be held starting at 6:00 p.m. on **Wednesday, September 25, 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 - 7**
- F. REPORTS TO THE BOARD OF TRUSTEES*

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 September 25, 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.

H. GENERAL BUSINESS (*for possible action*)

1. Review and discuss four (4) recommendations and select a preferred course of action regarding the authorization to acquire, which will come before the Board of Trustees on October 30, 2019, fifty eight (58) Mountain Golf Course Golf Carts for use in the 2020/2021 fiscal year (Requesting Staff Member: Director of Golf/Community Services Darren Howard) – **pages 8 - 15**
2. Review, discuss, and possibly provide Staff input on the Community Services Master Plan – Priority project update based on Board of Trustees request made on August 14, 2019 (Requesting Staff Member: Interim District General Manager Indra Winquest and Director of Public Works Joe Pomroy) – **pages 16 - 18**
3. Review, discuss, and authorize a Prior Period Adjustment to Opening Net Position of the IVGID Comprehensive Annual Financial Report for June 30, 2019 for \$800,000 for a Transfer Authorized by the Board of Trustees May 9, 2018 and to reflect the full effect of the original transfer as completed during the fiscal year ending June 30, 2019, and to reflect a \$300,000 Transfer from the Workers Compensation Fund to the General Fund for the Fiscal Year Ending June 30, 2019, with the full effect of the original transfer authorized May 9, 2018 from the General Fund to the Utility Fund, Community Services Special Revenue Fund and the Beach Special Revenue Fund and to be included in the fiscal year ending June 30, 2020 (Requesting Staff Member: Director of Finance Gerry Eick) – **pages 19 - 39**
4. Review, discuss, and possibly provide Staff input on Financial Reporting – Board Work Plan (Requesting Trustee: Chairwoman Kendra Wong) – **page 40**
5. Review and discuss the Board of Trustees roles as outlined in the Board of Trustees Handbook (Requesting Trustee: Chairwoman Kendra Wong) – **pages 41 - 62**

I. APPROVAL OF MINUTES (*for possible action*)

1. Regular Meeting of August 14, 2019 – **pages 63 - 219**

NOTICE OF MEETING

Agenda for the Board Meeting of September 25, 2019 - Page 3

2. Regular Meeting of August 28, 2019 – **pages 220 - 228**
- J. REPORTS TO THE IVGID BOARD OF TRUSTEES*
 1. District General Counsel: Law Firm of Hutchison & Steffen
- 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*
- 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.
- M. REVIEW WITH BOARD OF TRUSTEES, BY THE DISTRICT GENERAL MANAGER, THE LONG RANGE CALENDAR (*for possible action*) – **page 229**
- N. ADJOURNMENT (*for possible action*)

CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before Friday, September 20, 2019 at 9:00 a.m., a copy of this agenda (IVGID Board of Trustees Session of September 25, 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.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.

*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 September 25, 2019

DATE: September 13, 2019

Capital Projects Update September 9, 2019

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 is scheduled for September 20, 2019 and project completion in October 2020.

SPS #1 – (Adjacent to the Beaches 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. The project is out for advertisement for bids and a construction contract award will be brought forth at the October 30, 2019 Board Meeting. Project completion is September 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 was approved at the August 14 BOT meeting with the removal of Bocce Courts. The project will be brought back to the

Board for design review and prioritization on October 30. 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.

Construction

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 was July 8, construction is currently in progress and will be substantially completed by October 15, 2019.

WPS 2-1 Incline – (Adjacent to 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. The Board awarded the contract on August 28 to San Joaquin Electric. Notice to proceed was issued on September 9 and project completion is April 2020.

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 Board awarded the construction contract to Houston Smith Construction at the August 14 BOT meeting. Construction begins on September 16.

Other Projects

The Grant funded Incline Creek Restoration project located on the Hole 14 of the Championship Golf Course was awarded to Aspen Developers and will begin construction on September 9, 2019.

Items of Note

Status of Janitorial Services Evaluation

District staff has conducted an intense review of the services provided by the current contractor against both what was once scoped and what might have changed over the five years hence. We have considered the service needs, hours of operation, ability to monitor services as provided with an overall to performance and results view on the care and condition of each venue. The clear conclusion has been that the current model is neither effective through all contract work, nor matched to how managers want to provide a safe and clean operating environment. We have developed a revised scope and frequency for services. This can be accomplished with two separate contracts and District personnel. Staff will be advertising one contract and calling for quotes on another. Staff will be presenting the proposed overall plan to the Board at the October 30th board meeting. This decision is based primarily on our promise to provide a high level of service at our venues for our residents and their guests and is not a cost savings initiative.

No Smoking Policy Development

In coordination with the NLTFPD, Staff is working on developing a potential "No Smoking" policy that could apply to all IVGID facilities and venues. There has been recent legislation

that refers to smoking near vegetation, and this has been a topic of discussion in the community for quite some time. Staff is hoping to bring this proposed policy to the Board this winter.

Hiring of new Engineering Manager

Our new Engineering Manager, Nathan Chorey, began working for the District on August 26. Nathan comes from Auerbach Engineering in Tahoe City. Nathan has a bachelor's degree in Civil Engineering and a master's degree in Environmental Engineering, both from Colorado State University. He has over 15 years of engineering experience working on water, sewer, commercial, recreation, environmental and residential development projects in Nevada and California. He is professionally registered as an Engineer in Nevada and California.

MEMORANDUM

TO: Board of Trustees

THROUGH: Indra S. Winquest
Interim General Manager

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

Darren Howard
Director of Golf/Community Services

SUBJECT: Review and discuss four (4) recommendations and select a preferred course of action regarding the authorization to acquire, which will come before the Board of Trustees on October 30, 2019, fifty eight (58) Mountain Golf Course Golf Carts for use in the 2020/2021 fiscal year

STRATEGIC PLAN: Long Range Principle #1 – Resources and Environment
Long Range Principle #2 – Finance
Long Range Principle #4 - Service
Long Range Principle #5 – Assets and Infrastructure

DATE: September 9, 2019

I. RECOMMENDATION

Staff has identified four (4) recommendations for the Board of Trustees to consider and select as the preferred course of action. Each recommendation has its own costs, logistical considerations, and budget implications. Board deliberation is important not only for this action item, but to consider its context with other projects now and into the future. Staff requests the Board to review the options, discuss the merits of each, and provide direction for an action item to be presented October 30, 2019 to authorize the acquisition of Mountain Golf Course Golf Carts for the 2020 golf season and forward.

Recommendations:

1. Acquire fifty-eight (58) EZ-Go RXV Elite Lithium Ion model cart fleet by paying a purchase price of \$282,067.60. Acquisition would occur by

authorizing Staff, on October 30, 2019, to accept the EZ-Go quote dated September 3, 2019 allowing for production of the carts for delivery in 2020.

Staff is in the process of evaluating potential scope and cost of the electrical services which would require Board of Trustees approval to award as it would be an unbudgeted project for 2019/2020. Once a decision is made on October 30, 2019 by the Board of Trustees, Staff would immediately begin the pre-design of the requisite electrical service in the lower level of the Mountain Course Maintenance Building. This pre-design would lead to a required installation upon authorization of the project at a future date by the Board of Trustees.

Choosing this recommendation will impact CIP Project 3241ME1804 for the Mountain Golf Fuel Storage Facility since the equipment could be downsized as a result of not having gasoline powered carts. The full extent of the savings on equipment is not known at this time.

2. Acquire the fifty-eight (58) EZ-Go RXV Elite Lithium Ion model cart fleet by paying through a lease for forty-eight (48) months at \$48.73 per cart, which totals \$135,664.32 for the four years. Acquisition would occur by authorizing Staff to accept the EZ-Go quote dated September 3, 2019 allowing for production of the carts for delivery in 2020.

Staff is in the process of evaluating potential scope and cost of the electrical services which would require Board of Trustees approval to award as it would be an unbudgeted project for 2019/2020. Once a decision is made on October 30, 2019 by the Board of Trustees, Staff would immediately begin the pre-design of the requisite electrical service in the lower level of the Mountain Course Maintenance Building. This pre-design would lead to a required installation upon authorization of the project at a future date by the Board of Trustees.

Choosing this recommendation will impact CIP Project 3241ME1804 for the Mountain Golf Fuel Storage Facility since the equipment could be downsized as a result of not having gasoline powered carts. The full extent of the savings on equipment is not known at this time.

Since this recommendation includes leasing, the District would also have to follow the process prescribed by the Nevada Department of Taxation. The Nevada Department of Taxation issued Guidance Letter 16-004 on September 27, 2016 relating to lease agreements that could be considered

alternative financing. Under that guidance, public notice needs to be published ahead of the Board of the Trustees authorizing the use of lease financing and the District will be filing a request for approval of the agreement as the Board of Trustees authorizes. Once approval is received from the State, Staff will notify the Board of Trustees, at their next regular meeting, and proceed with executing the remaining portion of the transaction. The Guidance Letter is also coordinated with the now issued GASB statement on lease accounting. The State guidance for applying the GASB statement is effective December 15, 2018. Under this accounting, the lease is treated as if it was a purchase.

3. Acquire the fifty-eight (58) EZ-Go RXV Gas EFI model cart fleet by paying a purchase price of \$204,627.16. Acquisition would occur by authorizing Staff to accept the EZ-Go quote dated September 3, 2019 allowing for production of the carts for delivery May 1, 2020. District Staff would allow EZ-Go to immediately pick up the 2013 fleet of carts to avoid winterization and storage expenses while awaiting the delivery of the new fleet. This decision does not impact CIP Project 3241ME1804 for the Mountain Golf Fuel Storage Facility since the equipment originally specified was necessary to support gas carts.
4. Acquire the fifty-eight (58) EZ-Go RXV Gas EFI model cart fleet by paying through a lease for forty-eight (48) months at \$43.68 per cart, which totals \$121,65.12 for the four years. Acquisition would occur by authorizing Staff to accept the EZ-Go quote dated September 3, 2019 allowing for production of the carts for delivery May 1, 2020. District Staff would allow EZ-Go to immediately pick up the 2013 fleet of carts to avoid winterization and storage expenses while awaiting the delivery of the new fleet. This decision does not impact CIP Project 3241ME1804 for the Mountain Golf Fuel Storage Facility since the equipment originally specified was necessary to support gas carts.

Since this option includes leasing, the District would also have to follow the process prescribed by Nevada Department of Taxation. The Nevada Department of Taxation issued Guidance Letter 16-004 on September 27, 2016 relating to lease agreements that could be considered alternative financing. Under that guidance, public notice needs to be published ahead of the Board authorizing the use of lease financing and the District will be filing a request for approval of the agreement as the Board of Trustees authorizes. Once approval is received from the State, Staff will notify the Board of Trustees, at their next regular meeting, and proceed with executing remaining portion of the transaction. The Guidance Letter is also coordinated with the now issued GASB statement on lease accounting. The

State guidance for applying the GASB statement is effective December 15, 2018. Under this accounting the lease is treated as if it was a purchase.

II. DISTRICT STRATEGIC PLAN

Long Range Principle #1 – Resources and Environment – Promote and protect Lake Tahoe and other sources in the Basin.

Long Range Principle #2 – Finance – Demonstrate the balance of allocated resources with service expectations and the capability to deliver.

- Comply with Nevada Revised Statutes and Administrative Code requirement for the budget process, indebtedness reporting....

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.

- Provide well defined customer centric service levels consistent with community expectations.

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.

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

III. BACKGROUND

The Board of Trustees adopted the 2019-2020 Capital Improvement Project Budget on May 22, 2019. During deliberations, Staff discussed the consideration of gas, traditional electric, and lithium battery powered units. Lithium battery power was highlighted at the January 2019 PGA show and reported on by our Head Professional. Long term, the District is committed to the elimination of gas powered carts considering their effects on the local environment. The Board of Trustees also discussed the possibility of leasing assets in May. The current fleet of carts was originally leased in 2013 and purchased outright in 2017 with a planned use of two or three years depending on cost to maintain. We are now at a point where repair of major components could exceed the value of the units. For service levels

as well as cost, Staff recommends replacement of the current fleet of fifty-eight (58) carts.

Lithium battery powered carts have been rapidly accepted into the market, as well as best practice within the industry. They offer lower charging costs (half the time to charge compared to acid based batteries), lighter weight (279 pounds), longer unlimited warranty (5 years), zero battery maintenance, better impact on our local environment, and more charging cycles (2000-4000 versus 400-1000 for acid based batteries); all of these factors make them feasible for the Mountain Course. The nature of the charging process (no emissions) for lithium batteries eliminates the need for substantial alteration or rebuild of the current Mountain Course cart storage facility for ventilation purposes however it does require wiring for the individual charges.

Staff has conferred with the State of Nevada Department of Taxation over the manner in which to proceed with a transaction when a purchase was in the budget when adopted in May 2019. We can consider leasing as long as the State's guidance is followed before any payments are made.

IV. BID RESULTS

The District advertised, via two local newspapers, a Notice to Bidders. Two bids were received on September 3, 2019. The results were:

	<u>EZ-Go</u>	<u>Club Car</u>
Lithium Powered Carts Purchase	\$282,067.60	\$304,500.00
Lithium Powered Carts 48 Mo. Lease **	\$135,664.32	\$323,584.32
Lithium Powered Carts Lease / Year	\$ 33,916.08	\$ 80,896,.08
Gas Powered Carts Purchase	\$204,627.16	\$205,900.00
Gas Powered Carts 48 Mo. Lease**	\$121,605.12	\$218,794.56
Gas Powered Carts Lease / Year	\$ 30,401.28	\$ 54,698.64

** The proposals for lease from each vendor are based on different assumptions at the end of four years. The lease proposals from EZ-Go were for fair market value leases, which means they call for less principal paid during the forty-eight (48) months by allowing a residual value purchase option. The lease proposals from Club Car fully amortized over the forty-eight (48) months and carry a one dollar (\$1) purchase option.

V. FINANCIAL IMPACT AND BUDGET

There are a number of budget and financial considerations that drive the choices made from the alternatives presented. Some baseline factors are:

1. The CIP Budget for Project 3241LV1899 Mountain Course 58 Cart Fleet is \$288,000. It contemplated purchase of gas carts in 2020 with a replacement six years later with a project to retrofit the electrical service for a cost of \$120,000.
2. The CIP Budget for Project 3241ME1804 Mountain Golf Fuel Storage Facility is \$200,000.
3. The Five Year Capital Improvement Plan Summary adopted July 24, 2019 includes Project 3299BD1403 Mountain Course Clubhouse and Maintenance Renovation and ADA Upgrades in 2022-2024 for \$695,000, which specifically notes making the facility capable of housing electric carts.

The District has the opportunity to act, within Fiscal Year 2019-2020, to move to lithium carts through a forty-eight (48) month fair market value lease and retro fit the electrical system in the existing building. The possibility exists for a total cost approximate to the budgeted CIP project by using leasing and to incur the costs for the electrical upgrade now. This choice substantially reduces future projects cost and scope. However, the electrical upgrade requires a pre-design, design and acquisition that is not stated as part of the CIP Project 3241LV1899.

Staff wants Board of Trustees direction for the acceptability to explore a pre-design for the electrical upgrade of the Mountain Course Maintenance Building lower level which houses the golf carts. The estimated cost for the pre-design service by an electrical engineer should not exceed \$10,000. Time may be of the essence to logistically complete the electric work ahead of the 2020 golf season. However, there is no point in making certain choices about carts or timing without knowing the proper solution to the electrical service. The design and installation contract would be future actions made by the General Manager and the Board of Trustees only after resolving the scope and overall costs for this choice.

Staff intends to return to the Board at the October 30 meeting to request action on the purchase of carts for the Mountain Golf Course based on direction given September 25. That timing will allow for placing an order as purchase or a lease as well as completing the electrical upgrade if necessary.

The CIP Project budget is \$288,000 for an outright purchase. Should the lease of lithium battery carts be chosen at just below \$136,000, there would be up to \$152,000 remaining for pre-design electrical and electrical installation, and some contingency. If the Lithium carts were purchased outright, the project would come in approximately \$5,000 under budget. This does not include the value gained at time of resale which is difficult to estimate at this time.

If gas carts were leased at just under \$122,000, there would be up to \$166,000 remaining in the project. If gas carts were purchased outright, there would be just below \$83,000 remaining in the project. This does not include the value gained at time of resale which is difficult to estimate at this time.



Project Summary

Project Number:	3241LV1899	
Title:	Mountain Course 58 Cart Fleet	
Asset Class:	F - Rolling Stock	
Division:	44 - Mountain Golf Carts	
Budget Year:	2020	
Scenario Name:	Main	Active: Yes
Budget Status:	Data Entry	
Locations:		
Project Something:	LV - Light Duty Vehicles	

Project Description				
<p>The Mountain Golf Course utilizes a fleet of 58 gas carts, which facilitate use over the hilly terrain of the Course. Historically gas carts have been the only one with power enough for several of the steep climbs and the repeat use that can occur with higher volumes of play during peak summer months. The District will look to replace the existing fleet with gas carts for the 2020 season. There has always been the expectation that some day technology would develop an electric cart capable of the terrain and degree of use. With advancements in lithium battery technology, the District will look at that technology for the 2025 replacement.</p>				
Project Internal Staff				
<p>Delivery and setup of the fleet is supported by the District Fleet Maintenance and golf course professional staff.</p> <p>Ongoing maintenance is done by Fleet. Day to day cleaning and preparation is done by the golf staff.</p>				
Project Justification				
<p>The current fleet of 58 carts was obtained by a lease buyout in October 2017 following six years of service under a lease. The current care and condition of that fleet indicates it can be used without significant expense for maintenance for the 2019 season. A replacement with gas carts will be planned to be in place for the 2020 season. This will require a process beginning in the fall of 2019 with delivery no later than April 2020.</p> <p>The next replacement of the cart fleet will be 4 to 6 years after 2020. It is expected this replacement will be lithium battery powered carts. If that choice is made, the Mountain Course Cart Building will have to be retro fitted for electrical service to support this type of cart.</p>				
Forecast				
Budget Year	Total Expense	Total Revenue	Difference	
2020				
58 Gas Cart Fleet	288,000	0	288,000	
Year Total	288,000	0	288,000	
2026				
58 Lithium Battery Carts	371,200	0	371,200	
Electrical Service Retro Fit	120,000	0	120,000	
Year Total	491,200	0	491,200	
	779,200	0	779,200	
Year Identified	Start Date	Project Partner	Manager	Est. Completion Date
2019	Dec 2, 2019			Mar 31, 2020

MEMORANDUM

TO: Board of Trustees

THROUGH: Indra Winquest
Interim General Manager

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

FROM: Nathan Chorey, P.E.
Engineering Manager

SUBJECT: Review, discuss, and possibly provide Staff input on the Community Services Master Plan – Priority project update based on Board of Trustees request made on August 14, 2019

DATE: September 13, 2019

1. Incline Village Community Dog Park

Current Status – Reached out to United States Forest Service to set up an initial project meeting.

Next Steps – Determine appropriate means to obtain rights to United States Forest Service parcel. District will prioritize and exhaust United States Forest Service parcel opportunities prior to other site selection analyses.

Next Board Action – To be determined.

Schedule – Schedule is dependent on United States Forest Services timeline.

2. Incline Beach House Improvement Project

Current Status – Incline Beach House Project Design Schematics Complete.

Next Steps – Provide March 23, 2017 Incline Beach House Project Update.

Next Board Action – Board of Trustees to review Project Update Report.

Schedule – Discuss at November 13, 2019 Board of Trustees Meeting.

3. Incline Tennis Center Renovations

Current Status – Board of Trustees approved consultant contract with BJB Architecture at their August 14, 2019 meeting. Kick-off meeting was completed on August 27, 2019. Design development underway.

Next Steps – Design Team (BJG Architecture) to develop project alternatives by October 1, 2019 which will then be reviewed with the Tennis Advisory Group.

Next Board Action – Select preferred alternative at October 30, 2019 Board of Trustees Meeting.

Schedule – Design/permitting/bidding in September 2019 – February 2020. Construction start in August 2020.

4. Burnt Cedar Pool Renovation

Current Status – Pool Advisory Group being formed.

Next Steps – Issue Request for Quotation to select Design Team in 2020.

Next Board Action – Discuss new pool versus rehabilitation of existing pool.

Schedule – Discuss at November 13, 2019 Board of Trustees Meeting.

5. Bocce Court Construction Project

Current Status – Alternative sites and basic design criteria presented in 2019 Community Services Master Plan.

Next Steps – Public Works Department to develop site selection memorandum to highlight potential alternative sites and document other sites that have been considered but are no longer being pursued and why.

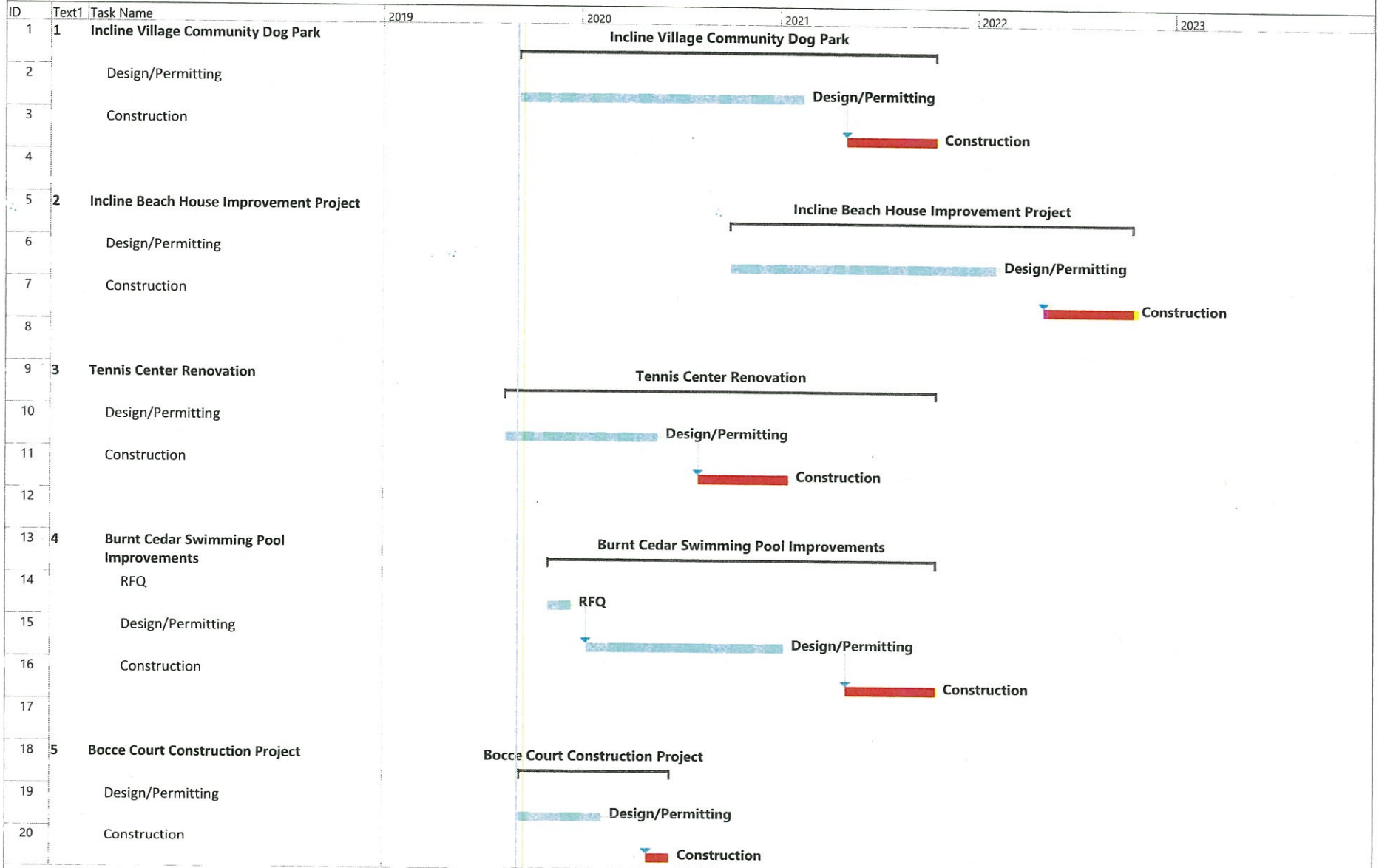
Next Board Action – Select preferred alternative at the October 30, 2019 Board of Trustees meeting.

Schedule – Design/permitting in Fall 2019 and Winter 2020. Construction start Spring/Summer 2020.

Other Significant Projects of Importance that have Financial and Schedule Impacts in the 5-Year Capital Improvements Plan

- Championship Golf Maintenance Building Improvements
- Ski Way and Diamond Peak Parking Lot Reconstruction

IVGID Community Services Master Plan Priority Projects - Tentative Schedule



MEMORANDUM

TO: Board of Trustees

THROUGH: Indra S. Winquest
Interim General Manager

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

SUBJECT: Review, discuss, and authorize a Prior Period Adjustment to Opening Net Position of the IVGID Comprehensive Annual Financial Report for June 30, 2019 for \$800,000 for a Transfer Authorized by the Board of Trustees May 9, 2018 and to reflect the full effect of the original transfer as completed during the fiscal year ending June 30, 2019, and to reflect a \$300,000 Transfer from the Workers Compensation Fund to the General Fund for the Fiscal Year Ending June 30, 2019, with the full effect of the original transfer authorized May 9, 2018 from the General Fund to the Utility Fund, Community Services Special Revenue Fund and the Beach Special Revenue Fund and to be included in the fiscal year ending June 30, 2020.

STRATEGIC PLAN: Long Range Principle #2 – Finance

DATE: September 17, 2019

I. RECOMMENDATION

Staff recommends that the Board of Trustees makes a motion to authorize:

- 1) The District to report a Prior Period Adjustment to Opening Net Position for the General Fund an increase by \$800,000 and decreases to the Utility Fund by \$120,000, Community Services Special Revenue Fund by \$645,000, and Beach Special Revenue Fund by \$35,000.
- 2) For the fiscal year ending June 30, 2019, a transfer from the General Fund in the amount of \$800,000 to be disbursed to the Utility Fund in the amount of \$120,000, Community Services Special Revenue Fund in the amount of \$645,000 and the Beach Special Revenue Fund in the amount of \$35,000.

Review, discuss, and authorize a Prior Period Adjustment to Opening Net Position of the IVGID Comprehensive Annual Financial Report for June 30, 2019 for \$800,000 for a Transfer Authorized by the Board of Trustees May 9, 2018 and to reflect the full effect of the original transfer as completed during the fiscal year ending June 30, 2019, and to reflect a \$300,000 Transfer from the Workers Compensation Fund to the General Fund for the Fiscal Year Ending June 30, 2019, with the full effect of the original transfer authorized May 9, 2018 from the General Fund to the Utility Fund, Community Services Special Revenue Fund and the Beach Special Revenue Fund and to be included in the fiscal year ending June 30, 2020

- 3) For the fiscal year ending June 30, 2019, a transfer from the Workers Compensation Fund of \$300,000 which goes to the General Fund.
- 4) For the fiscal year ending June 30, 2020, a transfer is made from the General Fund in the amount of \$300,000 and disbursed to the Utility Fund in the amount of \$45,000, Community Services Special Revenue Fund in the amount of \$241,875 and the Beach Special Revenue Fund in the amount of \$13,125.

II. DISTRICT STRATEGIC PLAN

Long Range Principle #2 – Finance – The District will ensure fiscal responsibility and sustainability of service capacities by maintaining effective financial policies for operating budgets, fund balances, capital improvement and debt management.

- Comply with State and Federal regulations.

III. BACKGROUND

Attachment A: Memorandum May 9, 2018 Board of Trustees’ meeting.

Attachment B: Memorandum May 22, 2019 Board of Trustees’ meeting for Resolution 1873.

Based on further review by the Nevada Department of Taxation under Nevada Revised Statutes 354.6215 of the Workers Compensation Fund Transfers that were moved on May 9, 2018 and then resolved on May 22, 2019, the District will make a Prior Period Adjustment and subsequent related entries that alter the timing, but not the effect, of the transfers as intended May 9, 2018. The District does not want the General Fund to be unduly enriched by closing the Workers Compensation Fund. As of the date of the new motion, all resources will be in the operating funds as intended by the original motion approved May 9, 2018 but will comply with the aforementioned statute in closing the Workers Compensation Fund.

Resolution 1873 remains in effect and there is no change to the reporting of that transfer.

Attachment A

MEMORANDUM

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

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

SUBJECT: Review, discuss and possibly authorize 1) the execution of an Acknowledgement of Self-Insurance Loss Portfolio Transfer and Assumption from IVGID to Public Agency Compensation Trust for a one-time assessment of \$58,000, and 2) upon execution and acceptance of the Loss Portfolio Transfer and Assumption by the Nevada Department of Insurance Division, authorize the execution of permanent operating transfers of \$800,000 from the Worker Compensation Fund to the Utility Fund in the amount of \$120,000, Community Services Special Revenue Fund in the amount of \$645,000 and the Beach Special Revenue Fund in the amount of \$35,000 as budgeted for fiscal 2017-2018, and 3) in anticipation of execution and acceptance of the Loss Portfolio Transfer and Assumption by the Nevada Department of Insurance Division, the Board of Trustees authorizes the Director of Finance to incorporate a permanent operating transfer of \$300,000 from the Worker Compensation Fund to the Utility Fund in the amount of \$45,000, Community Services Special Revenue Fund in the amount of \$241,875 and the Beach Special Revenue Fund in the amount of \$13,125 to be added to the budget for fiscal 2018-2019

DATE: April 27, 2018

I. RECOMMENDATION

Staff is recommending that the Board of Trustees makes a motion to authorize the General Manager to execute, upon review by Staff and District Legal Counsel (directing the General Manager or Director of Finance to report to the Board of Trustees as each item is completed) to:

- 1) Execute Acknowledgement of Self-Insurance Loss Portfolio Transfer and Assumption related to the District's Workers Compensation Program from

1992 through 2013, from IVGID to Public Agency Compensation Trust (PACT) for a one-time assessment of \$58,000.

- 2) Upon execution and acceptance by the Nevada Department of Insurance Division of the Acknowledgement of Self-Insurance Loss Portfolio Transfer and Assumption, the Board of Trustees authorizes the Director of Finance to execute a permanent operating transfer of \$800,000 from the Worker Compensation Fund to the Utility Fund in the amount of \$120,000, Community Services Special Revenue Fund in the amount of \$645,000 and the Beach Special Revenue Fund in the amount of \$35,000 as budgeted for Fiscal Year 2017-2018.
- 3) In anticipation of execution and acceptance by the Nevada Department of Insurance Division of the Acknowledgement of Self-Insurance Loss Portfolio Transfer and Assumption, the Board of Trustees authorizes the Director of Finance to incorporate a permanent operating transfer of \$300,000 from the Worker Compensation Fund to the Utility Fund in the amount of \$45,000, Community Services Special Revenue Fund in the amount of \$241,875 and the Beach Special Revenue Fund in the amount of \$13,125 as part of the budget for Fiscal Year 2018-2019 and to execute this transfer whenever practical following closing of the restricted deposit for the State of Nevada.

II. BACKGROUND

The District was self-insured for Workers Compensation coverage from 1992 until June 30, 2013. As a self-insured entity that meant the District has financial responsibility for all costs past, present, and future for claims arising during the coverage period. The District joined the Public Agency Compensation Trust (PACT) for work compensation coverage as of July 1, 2013. The District has long been a member of the Nevada Public Agency Insurance Pool which provides general liability and property coverage to a vast majority of governments in Nevada. Both organizations are member risk pools for Nevada local governments. Pooling is considered a reduced risk approach while still capturing the benefits of risk management and cost reduction. When self-insured, the District was at risk for both the current claims cost, but also the maintenance of the stated \$1,250,000 Self-Insured Retention that was declared over the years. Current annual assessments to be a member of PACT covers those risks and frees up the resources that had been accumulated to cover the retention. The District's main issue, since 2013, has been how long to wait to determine how much of the retention could be released, while meeting its ongoing responsibility for claims liability. The District has continued to have a restricted deposit required by the State of Nevada for \$100,000, as part of meeting this responsibility. By executing the Loss Portfolio Transfer and Assumption, the District can utilize \$1,100,000 for

other needs. The remainder, \$150,000 is being retained to allow cash flow since current coverage assessments are paid in advance.

A Loss Portfolio Assumption and Transfer effectively agrees that PACT will step into the shoes of the District for the entire time the District was self-insured. This includes assumption of all liability for open or re-opened claims, administration, and re-insurance.

III. FINANCIAL IMPACT AND BUDGET

The District has held the Worker Compensation Fund and its assets and liabilities essentially as they were when the self-insurance coverage was discontinued. One update to the Actuarially Liability was made in 2016. Another update by the Actuary was planned for 2020. The District hoped seven years was a sufficient timeframe to allow evaluation of the condition of the past claims history so as to consider buying a run off or tail coverage policy, which would transfer all liability from the District to another provider. In the insurance industry these policies are paid with a one-time premium. No quote was ever requested, but anecdotal information from our Third Party Administrator indicated a possible premium at or above \$300,000. The District choose to wait to see if the perceived risk could be reduced and allow the District to keep more of the freed up retention, rather than paying it out and permanently reduce assets. At July 1, 2013, the Claims Liability was estimated at \$323,000. For June 30, 2016, it was reduced to \$156,000. The proposed assessment comprises \$49,000 for the actuarial liability and \$9,000 to cover the costs for record conversion, to a digital form to facilitate ongoing administration by PACT, from our Third Party Administrator records for 1992 through 2013.

The District has already budgeted a transfer for the fiscal year 2017-18 for \$800,000 from the Workers Compensation Fund to the Utility Fund in the amount of \$120,000, Community Services Special Revenue Fund in the amount of \$645,000 and the Beach Special Revenue Fund in the amount of \$35,000. This action further validates this transfer as planned and budgeted. Staff intended to highlight this transfer as part of the budget adoption for the next year since it is reflected in expected results for 2017-18.

District Staff has had several conversations with the representative of the State of Nevada Division of Insurance regarding the situation for our Third Party Administrator. This led to the inquiries about alternative forms of administration and eventual elimination of the exposure. This included inquiring if PACT would be willing to consider providing coverage. Through this process, the State has provided a sample of the agreement to be executed, which is currently being assembled by PACT for further review, and unavailable at this time to the District. With completion of the Agreement, the District would also close the posted

restricted deposit that has been held for decades relative to covering claims liability. Once unrestricted, these funds would be part of the resources retained in the Internal Services Fund to cover cash flow, since all other commitments to the State would have been met. The newly budgeted transfer of \$300,000 would not be made until these restriction have been lifted.

IV. ALTERNATIVES

The District could continue to wait until 2020 or after in the hopes of further reduction. While it is possible, it is not assured. On April 18, 2018, the District was alerted to a determination by the Nevada Division of Insurance regarding its Third Party Administrator. The Administrator is no longer licensed to provide services and has been given nine months to wind down its affairs and transfer files. It is possible the District could change Administrators, and in doing so incur even greater costs, or take on more risks for compliance. The opportunity to take an action that was planned all along, at what seems like a fair cost, and several years in advance, are all good choices. The costs of a record conversion would be occurring regardless of our choice of how to accomplish the Third Party Administration.

V. COMMENTS

For the purposes of full disclosure, IVGID is a member of the Executive Committee which provides oversight of both the Nevada Public Agency Insurance Pool (POOL) and the Public Agency Compensation Trust (PACT). When the matter of the IVGID Loss Portfolio Transfer and Assumption Agreement was considered at the Executive Committee meeting April 18, 2018, IVGID recused itself from the voting.

VI. ATTACHMENTS

- ✓ Board of Trustees Staff Report from June 12, 2013 regarding the change from Self Insured Workers Compensation
- ✓ April 1, 2016 Actuarial Study Cover Letter
- ✓ Acknowledgement of Self-Insurance Loss Portfolio Transfer and Assumption

MEMORANDUM

TO: Board of Trustees

THROUGH: William B. Horn
General Manager

FROM: Gerry Eick
Director of Finance, Accounting and Risk Management

SUBJECT: Insurance Coverage and Programs for Fiscal Year 2013-14: Awards for coverage and brokerage services

DATE: May 31, 2013

I. RECOMMENDATION

That the Board of Trustees makes a motion to:

- A. Award individual insurance coverage for Fiscal Year 2013-14 for policies, effective July 1, 2013, for:
 - i. Ski Commercial General Liability to Granite State Insurance Company, premium \$57,895;
 - ii. Ski Umbrella Liability to Granite State Insurance Company, premium \$24,752;
 - iii. Comprehensive Liability to the Nevada Public Agency Insurance Pool (NPAI POOL) – Liability, Property, Auto, Errors & Omissions, and Boiler & Machinery, premium at \$360,004; and
 - iv. Brokerage services to Mike Menath Insurance, Inc. for an annual fee of \$15,000.

- B. Award Workers Compensation insurance coverage for Fiscal Year 2013-14, effective July 1, 2013, to Nevada Public Agency Compensation Trust (NPACT) for a member assessment of \$336,257.

II. BACKGROUND

Each fiscal year, the District seeks Board approval for its overall insurance program. Every third year, the District requests competitive bids from other insurance markets and compares those bids with its current insurers. For the 2011-12 year, both brokerage and insurance coverage was determined by bids. District Staff believes the current broker has served the District needs well and recommends continuation of their services. The broker sought quotes from a variety of insurers on behalf of the District.

The District's insurance program is delineated into three separate programs - Comprehensive Liability from the NPAI POOL; specified coverage obtain based on additional needs, most notably the ski resort; and Workers Compensation benefits.

As was discussed at the January 2013 budget workshop, Staff requested our broker to seek quotes, including the NV Public Agency Insurance POOL, for all lines of insurance as a way to compare providers. We also considered moving to a traditional Workers Compensation plan versus the current self insured program. The District's ability to meet statutory coverage and reserves places added burden on the internal charges to accumulate sufficient resources. Recent rate increase have barely been able to meet claims cost and the District has not increased reserves significantly since the 2011 Actuarial Survey set a goal of over \$1,500,000. The District's Self Insured Retention (SIR) remains at \$1,250,000 and no additional reserves are held by that internal services fund. If a large loss was incurred, reserves in the Utility and Community Services Funds would have to be used to replenish the SIR immediately to maintain regulatory compliance.

III. RESULTS

Ski Commercial and Umbrella Liability – The District's broker sought quotes from 10 insurers, who all declined to quote to the ski industry. One other insurer was contacted; however, they require direct brokerage for their coverage, which conflicts with the District's decision to select brokers separate from insurers to assure competition. We did not seek a quote.

Comprehensive Liability Coverage - The District sought quotes from 4 other insurers for its liability insurance program. Since binding coverage in 1989 with the Nevada Public Agency Insurance Pool, the District has entered the insurance market seven times to compare the coverage provided by the Pool with other insurance programs. All markets declined to provide a quote indicating they did not expect to be competitive to the POOL, especially on the property coverage rates. The District is a member of the POOL. The POOL works to combine insurance risks, excess liability and provide its 80 plus members with Risk Management and Loss Control Services. Each year, the POOL negotiates with underwriters to enhance programs and provide in renewal rates. Rates are approved by the Membership Board. The District holds an elected seat on the Executive Committee for the POOL.

Basic Workers Compensation Coverage – The District began a self insured program in 1992. Initially, it had a SIR of \$250,000. This was increased over time and was last set in 2007 at \$1,250,000. The District receives an Actuarial Survey every few years. The 2011 survey indicated the District's risk for large claims dictates funding beyond the SIR because we self insure. The survey suggested increased funding of approximately \$300,000 over and above the SIR. The 2011 survey suggested a

targeted average funding at \$4.39 per \$100 of payroll as a way to increase reserves. The last three years have been 2011-12 \$1.74, 2012-13 budgeted \$2.37 and budget 2013-14 budget \$2.80. At those levels, we have only been able to stay even with claims and costs, there hasn't been significant increase in reserves in the Workers Compensation Fund. Our 2013-14 budget plans for internal charges of \$285,100 and paid costs of \$308,000 with the difference covered by investment income of \$22,900. If we join the NV PACT, their premium is \$336,000 and a quote was received from another insurer for coverage was at \$351,000 given our claims history. These higher premiums reflect the added risk which the District is not funding under its present plan. Our third party administrator and our broker both have indicated they feel our assumption of risk has grown to where it is difficult to maintain a balance of internal funding and purchased excess coverage.

IV. FINANCIAL IMPACT AND BUDGET

The FY 2013-14 general and property liability premiums are within budget. The higher premium due to the POOL is a factor of adding buildings and equipment for Burnt Cedar Water Disinfection Plant and about a 3% rate increase. Our broker has also increased their fee, but continues to waive all other commissions.

Coverage Type	Insurer/Provider	2013-14 Premium	2012-13 Premium
Effective 7/1/13			
Ski Commercial General Liability	Granite State Insurance Company	\$57,985	\$52,216
Ski Umbrella Liability	Granite State Insurance Company	\$24,752	\$21,429
Comprehensive Liability (Property & Casualty)	Nevada Public Agency Insurance Pool (POOL)	\$360,004	\$340,426
Brokerage Services	Mike Menath Insurance, Inc.	\$15,000	\$10,000
Effective 11/8/13			
District Umbrella Liability	Public Officials Management	\$17,000	\$15,490
Total General Liability & Property Coverage		<u>\$474,741</u>	<u>\$439,561</u>
Operating Budget		<u>\$482,400</u>	<u>\$443,000</u>
Effective 7/1/13			
Workers Compensation	Nevada Public Agency Compensation Trust	<u>\$336,257</u>	N/A

V. ALTERNATIVES

The Board can conclude remaining self insured is the best use of public funds and purchase Workers Compensation Excess & Aggregate Liability from Midwest Employers for \$47,007. However, under this arrangement our exposure is for individual claims up to the SIR, \$1,250,000 each loss and additional aggregate limits up to \$994,602. The District has never had an individual claim over \$250,000, but as the actuary reminds us, the longer we remain self insured the more the exposure probabilities increase and thus the added funding suggestions.

VI COMMENTS

During the process of considering insurance coverage for 2012-13, Staff sought an alternative to the workers compensation excess limits coverage. We contacted the Nevada Public Agency Compensation Trust (NVPACT). While they were not able to offer just excess limits, they did approve IVGID for membership and quoted an assessment of \$379,833 for that year based on claims history. The District passed at that time since the difference was not cost effective to consider NV PACT. As we continue to raise our own rates to meet actuarial suggested levels, the NV PACT has actually dropped their rates and it becomes reasonable to consider making a change in our approach. The NV PACT has a policy to not change assessments year to year by more than 10% to its members. The 2013-2014 quoted premium is \$336,257.

The District's Workers Compensation Fund is positioned to absorb this transition and allow a repurposing of the remaining amounts once we meet our open claims. The change would be effective July 1, 2013, but the District would be responsible to pay any claims for incidents prior to that date. We currently have actual claim reserves of about \$225,000. The actuarial expense allowance is another \$50,000. Based on current financial position of the Fund, there should be at least \$1,000,000 available by sometime in 2014-15 to be repurposed after paying claims, expenses and dealing with the transition during 2013-14.

VII. BUSINESS IMPACT

This item is a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, but it does not impose a direct and significant economic burden on a business, or directly restrict the formation, operation or expansion of a business, and therefore does not require a Business Impact Statement.



Friday, April 1, 2016

Mr. Gerald W. Eick
Director of Finance, Accounting, Risk Management and Information Technology
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village, NV 89451

Re: Actuarial Review of the Self-Insured Workers' Compensation Program

Dear Mr. Eick:

As you requested, we have completed our review of Incline Village General Improvement District's (the District) self-insured workers' compensation program. Specifically, we have analyzed the outstanding liability of claims occurring prior to the District becoming fully insured as a member of Public Agency Compensation Trust (PACT) effective July 1, 2013.

We estimate the program's liability for outstanding claims from 2012-13 and prior to be \$156,000 as of June 30, 2016. This amount includes allocated loss adjustment expenses (ALAE), unallocated loss adjustment expenses (ULAE), and a discount for anticipated investment income. ALAE is the direct cost associated with the defense of individual claims (e.g. legal fees, investigation fees, court charges). ULAE is the cost to administer all claims to final settlement, which may be years into the future (e.g. claims adjusters' salaries, taxes). The discount for investment income is calculated based on the likely payout pattern of the District's claims, assuming a 2.5% return on investments per year.

The \$156,000 estimate is the minimum liability to be booked by the District at June 30, 2016 for its workers' compensation program, in accordance with Governmental Accounting Standards Board (GASB) Statement #10. GASB #10 requires the District to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported claims, including ALAE and ULAE. GASB #10 does not prohibit the discounting of losses to recognize investment income.

Our conclusions regarding the District's liability for unpaid loss and loss adjustment expenses (LAE) at June 30, 2016 are summarized in the table below.

Incline Village General Improvement District
Self-Insured Workers' Compensation Program
Estimated Liability for Unpaid Loss and LAE
at June 30, 2016

	Expected	Marginally Acceptable 70% CL	Recommended Range			Conservative 90% CL
			Low 75% CL	Target 80% CL	High 85% CL	
Loss and ALAE	\$157,000					
ULAE	15,000					
Investment Income Offset	(16,000)					
Discounted Loss and LAE	\$156,000	\$187,000	\$204,000	\$224,000	\$249,000	\$283,000

GASB #10 does not address an actual asset requirement for the program, but only speaks to the liability to be recorded on the District's financial statements.

Because actuarial estimates of claims costs are subject to some uncertainty, we recommend that an amount in addition to the discounted expected loss costs be set aside as a risk margin for contingencies. Generally, the amount should be sufficient to fund assets to the 75% to 85% confidence level for primary programs. We consider funding assets to the 70% confidence level to be marginally acceptable and funding assets to the 90% confidence level to be conservative.

Given that estimated outstanding liabilities are lower than the historical SIR of \$1,250,000 for all confidence levels, we recommend that the District fund for liabilities at the 90% confidence level or higher. Historically, the District has only had three claims in excess of \$100,000. However, there is still a possibility for a much larger claim either from the existing open claims developing upward, or from a closed claim reopening. For these reasons, a conservative approach would be appropriate.

The report that follows outlines the scope of our study, its background, and our conclusions, recommendations, and assumptions. Judgments regarding the appropriateness of our conclusions and recommendations should be made only after studying the report in its entirety, including the graphs, attachments, exhibits and appendices. Our report has been developed for the District's internal use. It is not intended for general circulation.

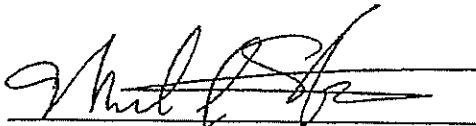
We appreciate the opportunity to be of service to Incline Village General Improvement District in preparing this report. Please feel free to call Derek Burkhalter at (916) 244-1167 or Mike Harrington at (916) 244-1162 with any questions you may have concerning this report.

Sincerely,

Bickmore



Derek Burkhalter, ACAS, MAAA
Manager, Property and Casualty Actuarial Services, Bickmore
Associate, Casualty Actuarial Society
Member, American Academy of Actuaries



Mike Harrington, FCAS, MAAA
Director, Property and Casualty Actuarial Services, Bickmore
Fellow, Casualty Actuarial Society
Member, American Academy of Actuaries

**ACKNOWLEDGEMENT OF
SELF-INSURANCE
LOSS PORTFOLIO TRANSFER AND
ASSUMPTION**

(hereinafter "Acknowledgement")
by Public Agency Compensation Trust (hereinafter "Trust")

RECITALS

WHEREAS, effective July 1, 2018, Incline Village General Improvement District – IVGID (hereinafter "IVGID") transferred its claims and liabilities as a self-insurer to the Trust, an association of self-insured public employers pursuant to NRS 616A.270.2;

ARTICLE 1 - BUSINESS COVERED

A. The Trust hereby assumes 100% of the liabilities and obligations of the IVGID for all of its specific and aggregate liability for workers' compensation and employers' liability losses, including unpaid losses and loss adjustment expenses, from the time period of July 1, 1992 through July 1, 2013, including all existing and incurred but not reported ("IBNR") claims (hereinafter "Assumed Claims"), pertaining to the Policies set forth below, and subject to the terms and conditions contained herein.

B. The term "Policies" shall mean all specific and aggregate excess workers' compensation and employers' liability agreements, and/or all other agreements, policies, binders, contracts, certificates and other obligations, whether oral or written, of insurance, issued by other insurers, pertaining to the liabilities assumed hereunder, including the following agreements or policies:

Insurer	Policy	Effective	Expiration
General Reinsurance Corporation	X-14068	7/1/1992	7/1/1993
National Union Fire Insurance Company of Pittsburgh	415 35 05	7/1/1993	7/1/1994
Employers Reinsurance Corporation	0550269	7/1/1994	7/1/1995
Employers Reinsurance Corporation	0550269	7/1/1995	7/1/1996
Gulf Insurance Company	GA5820132	7/1/1996	7/1/1997
Gulf Insurance Company	GA5820167	7/1/1997	7/1/1998
Gulf Insurance Company	GA5820193	7/1/1998	7/1/1999
Gulf Insurance Company	GA0291459	7/1/1999	7/1/2000
Gulf Insurance Company	GA0291481	7/1/2000	7/1/2001
Gulf Insurance Company	GA0291499	7/1/2001	7/1/2002
Gulf Insurance Company	GA1272307	7/1/2002	7/1/2003
Midwest Employers Casualty Company	5133-SA-NV	7/1/2003	7/1/2004
Midwest Employers Casualty Company	EWC006918	7/1/2004	7/1/2005
Midwest Employers Casualty Company	EWC006918	7/1/2005	7/1/2006
Midwest Employers Casualty Company	EWC006918	7/1/2006	7/1/2007
Midwest Employers Casualty Company	EWC006918	7/1/2007	7/1/2008
Midwest Employers Casualty Company	EWC006918	7/1/2008	7/1/2009
Midwest Employers Casualty Company	EWC006918	7/1/2009	7/1/2010
Midwest Employers Casualty Company	EWC006918	7/1/2010	7/1/2011
New York Marine and General Insurance Company	MW100472	7/1/2011	7/1/2012
New York Marine and General Insurance Company	WC2012EPP00054	7/1/2012	7/1/2013

C. Pursuant to this Agreement, IVGID transfers to the Trust all rights IVGID may have now or in the future with respect to IVGID's liability for workers' compensation, employers' liability and/or related losses, or under or with respect to the Policies.

ARTICLE 2- EFFECTIVE DATE

This Agreement shall be effective as of 12:01 a.m., Pacific Standard Time, July 1, 2018.

ARTICLE 3- CONSIDERATION

In consideration of the Trust's agreement to assume the liabilities of IVGID, IVGID will pay the Trust, among other things, an assessment in the amount of \$58,000 and assign all rights and remedies to all deposits and policies relating to the Assumed Claims to the Trust.

ARTICLE 4- ADMINISTRATION AND CLAIM PAYMENTS

A. From and after the effective date hereof, the Trust will be solely liable for the administration and disposition of all aspects of the Assumed Claims, including, without limitation, the defense, adjustment, settlement, and payment of all losses and expenses arising under or relating to the Assumed Claims. The Trust will bear all expenses and costs incurred by it in connection with the administration and disposition of such losses, claims, expenses, defenses, adjustments, settlements, and payments.

B. The Trust shall have the right to select a third-party administrator to perform claims administration services pertaining to the Assumed Claims.

C. All losses and expenses regarding the Assumed Claims that the Trust determines to be payable will be paid directly and promptly by the Trust.

ARTICLE 5- REQUIRED REGULATORY APPROVAL

This Acknowledgement remains subject to the approval of the Nevada Department of Business and Industry, Division of Insurance ("Division"). The Trust shall take all steps necessary to obtain requisite regulatory approval of this Agreement, if any, and the transactions described herein.

ARTICLE 6- ERRORS OR OMISSIONS

Inadvertent delays, errors, or omissions made in connection with the transfer and assumption or any transaction hereunder will not relieve the Trust from any liability that would otherwise have attached had such delay, error, or omission not occurred. Regardless, the Trust will rectify each such delay, error, or omission as promptly as practicable after discovery.

By: _____
Name: Steven J. Pinkerton
Title: General Manager
Entity: Incline Village General Improvement District
Date: _____

By: _____
Name: Wayne Carlson
Title: Executive Director
Entity: Public Agency Compensation Trust
Date: _____

Attachment B

MEMORANDUM

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

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

SUBJECT: Review, discuss and possibly adopt Resolution Number 1873:
A Resolution Approving the Residual Equity Transfer of
\$174,356 from the Workers Compensation Internal Services
Fund to the General Fund in the Fiscal Year 2018-2019

STRATEGIC PLAN: Long Range Principle #2 - Finance

DATE: May 14, 2019

I. RECOMMENDATION

That the Board of Trustees makes a motion to adopt Resolution Number 1873 to:

1. The Board of Trustees finds that the balance of \$174,356 remaining in the Worker's Compensation Internal Services Fund is deemed no longer required to provide self-insured worker's compensation benefits, and therefore in accordance with NRS 354.6215 authorizes a residual equity transfer to the General Fund effective June 30, 2019; and
2. The Board directs Staff to provide notice to the Nevada Department of Taxation Local Government Finance within the requisite 30 days from execution.

II. DISTRICT STRATEGIC PLAN

Long Range Principle #2 – Finance

Comply with State and Federal regulations –

Report results and demonstrate value- -

Develop and maintain a long term plan to sustain financial resources

III. BACKGROUND

An activity of the Internal Services Fund provided self-insured Workers Compensation Coverage from 1992 through June 30, 2013. The District is in a fully insured plan through the Nevada Public Agency Compensation Trust. The self-insurance retention from that

former coverage was held by the Internal Services Fund. The District completed an Absorption and Loss Transfer Agreement effective July 1, 2018 that removes all liability and risk from the self-insured activity. Over the course of two fiscal years the excess retention was returned to the operating funds. A transfer of \$800,000 occurred during 2017-2018 from the Internal Services Fund to return excess resources to operating funds. Another transfer of \$300,000 was completed in 2018-19. The Utility Fund, Community Services Special Revenue and Beach Special Revenue Funds receive the transfers. Since all self-insurance matters are closed, this function can cease as an Internal Service as of June 30, 2019, and \$174,356 will be transferred to the General Fund. The General Fund will account for the quarterly assessment for Workers Compensation coverage in the same manner as other benefits. The amount of the transfer is adequate to cover those assessments made in advance,

The applicable NRS 354.6215 Limitation on use of reserves or balances of funds created to insure risks. Except as otherwise provided in NRS 354.6241, if a local government provides a fund for self-insurance of property, for any form of insurance for the benefit of its employees, or for any other risk that it is permitted by law to assume, the reserves or balance of a fund thus provided must not be expended for any purpose other than that for which the fund was established, except that when the governing body deems the reserve or balance to be no longer required, either in whole or in part, it shall transfer the excess balance to the general fund of the local government. Any such transfer must be reported to the Department of Taxation within 30 days. Money so transferred is not available as a basis for augmentation of the local government's budget during the year of transfer.

IV. COMMENTS

Staff conferred with the Nevada Department of Taxation on the proper approach to applying NRS 354.6215. The recommended that it be completed for the current fiscal year and reflected in the District's Estimated Actual results for June 30, 2019.

V. ALTERNATIVES

The Board could choose to delay this action to another time. However, there is no advantage as you will note under the NRS these funds cannot be used for an augmentation. Therefore recognition in the current year is preferred.



RESOLUTION NO. 1873

A RESOLUTION APPROVING THE RESIDUAL EQUITY TRANSFER OF \$174,356 FROM THE WORKERS COMPENSATION INTERNAL SERVICES FUND TO THE GENERAL FUND, BASED ON A FINDING THAT SUCH BALANCE IS NO LONGER REQUIRED TO PROVIDE SELF-INSURANCE WORKER'S COMPENSATIONS BENEFITS

RESOLVED by the Board of Trustees of the Incline Village General Improvement District, Washoe County, Nevada, that

WHEREAS, pursuant to Nevada Revised Statutes (NRS) 354.6215 this Board makes a finding that the balance of \$174,356 held by the Worker's Compensation Internal Services Fund is deemed no longer required to provide self-insured worker's compensation benefits, and;

WHEREAS, this Board has previously approved a Loss Portfolio Transfer and Assumption effective July 1, 2018, and;

WHEREAS, this Board has previously authorized the District seek release of the State of Nevada Division of Insurance Reserve account held by the State Treasurer, and;

WHEREAS, as of August 3, 2018 the District had fully executed the Loss Portfolio Transfer and Assumption and had gained the release of the reserve account, and;

WHEREAS, the District has provided and administered its worker's compensation benefit program since July 1, 2018 through the Public Agency Compensation Trust and has no evidence of the need to continue to account for this function under the Internal Services Fund;

NOW, THEREFORE, IT IS ORDERED as follows:

1. The Board of Trustees finds that the balance of \$174,356 remaining in the Worker's Compensation Internal Services Fund is deemed no longer required to provide self-insured worker's compensation benefits, and therefore in accordance with NRS 354.6215 authorizes a residual equity transfer to the General Fund effective June 30, 2019,



RESOLUTION NO. 1873

A RESOLUTION APPROVING THE RESIDUAL EQUITY TRANSFER OF \$174,356 FROM THE WORKERS COMPENSATION INTERNAL SERVICES FUND TO THE GENERAL FUND, BASED ON A FINDING THAT SUCH BALANCE IS NO LONGER REQUIRED TO PROVIDE SELF-INSURANCE WORKER'S COMPENSATIONS BENEFITS

Page 2 of 2

2. The Board directs staff to provide notice to the Nevada Department of Taxation Local Government Finance within the requisite 30 days from execution.

* * * * *

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly passed and adopted at a regularly held meeting of the Board of Trustees of the Incline Village General Improvement District on the 22nd day of May, 2019, by the following vote:

AYES, and in favor thereof, Trustees Tim Callicrate, Matthew Dent, Phil Horan, Peter Morris, and Kendra Wong

NOES, Trustees: None

ABSENT, None: None

/s/ Tim Callicrate

Tim Callicrate

Secretary, IVGID Board of Trustees

IVGID
Proposed CIP Report Format

Prepare report on a quarterly basis

Project Description	Capital Improvement Project (CIP) Number	Original Budget	Carry Forward (prior fiscal year)	Capital Budget (current fiscal year)	Projects Cancelled (current fiscal year)	Adjustments (current fiscal year)	Reallocations (current fiscal year)	Carryover (next fiscal year)	Adjusted Budgeted Expenditures (current fiscal year)	Actual Current Fiscal Year To Date Expenditures	Projected Expenditures Remainder of Current Fiscal Year	Total Expected Current Fiscal Year Expenditures	Variance	Project % Completion	
NOTES							<i>column should net to zero</i>	<i>reflect on report as a negative number</i>	<i>Sum cols E through J</i>		<i>Projected expenditures for the remainder of the current fiscal year</i>	<i>Sum cols M & N</i>	<i>Col K minus O</i>	<i>To be determined by Engineering - be sure to define</i>	
NOTES							<i>Includes new unbudgeted projects</i>	<i>should tie to the following year Carry Forward Prior Fiscal Year</i>							

MEMORANDUM

TO: Board of Trustees

FROM: Kendra Wong
Chairwoman

SUBJECT: Review and discuss the Board of Trustees roles as outlined in the Board of Trustees Handbook

DATE: September 6, 2019

At the August 14, 2019 Board of Trustees meeting, the Board members asked for a review of the Board of Trustees roles. Attached is the Board of Trustees Handbook, which was taken from our website under the tab of Trustee Interest, for your information. Note the roles text begins on page 4 of the handbook.



Board of Trustees Member Handbook



TABLE OF CONTENTS

Legal Basis for General Improvement District 4

Board of Trustees..... 4

Role of the Board..... 4

Powers of the Board 5

Role of All Trustees 5

Detailed Role of the Chair 5

Detailed Role of the Vice Chair 6

Detailed Role of the Secretary 6

Detailed Role of the Treasurer 6

Appointments to Other Organizations..... 6

Nevada League of Cities 6

Washoe County Debt Management Commission..... 6

Other Committees or Commissions 6

Responsibilities of Trustees 6

Compensation 7

Benefits..... 7

Liability..... 7

Tools Provided..... 8

Budget and Finance..... 8

Travel on District Business and other purchases 8

Relationship to General Manager 9

Relationship to District Staff..... 9

Staff Support..... 9

Field Trips Outside of the District Venues and Group Participation 9

Meeting Requirements 9

Nevada Open Meeting Law 9

Posting of Agendas and/or Notices..... 9

Certification of Posting..... 10

Meeting Minutes 10

Meeting Protocol 11

Attendance 11

Schedule..... 11

Agendizing and Removal from Agenda 11

Staff Role At Meetings 12

Agenda Notebooks 12

Techniques and Tips 12

District Operations 16

Management Overview..... 16

Facility/Venue Overview 17

Vision Statement..... 18

Mission Statement 18

Value Statement 18

District Mantra 18

Ordinances 18

Policies and Practices..... 18



Resolutions 19
Strategic Management Plan 19
Websites 19
Document Retention 19
Intranet 19
Purchasing 20
Budgets – Capital Improvement 20
Holiday Schedule 21
Employee Meetings 21
Safety Week 21
Venue Seasonal Operating Dates 21
Policies and Procedures 21



Legal Basis for General Improvement District

Nevada Revised Statutes (NRS) 318 governs general improvement districts. Under this statute, there is a specific section, section 318.080, which defines the responsibilities of the Board of Trustees.

Board of Trustees

Role of the Board

Goals, priorities and courses of action are determined independently for each general improvement district in response to the particular needs and concerns of their district. The Board of Trustees meeting agenda is set by the District General Manager and Chair of the Board of Trustees. Each member of the Board of Trustees is always welcome to submit items for discussion and should make such requests through the Chair. The Chair will consider the request and, if deemed appropriate for the agenda of an upcoming meeting, provide the item to the General Manager for inclusion. The Board of Trustees has a specific policy on the conduct of their meetings; Policy 3.1.0. It should be read by each member of the Board of Trustees and kept as an easy and quick reference.

Issues that the Incline Village General Improvement District Board of Trustees deals with, on a regular basis, are as follows:

Contract Awards	Ordinance Adoption	Policy and Procedure Adoption
Reports	Budget Approval	Partnership Agreements
Resolution Adoption	Strategic Planning	Union Contract Approval

The meetings of the Board of Trustees should be viewed as an open forum and an opportunity for the public to query Incline Village General Improvement District Staff or the Board of Trustees about the issues facing their community. The Board of Trustees has incorporated a Meet and Greet session into their last meeting of the month which is held for thirty (30) minutes prior to the beginning of the meeting. Members of the public are encouraged to attend this informal session and chat with the various members of the Board and Staff regarding their concerns, ideas, or comments.

The Board of Trustees has the statutory authority and responsibility to make the final decisions on District matters. The Incline Village General Improvement District Staff has the responsibility to provide expert opinion and advice to the Board of Trustees to assist them in making decisions and also has the responsibility to implement and carry out the items passed by the Board of Trustees.

One very important role for the Board of Trustees is to provide a forum where citizens from the community can express their views, issues and concerns. It is these views, issues and concerns that give invaluable information to the Incline Village General Improvement District. As such, the Board of Trustees should focus its effort on providing the best atmosphere in its meetings to draw this needed information from local citizens. Additionally, the Board of Trustees should ensure that the information discussed during the meetings is accurate and given to the appropriate Incline Village General Improvement District staff member in a timely manner.

Powers of the Board

The powers of the Board of Trustees are listed in NRS 318.

Organization of the Board

The Board of Trustees is decided by the constituents in the voting districts of Incline Village and Crystal Bay. Elections of each Trustee are to a four-year term with elections occurring in even calendar years. The Board of Trustees, at either its last meeting in the current calendar year or the first meeting in the new calendar year, determines a Chair, Vice Chair, Treasurer, and Secretary for the calendar year. These positions are held for one calendar year. Should a vacancy occur, the Board of Trustees shall follow NRS 318.090, paragraph 5, to fill the vacancy. The most current roster for the current Board of Trustees is located on the District's website ivgid.org.

The following summarized roles reflect both the socially expected behavior and the function of the Board of Trustees members. All members of the Board of Trustees are expected to follow the roles of the Board of Trustees members (Role of All Trustees shown below) in addition to the special roles as designated by their elected position.

Role of All Trustees

- Identify issues and concerns in the community through the Board meetings.
- Review minutes, financial reports, memos and other documentation regarding the issues on which the Board is researching.
- Study and give counsel on the identified public issues.
- Represent the views of the constituents by communicating the range of options regarding the issues of concern.
- Regularly attend meetings and notify Board Chair, Board members and District Staff, well in advance, of forecasted absences from Board meetings whenever possible.
- Maintain good communications with the District General Manager and Staff.
- Prepare and file the required annual financial disclosure report.
- Respectfully execute the duties as a Trustee using ordinary diligence and not taking unfair advantage of the position as a Trustee.
- Respectfully recognize that along with the tremendous responsibility, goes a lot of power.

Detailed Role of the Chair

- Serve as spokesperson for the Board of Trustees and District.
- Facilitate meetings to be productive by engaging Trustees to openly discuss issues, share in equal participation, and ensure all Trustees have a chance to express their thoughts and opinions on an issue.
- Foster a public forum that allows for a diversity of opinions to be expressed.
- Execute District commitments as deemed necessary.
- Respectfully execute the duties as Board of Trustees Chair by not taking unfair advantage of the position as Chair.

Detailed Role of the Vice Chair

- During the absence of the Chair, serve as spokesperson for the Board of Trustees and District.
- During the absence of the Chair, facilitate meetings as described above.
- Assist the Chair in facilitation of the meetings on an as needed basis.
- Respectfully execute the duties as Board of Trustees Vice Chair by not taking unfair advantage of the position as Vice Chair.

Detailed Role of the Secretary

- Execute District commitments as deemed necessary.
- Respectfully execute the duties as Board of Trustees Secretary by not taking unfair advantage of the position as Secretary.

Detailed Role of the Treasurer

- Working with the Director of Finance to review and support the financial responsibilities of the District.
- Participate and support the District's Finance and Accounting team with respect to various committees, i.e. Audit Committee.
- Respectfully execute the duties as Board of Trustees Treasurer by not taking unfair advantage of the position as Treasurer.

Appointments to Other Organizations

Nevada League of Cities

Currently, the Board of Trustees has one appointed member to the Nevada League of Cities; please visit their website for more information on this organization.

Washoe County Debt Management Commission

Currently, there is one elected General Improvement District representative to the Washoe County Debt Management Commission; please visit their website for more information on this organization.

Other Committees or Commissions

As deemed necessary and appropriate, the Board of Trustees may from time to time make appointments and/or ask a member of the Board of Trustees to serve on requested committees and commissions.

Responsibilities of Trustees

The Board of Trustees has the statutory authority and responsibility to make the final decisions on District matters. The Incline Village General Improvement District Staff has the responsibility to provide expert opinion and advice to the Board of Trustees to assist them in making decisions and has the responsibility to implement and carry out the items passed by the Board of Trustees.

One very important role for the Board of Trustees is to provide a forum where citizens from the community can express their views, issues and concerns. It is these views, issues and concerns that give invaluable information to the Incline Village General Improvement District. As such, the Board of Trustees should focus its effort on providing the best atmosphere in its meetings to draw this needed information from local citizens. Additionally, the Board of Trustees should ensure that the information discussed during the meetings is accurate and given to the appropriate Incline Village General Improvement District staff member in a timely manner.

Compensation

In accordance with NRS 318.085, subparagraph 5, each Trustee shall receive compensation, if the budget is adequate and a majority of the members of the Board of Trustees vote in favor of such compensation. This compensation is paid on the same schedule as District staff which is every other week of each calendar month. The compensation for the Trustees is limited by Nevada Revised Statute. On April 12, 2006, the Board of Trustees voted unanimously to increase the yearly compensation to \$9,000 per year effective January 1, 2007 as provided by NRS 318 and adopted by the State of Nevada Legislature in its 2005 session.

Benefits

Each Trustee will be issued, by the District's Recreation Center staff, a Recreation Photo Identification Card identifying the Trustee as a Category 1 employee. This benefit is for the Trustee only and not applicable to your spouse or dependents. Following is a list of the various discounts, available to the Trustees, for our venues:

- Board of Trustees will have their own category. They will no longer part of Category 1 Recreational Privileges.
- Will be able to visit each venue one time per week without charge.
- No employee discount dependent privileges.
- Food and beverage discount same as resident – 10% discount.
- Merchandise discount same as resident – 20% discount.
- Trustees can expense a business lunch following the District expense procedures when conducting District business.

Liability

With respect to the potential liability of individual Trustees, Incline Village General Improvement District treats each Trustee just as it would one of its employees. As long as Trustee activities fall within the course and scope of the duties as a Trustee, Incline Village General Improvement District will defend and indemnify pursuant to requirements of Section 41 of the Nevada Revised Statutes. On June 13, 1968, the Board of Trustees adopted Policy and Procedure Number 098, Resolution Number 495, which supports this position.

- ◆ Incline Village General Improvement District considers Trustees' actions within the course and scope of the public duty assumed as a Trustee to be equivalent of that of an employee. If a civil action is brought against you alleging an act or omission related to such service, it is the position of Incline Village General Improvement District, pursuant to NRS Section 41.0339, you may request a defense and Incline Village General Improvement District shall provide a defense and, if appropriate, indemnification.
- ◆ NRS Section 41.0339 requires that you, within 15 days after service of a summons and complaint, request in writing a defense by the official attorney. For Incline Village



General Improvement District, the official attorney is the District General Counsel. The District General Counsel contact information is available from the District Clerk or the General Manager.

- ◆ If per chance you are injured while within the course and scope of the public duty you have assumed, you will be treated as an employee and covered by the Incline Village General Improvement District workers' compensation system. In order to access the workers' compensation system, you would need to contact the Incline Village General Improvement District Risk Manager, advise of the injury, and follow the procedures adopted by the Incline Village General Improvement District for its employees. You can obtain a copy of those procedures from the Incline Village General Improvement District Risk Manager.
- ◆ If you are involved in an accident or an incident, while within the course and scope of your duties as a Trustee, which results in property damage or injury to any person, you must contact the Incline Village General Improvement District Risk Manager within three working days.

Tools Provided

The Incline Village General Improvement District issues to each Trustee, for their use in doing District business (which excludes personal use), business cards.

Budget and Finance

The Incline Village General Improvement District Board of Trustees is a cost center and has a separate budget for its expenses. The Board Chair is responsible for the administration of this budget supported by the District Clerk and other members of the District team.

Travel on District Business and other purchases

When a Trustee wishes to make a purchase, go to a conference, or expend funds in any manner which will require reimbursement, the Trustee must have the expenditure approved, prior to it being made, by the Board Chair. If the Board Chair is unavailable, then the Board Vice Chair shall assume the responsibility. The Trustee making the expenditure shall be bound by the District policy and procedures and will be required to complete all the necessary form(s) for reimbursement. The District Clerk is available to the Board of Trustees at all times to assist them in this process, therefore the necessary forms are not included in this handbook. Following is a short list of items for which the Trustee might request reimbursement:

- ◆ Travel to conferences, seminars
- ◆ Reimbursement for business dinners
- ◆ Wireless Internet connection equipment within their residences
- ◆ Operating supplies
- ◆ Employee recognition
- ◆ Personal car mileage when on District business

Upon completion of travel, the Trustee will be expected to complete an expense report that will be submitted to the Board of Trustees Treasurer for review and approval. Following this review and approval, the Board of Trustees Treasurer will give the expense report to the District Clerk who will submit it to the District's Accounting Department for reimbursement processing. The Trustee submitting the expense report will be promptly notified when his/her reimbursement is



ready for their pickup. Should the Board Treasurer be the one making the trip, then the Board Chair will authorize the travel request and subsequent expense report.

Relationship to General Manager

The General Manager is the primary contact for policy and procedure and is the only direct employee, by contract (available upon request to the District Clerk), of the Board of Trustees.

Relationship to District Staff

All Staff members of the Incline Village General Improvement District are available to any Trustee to discuss areas in the sphere of influence.

The General Manager is the Board's representative to Staff. When a Trustee has a question on a matter coming before them, the Trustee may communicate directly with the Staff member who is presenting the matter to the Board to get clarification. The Board of Trustees is not permitted to micromanage Staff and Staff issues that arise must be directed to the General Manager.

Staff Support

The Incline Village General Improvement District provides the primary administrative assistance to the Board of Trustees. An individual is designated as the District Clerk and is available to any member of the Board of Trustees to assist them with travel arrangements, find documents, do research, etc. All Staff members of the Incline Village General Improvement District are available to any Trustee to discuss areas in the sphere of influence. The General Manager is the primary contact for policy and procedure and is the only direct employee, by contract of the Board of Trustees. Job descriptions for both the General Manager and the District Clerk are available upon request.

Field Trips Outside of the District Venues and Group Participation

Field trips outside of the District venues for the entire Board of Trustees need to be well organized and adequately posted so as to comply with the Nevada Open Meeting Law requirements. Field trips can be at the suggestion of the Board of Trustees, members of the Staff and/or members of the public. The District Staff will take on the responsibility for organizing the field, and when applicable and deemed reasonable, providing transportation to and from the field trip site. District Staff may or may not accompany Board of Trustees on the field trip.

Meeting Requirements

Nevada Open Meeting Law

State law requires that meetings of public bodies must be open and public. Boards of Trustees fall within the definition of public bodies. The Nevada Open Meeting Law Manual is available online and via request of the District Clerk.

Posting of Agendas and/or Notices

The written agenda of a Board of Trustees meeting must be posted at the place of the meeting and at a minimum of three other separate, prominent (i.e. open to public view) places within the jurisdiction of the Board of Trustees. The agenda must be posted no later than 9:00 a.m. three



working days before the meeting. For example, if the Board of Trustees meets on a Wednesday, the agenda must be posted no later than 9:00 a.m. on the Friday preceding the meeting. Saturdays, Sundays and holidays may not be counted in calculating three working days. The District Clerk takes care of this agenda posting and all locations, where the agenda are posted, are listed on the bottom of each agenda. On notices, the locations may or may not be noted however it is assumed they will be posted in the same locations as an agenda.

Certification of Posting

The Incline Village General Improvement District Staff will certify that the Board of Trustees agendas were correctly posted according to the Nevada Open Meeting Law prior to the Board of Trustees meeting. This certification is included on each agenda and/or notice.

Meeting Minutes

The Nevada Open Meeting Law also requires that a public body keep written minutes of meetings. These minutes must include:

- The date, time and place of the meeting.
- Those members who are in attendance and those who are absent.
- The substance of all matters proposed, discussed or decided. In addition, at the request of any member, the minutes must reflect each member's issues and concerns on any matter. If a vote is taken, the minutes must reflect each member's vote on any matter.
- The substance of remarks made by members of the general public who address the body if so requested by that person.
- Any other information which any member of the body requests be included in the minutes.

Citizens may request to receive copies of the Board of Trustees minutes (and agendas) through the District Clerk. Such a request should be made in writing (or through e-mail) to the District Clerk. Citizens can request to receive mailing of Board of Trustees agenda packets by e-mail and/or U.S. Postal Service and the agendas by e-mail and/or U.S. Postal Service. Distribution of these items to those requesting and the Board of Trustees is in accordance with the Open Meeting Law.

The law provides that the minutes are public records and have permanent value. The minutes must be retained by the public body for five years, and then may be transferred for archival preservation. The Incline Village General Improvement District is the public body designated to retain these records. ***The minutes must be available for public inspection within 30 working days after adjournment of the meeting.*** Meetings may be recorded on audio/video tapes in addition to the written minutes. If so, the entire meeting must be recorded. The recording of the meeting must also be made available for the public inspection. The audio tape must also be retained by the public body for two years.



Meeting Protocol

Attendance

A majority for the IVGID Board of Trustees is three (3) members out of the five (5) member Board. When an item is brought before the Board, and there are three (3) members present, the item must be unanimously approved by the three (3) members present otherwise the item fails. It is each Board member's responsibility to notify the District Clerk and/or General Manager of his/her absence, from a Board meeting, in a sufficient amount of time (one month's notice is preferred) to allow for the proper planning of agenda items.

Schedule

The Board of Trustees meeting schedule is set via policy. Currently, the Board of Trustees meets on the second and last Wednesday of each month however that schedule may change from time to time. Typically, the meetings for the months of November and December are reduced to one meeting per month so as to allow the Board of Trustees and District staff to spend time with their families over the holidays.

The meetings take place at the Chateau located at 955 Fairview Boulevard in Incline Village. This building can be set up to accommodate approximately 250 members of the public and has built in audio recording equipment to facilitate our compliance with NRS statutes for audio recordings. The District also uses Livestream to broadcast its meetings however it is a complimentary item versus an NRS/Open Meeting Law requirement.

Agendizing and Removal from Agenda

Board members may request, to the Board Chair, that an item be added to the agenda. If the requested item is not to be included, an explanation should be provided to the Trustee and some type of accommodation is made. This request must be made in sufficient time to allow the item to be properly described on the agenda. All backup materials required to allow sufficient discussion of the Board item must be provided to the District Clerk in sufficient time to allow it to be included in the Board packet for both the Board's review and the general public. As an example, when the Board meeting is on the last Wednesday of the month, that meeting agenda will be posted on the Friday prior to the meeting. The District Staff and Board of Trustees reviews, as an agendized item, the Long Range Calendar which includes all the dates of when materials are required.

A Board member, at the time of the approval of the agenda during the Board meeting, may request that an item be moved from the Consent Calendar to General Business to allow for more detailed discussion, may ask that an item located on the agenda be deferred to a later time, and may ask that the position of an agenda item(s) be relocated. It is suggested that Board Members discuss their wishes prior to the Board meeting with the Board Chair so that the Board Chair is not surprised by their requests and understands the reasons behind such requests.

District Staff, at the time of the approval of the agenda during the Board meeting, is represented by the District's General Manager and as such the District General Manager will make the request to move, delay or defer any agenda items. Generally speaking, the District General Manager will only take such action when new information has been received at the last moment or the situation has changed such that the recommendation needs to be reconsidered.

Staff Role at Meetings

Senior Staff and Directors typically attend all Board of Trustees public meetings. Their presence is in support of the Board of Trustees, their agenda items and to respond to questions directed to them, at the discretion of the Board of Trustees, by the general public. These employees are exempt employees and thus no overtime costs are incurred for these individuals to be present at these meetings.

Agenda Notebooks

It is District Staff's responsibility to provide the Board of Trustees with a detailed packet for information supporting those items on the agenda. Each Trustee will be provided, typically no later than the Friday preceding the Wednesday meeting, a notebook of information supporting each agenda item as applicable. This information may also be supplied, upon request by individual Trustee, electronically i.e. in PDF format. On that same Friday, the requesting members of the public shall be mailed their packet. This process can be delayed to the Monday preceding the Wednesday meeting in event of an emergency (i.e. weather, machine failure, etc.). It is each Trustee's responsibility to ensure that they have read the materials prepared for them so that they come to each meeting prepared to discuss the items on the agenda. If they have any question or concern about the materials provided on an agenda item, they are encouraged to ask questions of the District Staff, starting with the General Manager, prior to the meeting. The thorough understanding of each matter on the agenda allows the Board of Trustees meeting to proceed in a timely and orderly manner.

Typically, the agenda will include various reports made by Staff or a Trustee which are relevant to those members in attendance and/or the general public, Consent Calendar items which are items that the District Staff deems as being typical, routine and non-controversial, and General Business items which are items that the Staff would like to have dialogue with the Board of Trustees or get feedback from a multitude of sources. Occasionally, a public hearing is incorporated into an agenda for the purpose of providing a time certain period of public comment on a particular topic or topics. When a public hearing is held, there are additional requirements which District Staff will fulfill.

The Board of Trustees meeting agenda is provided to the local newspaper at its request. Typically before each meeting, the District's Communication Coordinator issues a brief overview of the meeting via press release or other format.

Techniques and Tips

Agenda Tips

- The agenda should be concise, but inclusive enough to clearly identify the agenda items and allow discussion of that item.
- Posting of the agendas should be in substantial compliance with the Open Meeting Law.
- Mailing of the agendas should also be in substantial compliance with the Open Meeting Law. If the agendas are mailed within the required time frame, the intent of the law has been met. Incline Village General Improvement District is not responsible for mail delivery.
- Notes on contents of the agenda:

- *Correspondence.* Correspondence is included in the Board packet if it is received in time for its inclusion. Correspondence received after production of the Board packet is verbally noted as received and then included in the following Board packet.
- *Public Comments.* The Board of Trustees has adopted an advisory statement which is included on each agenda.

Minutes Tips

- The minutes should reflect what happened at the meeting.
- The minutes belong to the Board of Trustees and are not open to comment from the audience under the section of the agenda to approve the minutes. Comments to the minutes can be made under "Public Comments".
- The minutes should be approved in total, not as a portion. If a portion of the minutes are questioned, the entire set of minutes should not be approved until the questionable section is clarified.
- Corrections to the minutes of the past meeting are made at the current meeting; the corrections will be reflected in the current meeting's set of minutes and approved at the following meeting.
- The official (approved) minutes are on file in the Incline Village General Improvement District office and are available for public review.
- Correspondence received can be noted in the minutes, but need not be included in the contents of the minutes.
- Information commenting on an item on the agenda of a past meeting *cannot* be submitted for inclusion in the minutes after the minutes of that meeting have been approved.

Meeting Tips

Since the official business of the Board of Trustees can be conducted only at a meeting, it is important to make sure that the Board of Trustees meeting is structured to encourage public participation. If the Board of Trustees meeting is long, complicated and focused only on Board of Trustees members, then the meetings will eventually lose public participation. The following are some guidelines to follow to help ensure smooth meetings:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Start on time. • End at a reasonable hour. • Follow the agenda (It is a violation of the Open Meeting Law to discuss items not appearing on the agenda.) • Encourage the public to participate. • Wait for recognition from the Chair before speaking. | <ul style="list-style-type: none"> • Ensure no one person dominates the discussion. • Actively listen. • Do your homework (prepare) before the meeting. • Don't hold unnecessary meetings. • Do not take or make matters or comments on a personal level. |
|--|--|

Ways to Stimulate Community Participation

- Send random letters inviting community members to meetings.
- Hold regular meetings.
- Make agendas easily available.
- Invite residents to get together before community issues are considered.

- Send thank you notes to people who provide input and suggestions.
- Request community groups to designate a representative to attend meetings.
- Make meetings comfortable rather than intimidating (i.e. less formal).
- Make meetings interesting and don't drift or bog down (i.e. keep meetings short and to the point).

Meeting Room Environment

In addition to these guidelines, the meeting room environment is also crucial to a smooth meeting. Here are some items to check:

1. Room size is adequate for anticipated crowd.
2. Temperature set at comfortable level.
3. Enough seats and agendas available.
4. Adequate lighting and sound system.

Advocacy Roles

Incline Village General Improvement District Board of Trustees meetings should provide a forum that encourages candid and frank sharing of citizen concerns and issues. It is especially important that Board of Trustees meetings be conducted to allow a "neutral playing field" so all present feel comfortable sharing all sides of any issue. Board of Trustees members, in conducting a meeting, must be careful to avoid giving any perception that the meeting or sharing will be slanted or limited to the detriment of full and open sharing.

Any Trustee who is personally or financially affected by a particular issue or project being discussed should:

1. Disclose, as part of the record, his/her involvement with the issue or project and, if applicable, any financial relationship or involvement relating to or resulting from the project or issue to determine participation or withdrawal; or
2. If chairing the meeting, temporarily release Chair to the Vice Chair.
3. If it is determined that there is no conflict, since participation of an elected official is favored, then the member shall participate in all matters of the issue.
4. Should a Board of Trustee member wish more information, the District General Counsel can make available relevant conflict material(s).

A Board of Trustees member may also choose, under the above circumstances, to recuse him/herself from the Board and participate from the audience as a private citizen on the particular project or issue.

No Trustee may represent the Board of Trustees in other proceedings, orally or in writing, as advocating a particular position unless the specific topic under consideration was discussed and/or voted upon by the Board of Trustees. In making any representation, the Trustees must be careful to report on the issues and concerns - both pro and con - as presented to the Board of Trustees, in addition to any vote result.

Representation and Communication

Two equally important responsibilities of a Trustee are representation and communication.

As a Trustee, you can make unique and special contributions through the Board of Trustees participation because often times your personal well-being is deeply intertwined with that of your community. It is up to you to understand and fairly represent the views of your Incline Village and Crystal Bay constituents. You should be active in the community, have good rapport with and support from your constituents, and "keep your ear to the ground". You should be aware of the total range of viewpoints and use good judgment in providing issues and areas of concern to Incline Village General Improvement District. This is a big responsibility and can take considerable time and effort.

An equally important responsibility is developing and maintaining good communication with the Incline Village General Improvement District General Manager and Staff - particularly with the General Manager. With good communication, you will play an important part in making the District responsive to the needs of Incline Village and Crystal Bay.

Issue Management

Issue management is a tool to help you identify issues of concern that affect you and your constituents. Once you have identified these issues, then you can let the appropriate people know about the issues in a timely fashion. This ensures that you and your constituent's concerns become part of the policy-making process of the District. Developing issue management skills is an important aspect of the Board of Trustees membership. It allows you to use informally gathered information to better advise and relay concerns to the District Staff. This information allows for the Trustees to anticipate issues before they become disruptive and to become part of the process to resolve those issues. Protection of community interests, increased productivity, fewer delays and reduced costs are all benefits of early issue detection and resolution by the Trustees.

Five steps to help you manage and resolve issues are:

1. **Identify issues:**
Talk with your constituents about their problems or needs. Use your knowledge of the community to understand how this problem or need affects the community. Share this information with the Board membership so that later all of you will be able to gauge if proposed solutions will solve the problem or satisfy the need.
2. **Communicate:**
Find other people affected by this problem or need in order to hear their views. Seek out the places where people in the community meet to share ideas or to pursue common interests (e.g. the local market, the day care center, the Recreation Center, etc.) Make sure you have a good understanding of the problem or need.
3. **Separate themes and ground issues:**
Try to find the real issue(s) behind the problem or need. In issue management, this is known as separating issues from themes. Frequently, people complain about a problem (e.g. government is not listening to me) which hides their real need or issue (e.g. why has my road not been graded in two years?). Once you have identified the real issue, check with other people who share this problem/need to make sure you have put your thumb on the real issue (this is known as grounding the issue).

4. Develop options:
Work with the appropriate people from the community and District staff to develop different ways to resolve the issue(s). After you develop these options, make sure you once again check with the people who have the problem/need to ensure that the proposed solution will indeed satisfy their problem/need.
5. Implement and evaluate:
Work with your community and District Staff to implement the preferred option. Make sure you and the community is part of the process to resolve the issue. Afterwards, take the time to identify things that went well and those that need work to better prepare yourself for the next time.

Issues that are non-operational in nature that could affect the District will be given to the Chair who will address and disseminate to all members of the Board of Trustees and the District General Counsel. An example would be a complaint against a Trustee or a complaint regarding a District policy. If the issue involves the Chair, the Vice Chair and the District General Counsel will be informed.

District Operations

Management Overview

The Incline Village General Improvement District is managed by the General Manager who is hired and is the only contract employee of the Board of Trustees. The employment contract of the General Manager is available upon request to the District Clerk. Each year, the General Manager is given a performance evaluation by the Board of Trustees. Effective October, 2005, this performance evaluation is conducted in open, public session.

The General Manager is responsible for the District staff which consists of approximately 110 full time year round employees and 300 seasonal and part-time employees depending upon the season. There are Directors (Director of Public Works, Director of Human Resources, Director of Finance, Director of Community Services, and Parks and Recreation Director), Communications Coordinator, and one District Clerk which are direct reports to the General Manager. The General Manager is also responsible for the District General Counsel which is a contract position and does not reside in the District offices.

The following identifies the authorities delegated to the General Manager through various District documents:

1. Strategic Planning, **Policy 1.1.0**, 0.1 Initiate the Strategic Planning Process
2. Conduct Meetings of the Board of Trustees, **Policy 3.1.0**, 0.6 Rules of Proceedings, f. Contracts, g. Claims; 0.8 Agenda Preparation, 0.9 Reconsideration, 0.12 Authorization to Sign Checks, 0.13 Facsimile Signatures, 0.15 Consent Calendar and 0.17 Legislative Matters
3. **Policy Resolution No. 103** (Resolution 1475) Establishing a Policy for the Granting of Easement Across District Property
4. **Policy Resolution No. 105** (Resolution 1480) Adopting a Personnel Management Policy
5. **Policy Resolution No. 110** (Resolution 1493) Policy Statement on Community Relations Expenditures



6. **Policy Resolution No. 111** (Resolution 1494) Policy Statement on Collection of Delinquent Special Assessments
7. **Policy Resolution No. 113** (Resolution 1517) Use of Trademark by Private Businesses and Persons
8. **Policy Resolution No. 115** (Resolution 1527) Use of IVGID Boardroom
9. **Policy Resolution No. 116** (Resolution 1538) Establishing Penalty and Interest Charges on Delinquent Accounts and Collection Thereof
10. **Policy Resolution No. 120** (Resolution 1575) Group Use of Beaches
11. **Policy Resolution No. 121** (Resolution 1581) Adopting Policy and Procedure For the Settlement of Lawsuits and Related Claims
12. **Policy Resolution No. 127** (Resolution No. 1619) Complimentary Recreation Privileges
13. **Policy Resolution No. 129** (Resolution No. 1632) Relinquishment and Acquisition of Utility Easements and Encroachment Agreements
14. **Policy Resolution No. 132** (Resolution No. 1701) Fundraising/Donation Activities at IVGD Facilities
15. **Policy Resolution No. 134** (Resolution No. (not issued) Policy Governing Service of Alcoholic Beverages at IVGID Facilities
16. **Policy Resolution No. 135** (Resolution No. 1760) Temporary Dog Park at Village Green
17. **Policy Resolution No. 136** (Resolution No. (not required) Policy concerning access to District Property and the Use of District Facilities for Expression
18. **Policy Resolution No. 137** (Resolution No. 1801) Policy for the Provision of Records to the Public
19. **Policy Resolution No. 138** (Resolution No. 1849) Naming/Dedication of IVGID Facilities and Acknowledging Important Local Persons, Events or History
20. **Ordinances:**
 - a. 1 – Solid Waste
 - b. 2 – Sewer
 - c. 3 – Water
 - d. 7 – Recreation Pass
21. **Golf Complimentary Privilege Policy**

Facility/Venue Overview

The Incline Village General Improvement District owns and operates several recreational and event venues within the community. They are the Recreation Center, Incline Beach, Ski Beach, Burnt Cedar Beach, Hermit Beach, Diamond Peak Ski Resort, Mountain Golf Course, Championship Golf Course, Aspen Grove, Treatment Plant, Chateau, Skateboard Park, and various pump stations.

Included within the Nevada Revised Statutes are two chapters which are relevant to two of our venues - Chapter 455A: Skier Safety and Chapter 455B: Recreational Parks.

The main office of Incline Village General Improvement District is located at 893 Southwood Boulevard. The General Manager, Director of Human Resources, Director of Finance, Director of Community Services, and the District Clerk all have their offices in this building.

The Board of Trustees has an individual mail receptacle located within the main office where District Staff places materials for each Trustee.



Vision Statement

With a passion for quality of life and our environment, Incline Village General Improvement District will enhance the reputation of our community as an exceptional place to live, work, invest, and play.

Mission Statement

The Incline Village General Improvement District delivers exemplary recreational experiences and provides the highest level of water, sewer, and solid waste services while striving for fiscal and environmental sustainability.

Value Statement

We are dedicated people providing quality service, for our community and environment, with integrity and teamwork.

District Mantra

One District • One Team

Ordinances

The Incline Village General Improvement District has four ordinances that govern the community. They are:

Ordinance 1: An ordinance regulating solid waste and the collection of garbage, rubbish, waste matter and refuse, and the collection, removal and disposal thereof

Ordinance 2: An ordinance establishing rates, rules and regulations for sewer service

Ordinance 4: An ordinance establishing rates, rules and regulations for water service

Ordinance 7: An ordinance establishing rates, rules and regulations for recreation passes and recreation punch cards

The Public Works Department also enforces landscaping requirements, which are a subset to Ordinance 4, Article 18.

The Tahoe Regional Planning Agency (TRPA) governs the noise within our community. Chapter 23 of their regulations is what the Incline Village General Improvement District follows with respect to noise. When our community members have a concern, regarding noise, the District staff references this regulation and suggest that the community member telephone the Washoe County Sheriff for assistance.

Policies and Practices

During Fiscal Year 2007/2008, the Board of Trustees adopted a strategy, in parallel with the Government Finance Officers Association, of having policy statements and accompanying practices. Each policy statement is presented to the Board of Trustees for the adoption. The District's website has these items included on it.



Resolutions

The District Clerk of the Incline Village General Improvement District maintains the Resolution Log for the District. Currently, the District has a list of over 1,800 resolutions. Resolutions are issued for a myriad of reasons; adoption of a seal (Resolution 2), addition of powers (Resolution 185), dedication of the Administration Building (Resolution 1740), Approval of the Recreation Standby and Service Charges (Resolution 1741) as examples.

As time progresses, technology advances take place, and, in general, operating situations change, the District Staff amends resolutions to fit these changes. These amendments and new resolutions come before the Board of Trustees for ratification and support.

Strategic Management Plan

The Incline Village General Improvement District has a Strategic Plan. It is a living document that is revised and refined with changing conditions, acquisitions, industry practices, etc. It is under the direction of the General Manager that this plan is followed. A copy of the Strategic Plan for the Incline Village General Improvement District is on its website.

Websites

The Incline Village General Improvement District has a host of interconnected websites (golfincline.com; diamondpeak.com; insideivgid.org; ivgid.org; etc.) for its different venues and departments. The home website, for the District, is yourtahoeplace.com. At this website, the Trustees and community will find a multitude of useful information including contact information, District calendar and various links. Each Trustee has a photograph and contact information located at this website. This allows the community to have 24-hour access to the Trustees, via e-mail, and for our new residents and visitors. Trustees are required to annually file a financial disclosure statement which is available at the Nevada Secretary of State website.

Document Retention

The District maintains a multitude of documents in retention in accordance with its approved, by the State of Nevada, document retention schedule. One of the primary locations, accessed by the District Clerk and other selected key District Staff, is IVGID Archives. At this network server location, the Board of Trustees agendas, minutes and agenda packets are scanned and kept. The audio tapes of the Board of Trustees meetings and other public meetings are kept by the District Clerk in a secured cabinet at the Administrative offices. The tapes are destroyed in accordance with the document retention schedule. Another location, administered by members of the Finance, Accounting and Information Technology team, is the parcel master files.

Intranet

The Incline Village General Improvement District, in July of 2005, launched an intranet which is an internal website for District employees only. This website can be accessed, using internal District computers by using the web address of www.insideivgid.com. This intranet is an intuitive tool where District Staff can access forms, calendars, telephone directories, etc. Its expansion is dependent upon the need of information for the District Staff and it is administered by the Information Technology team.

Recreation and Beach Fees

The recreation and beach fees are used to support the various recreational venues available to the property owners and residents of Incline Village/Crystal Bay community which is annually charged and billed on the Washoe County property tax bills. Billing the recreation and beach fees, on the Washoe County property tax bill, is a cost effective method to keep the cost of administrating the recreation and beach fees down. Each fiscal year, a Recreation and Beach Fee table is prepared. There are approximately 8,222 billable parcels/units within Incline Village and Crystal Bay.

Purchasing

Nevada Revised Statutes Chapters 332 and 338 discusses, in detail, the requirements for local government purchasing.

Budgets – Operating

Each year, Staff prepares a detailed calendar outlining all operating and capital tasks and important milestones to be met by Staff and the Board during the budget process. The budget process can begin as early as November and it is statutorily required to conclude by the end of May. The Board of Trustees takes an active role in the budget process and is asked to attend several Board budget workshops to ensure the Board of Trustees understands all aspects of the budget process. These budget workshops are typically held on the first Thursday meeting and additional workshops are scheduled, as needed, by the Board and Staff. This occurs during the last meeting of the month when the Board of Trustees and Staff review the Long Range Calendar. While it is rare, occasionally Saturday meetings are convened. All meetings are all held in accordance with the Open Meeting Law and the public is invited to attend. In May, the Board of Trustees must hold public hearings for the (1) operating and capital budget and (2) proposed recreation and beach fee. Later on, in the same meeting, the Board adopts the applicable fiscal year operating and capital budget as well as adopting the recreation and beach fees.

Budgets – Capital Improvement

The Incline Village General Improvement District Capital Improvement Plan (CIP) is an important planning tool that is used to link the District's physical development planning with fiscal planning. The CIP lists the projects needed to preserve the significant investment the District already has in infrastructure, as well as improvements needed to spur community economic growth and development.

The CIP document is a policy guide and is not intended to replace future District budget decisions. The District has in place a CIP Review Team which reviews the recommendations and requests for CIP Projects made by department/division staff.

There are two general categories for CIP projects:

1. small improvement projects and major maintenance needs which compete for revenue in the annual budget cycle; and
2. major projects requiring the expenditure of public funds (above annual operating expenses) for the purchase, construction or replacement of physical infrastructure in our community.

A CIP project can include the following:

- **Land:** land, easements and rights-of-way
- **Structures:** feasibility studies, construction costs, architectural, engineering, legal and related expenses; major renovation or additions
- **Equipment:** equipment to serve a new facility or replaces existing equipment in facilities (e.g. furniture, fleet vehicles, library books or computer systems)
- **Other Expenditures:** cost-sharing arrangements between the District and outside parties; purchase of water rights, etc.

The Trustees are involved in the CIP process as they review the data sheets submitted as part of the budget process.

Holiday Schedule

The District Staff enjoys eleven holidays each year - New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Nevada Day, Veterans' Day, Thanksgiving Day, Family Day (the day after Thanksgiving) and Christmas Day.

Employee Meetings

All Employee meetings are held twice each year – typically December and August. These meetings celebrate the achievements of the District employees.

Safety Week

Safety Week is generally held the third week of October and is comprised of each employee conducting area safety checklists, watching videos and participating in other related events. This program is lead by the District Safety Officer who is supported by the Safety Committee members.

Venue Seasonal Operating Dates

Diamond Peak Ski Resort opening is weather dependent but generally opens early in December.

The Championship and Mountain Golf Courses openings are also weather dependent but generally they open late May with the Mountain Golf Course opening one week after the opening of the Championship Golf Course.

The Tennis Center opens early May and closes mid-October.

The Recreation Center is open year round.

Policies and Procedures

The Incline Village General Improvement District has policy and procedures in effect. Policies and procedures are those items which have a District wide effect on general business practices. These are located on the District website under "Resources".

MINUTES

REGULAR MEETING OF AUGUST 14, 2019 Incline Village General Improvement District

As Amended

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, August 14, 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, Director of Golf/Community Services Darren Howard, and Director of Finance Gerry Eick.

Members of the public present were Ellie Dobler, Cliff Dobler, Michael Roberts, Margaret Martini, Denise Davis, Ken Hubbart, Juliet Ashton, McAvoy Laine, Myles Riner, Mike Abel, Mark Newman, Linda Newman, Sara Schmitz, Kaye Shackford, Paul Klein, Judith Miller, Aaron Katz, Steve Dolan, Jack Dalton, Frank Wright, and others.

(39 individuals in attendance at the start of the meeting which includes Trustees, Staff, and members of the public.)

C. PUBLIC COMMENTS

Iljosa Dobler read from a prepared statement which was submitted and is attached hereto.

Cliff Dobler read from a prepared statement which was submitted and is attached hereto.

Margaret Martini read from a prepared statement which was submitted and is attached hereto.

Mike Abel read from a prepared statement which was submitted and is attached hereto.

Judith Miller said she echoes Mr. Abel's sentiments and wonders about adopting the Community Services Master Plan. In the past, the Board has approved, accepted, and implemented plans, and tonight they are being asked to adopt it. Just want everyone to be on the same page because until it is included in the budget, these are just suggestions. She finds it difficult to understand how the Mountain Clubhouse, Tennis Center and Incline Beach house is in the forefront instead of other projects. The beach house, yes, Mountain Clubhouse and the Tennis Center – she doesn't understand. Why not the expansion of the Recreation Center, etc. This needs more input from the public instead of the vocal minority so that we can make real progress on beach overcrowding. She took delivery of her new bike today so please reserve a space for her. Just like Washoe County's long overdue recognition of short term rentals, most of us realize there is a comfortable carrying capacity at the beaches. She knows that our Interim District General Manager has some good ideas thus she is hoping over the fall months and by spring, we can come up with a number of ideas about the overcrowding of the beaches. Shared bike path is just not living up to the promises that we have heard and she doesn't think it will be near those savings.

Aaron Katz said he wanted to talk about Agenda Item H.4. and he thanked Trustee Callicrate for bringing this item forward; the duties and responsibility of the Board Treasurer. It is a lot more than the name on the business card or on a tombstone. The Treasurer is the custodian of all permanent financial records of the District, such as the financials, revenues, expenditures, Comprehensive Annual Financial Report, etc. He had a public records request to Staff and what did Staff do, stonewalled him like is always done. So he sent it to all of the Board and asked them to make them available but no one agendized it. He thinks that the Board is going to vote against this item thus he has a written statement about removing members of the Board from office. This Board needs to make documents available or get removed from office. He has a placeholder for his written statement for Agenda Item H.2. that he will finalize and submit. The Board is only approving the plan and now Staff wants to implement it yet no one has told the property owners about the implementation costs. Accept the plan but don't implement anything.

Linda Newman read from a prepared statement which was submitted and is attached hereto.

Frank Wright said he brought a couple of friends (he pulled up to the table two empty chairs) and said they were his clients. District General Counsel claims that he has represented this District so he wants to ask each Board member a yes or no question and if there is no response, he will take that as a no. Mr. Wright then asked each Board member if District General Counsel personally represented them. Mr. Wright then continued by saying that you can't see his clients and that his clients are the Easter Bunny and the Tooth Fairy. He knows that Trustee Morris can see them as he deals with them on a regular basis. We are in a lawsuit because of withholding documents. The District is not a person because you have to work together to put together strategies and the client is part of the working effort in whatever they are involved in. You don't have any representation because you have turned it over to a legal counsel who has run amok, he is nuts, and he thinks he can hide public records - this is insane. Now we have his wife here. She is going to take everything home because he is still representing this district. Put this to an end because it is unbelievable.

Veronica Bacon said that she has lived in Incline Village for almost six years and that prior to that she lived here fifteen years as part timer. She has spoken to the Board before about the dog park. She is here tonight as a representative of the Pet Network and is here on behalf of the Board to express our support of a dedicated dog park. Dogs are social creatures and need companionship and a place to exercise as well as enjoy the day. They need a place with water. Sometimes, the Village Green does meet these needs, very often it doesn't because of conflicted use. The dog park use is last on the totem pole, always regulated out, as other events are very important and contribute to the fabric of the community. Dogs are very important to our lives because people who live with dogs know they need a place to run off leash and be safe in that exercise. The dog park has been discussed many times and she is urging this Board to move ahead, make it a high priority, and make good on the promise made.

Peggy Meadows said that she noticed the item regarding the contract for the Tennis Center improvements. Her main experience has been with pickleball, racketball, etc. A little concerned about the detail and that the hitting wall has been removed in order to put in bocce ball courts. For people who are coming in to play or take lessons, the hitting wall is a good place to warm up. If you take it down, please build another one. Bocce ball belongs in a more social setting where you can add picnic tables, etc. so please consider putting it in the Village Green area. She hopes that you will get that straightened out and not make the changes at the Tennis Center. We have no problem with the restrooms even though they are not

Minutes

Meeting of August 14, 2019

Page 4

Americans with Disabilities Act compliant. She doesn't think you need to put a lot of money into them.

Ken Hubbard said thank you for listening to him about bocce. He represents several groups who all agree that in the plan that you have, there is allocated space for two courts in the tennis area and he thinks you have received several complaints from the tennis people and he is not here to get into trouble with them as they are okay with the relocation but just asks that they be put somewhere because you don't see many people playing on the present court. He started a group called the Bocce Boys and in two months, we have twenty-five members. We can play on a single court so every week, we go to Truckee to play bocce. Last year, we went twice a week. We meet from April to October. We also have a group called the Lame Ducks which consists of about fifty people and we get together and play in Truckee as well as have a social event. Bocce is a great sport for bringing people together – men, women, and children. In the past week, he has come up with sixty-five people that have indicated that they would like to play bocce in Incline Village and that wherever you put us, we will be happy. Truckee has thirteen courts with three being at the riverfront park.

Wayne Ford said that he just came from the Tahoe Regional Planning Agency and that Washoe County has been out of compliance, of a 2004 directive, for over fourteen years in which they were directed to, in sixty days, enforce what we see is going on with the general meetings about short term rentals. Washoe County was directed by the Tahoe Regional Planning Agency to, within that period of time, have an agreement signed or all short term rentals would be in violation of the zoning. It didn't happen and the Tahoe Regional Planning Agency did nothing about it. The reason he is bringing it forward is because the District is mentioned in here. What the Tahoe Regional Planning Agency did was they threw that in the Staff report and most of it is not correct in terms of assumptions because basically it turned every home into a motel without us even knowing about it because they didn't do the proper studies. It is now fourteen years later and now Washoe County has to take care of what they didn't do in all that time. Ultimately, Washoe County's record is that they have spent ten years trying to get the Washoe County area plan in place, which is also not done, and suspended the Memorandum of Understanding. He mentions all this as a warning because it is the tip of the iceberg as it relates to sewer, water, and trash. He has already had to deal with it on his cul-de-sac twice this year.

Myles Riner read from a prepared statement which was submitted and is attached hereto.

McAvoy Laine said he has spent thirty-six years in Incline Village and thank you for the opportunity to speak. Several years ago, our little Incline Village wanted to become a county in our great state. He was asked to testify and he agreed because he had a secret agenda – he wanted it to be called Twain County. He testified for about thirty minutes and vaporized that chance. Senator Raggio cornered him and said small counties make big problems and that is when he knew that was the death nail. He knows that this Board has to deal with big problems and nobody is better prepared than the current Interim District General Manager. He doesn't vote for politicians as it only encourages them but he is happy to voice his support for the current Interim District General Manager to lead our little village into a new era of public tranquility. Thank you to the Board and Staff for all you do.

D. APPROVAL OF AGENDA (for possible action)

Chairwoman Wong asked for any changes to the agenda. Trustee Callicrate asked that Consent Calendar Items G.2. and G.3. be moved to General Business. Hearing no further changes, Chairwoman Wong approved the agenda as revised.

E. DISTRICT STAFF UPDATE (for possible action)

E.1. Interim District General Manager Indra Winqest

Interim District General Manager Winqest said that he thanks the Board for its confidence in this appointment and that he thanks the community members who reached out to him as that gave him that boost of confidence. Also, thank you to the Staff who did this as well. He is always willing to sit down with anyone and talk about any topic. He is equipped with the knowledge and is now trying to figure out what he doesn't know. His door is open although he is extremely busy. His only request is that you be willing to compromise and understand both sides of these issues. He closed by guaranteeing the Board and community that he will put forth his best efforts to provide great experiences, as will our Staff, for this community.

Interim District General Manager Winqest said that the pre-audit financials are now posted, as is the budget for this new fiscal year, and that the updated status reports are on the website as well.

Trustee Dent said that at the last Board meeting or possibly the one before that, we had a press release that went out and he asked if this was ongoing, etc. and could he speak to that issue. Interim District General Manager Winqest said prior to the previous General Manager's departure, there was

approval given for the retention of Tri-Strategies to fill the gaps left by the departure of the District's Communications Coordinator. Staff is looking to them to work with us on the higher level communications while we work through the other items left by that aforementioned departure. Trustee Dent said thank you for being transparent on that issue.

Chairwoman Wong thanked the Finance Team for their recognition by the NGFOA and for doing such a great job on getting these items posted to our website and out to our members of the public.

F. REPORTS TO THE BOARD OF TRUSTEES*

F.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

Ms. Kimberly M. Burgess, Partnership Specialist, Community Partnership and Engagement Program, U.S. Census Bureau gave the presentation that was included in the Board packet.

Chairwoman Wong asked if there was a one-page flyer that we can include in our IVGID Quarterly. Ms. Burgess said she will send a link. Chairwoman Wong said that would be a great way to reach out to our community.

Trustee Morris said that you mentioned rural Nevada and areas where communities get their mail in their post office boxes. That fits a lot of people in our community. Ms. Burgess said that they have people out in the field that are going to the physical address to deliver the packet that includes an invite to complete the census online. They are trying to have a list of accurate locations so if no response is received, they have an accurate list.

G. CONSENT CALENDAR (for possible action)

G.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)

- G.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) *(moved to General Business Item H.0.)***
- G.3. 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 (Requesting Staff Member: Director of Public Works Joe Pomroy) *(moved to General Business Item H.00.)***

Trustee Morris made a motion to accept the Consent Calendar as amended. Trustee Horan seconded the motion. Chairwoman Wong called the question and the motion was passed unanimously.

H. GENERAL BUSINESS (for possible action)

- H.0. 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) *(moved from Consent Calendar Item G.2.)***

Trustee Callicrate said his concern is about reconstruction versus new construction. The District hired Global Golf and paid a lot of money for a lot of options such as they recommended build a new building and to keep the old building until a new building is ready to go, then tear down the old building. They also talked about right sizing it to all on one level so he would like to start out fresh and clean to serve the needs of our users. He thinks that it would be a place that could take the overflow from the Chateau and do their event over there. He would like the Board to entertain a new option because this doesn't address the issue with the restrooms and the parking is pretty desperate for Americans with Disabilities Act accessibility even

though this design gets them to the clubhouse. He can't support it as designed now. The District has the monies to do it and we would be better off, in the long run, to do a new building. Think there has been some misunderstanding about a new building. We have had some discussion and he would hope that the whole Board will look at the merits. Can we please have Staff give their presentation.

Chairwoman Wong said that there will be no presentation from Staff since it was on Consent Calendar.

Trustee Callicrate said he was just asking if there was one as he knows that we have talked about this before and that it was worth one more opportunity to talk about the merits of new versus reconstruction. He said he appreciated it being moved to have this opportunity to discuss it.

Trustee Horan said the Board did discuss this quite a bit and that there was a plan, the Global Golf plan, that was seven years old and that some of the issues have changed. As he looks at it, the ability to golf, golf is not a growing sport. He has thought about your thoughts of starting from scratch and that after going through them and based on past discussions, he is prepared to support the plan as presented.

Trustee Callicrate said that the subsidization of golf is growing yearly which begs the larger question about the entire golf course such as the cart paths and having a flexible venue, a mini-Chateau, which is a meeting space for people in the community that could be generating revenue and subsidizing that facility. A venue that people could rent out with a real kitchen because we don't have a real kitchen but a grab and go. We could build it smaller and more compact. He is fearful that we are going to get into this or that with this older building. He is really pushing for a new facility with a complete overhaul of the entire Mountain Golf Course because we need to do some work up there. This is nothing against the maintenance Staff but is rather about addressing the larger picture. Build a new facility, have it be the right size, and have it for another forty or fifty years.

Trustee Horan said his take is, and he accepts Trustee Callicrate's feeling, is from a priority standpoint, as we go through the Community Services Master Plan, his priority is getting a new pool at Burnt Cedar, getting work done on the Incline Beach house, and that these would have a higher priority than the Mountain Golf Course.

Trustee Callicrate said he agreed with Trustee Horan and understands where he is coming from because he is all about a new Burnt Cedar pool. He is just looking at the bigger picture down the road and having our money be better spent. We have the resources to do all three of these top priorities without going into the hole or bond or putting us in jeopardy. We can use outside help with the dog park as it is the number one item that the community is talking about.

Chairwoman Wong said that she too hears Trustee Callicrate's point and that this Board had a really in depth conversation about build a new building or renovate and we have gotten a lot of community input especially from those that use the Mountain Golf Course on a regular basis. She is up there two or three times a week and it is a need as a community right now and may not be the best use of our dollars to serve the most number of people in our community. However, in trying to balance all of this, the planned renovations will give us the ability to do more events and being able to open the doors will be great. She doesn't think we need a kitchen on site as our Staff does a great job right now and she hasn't heard of any service impacts. Now is now the right time to destroy and reconstruct.

Trustee Callicrate said we will just have to disagree.

Trustee Morris made a motion 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.

Trustee Horan seconded the motion. Chairwoman Wong asked for any further comments.

Trustee Dent said in staying consistent with his previous comments and he will not be supporting this motion. Spending a million dollars on a building in that shape when for far less we could make the improvements that are necessary and then spend the savings on cart paths, cutting down trees, and removing fire hazards. He went up there yesterday and it worked out well. We could be doing a better job on spending the community money on something that can get a return.

Hearing no further comments, Chairwoman Wong called the question. Trustees Dent and Callicrate voted opposed and Trustees Horan, Morris and Wong voted in favor; the motion passed.

H.00. 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 (Requesting Staff Member: Director of Public Works Joe Pomroy) *(moved from Consent Calendar Item G.3.)*

Trustee Callicrate said that at the last meeting when it was said that tennis and bocce don't go together, his concern is that by moving forward with this contract, we will be overstepping ourselves because we didn't get the small, medium, and large opportunities versus a concept. He is fully behind renovating the tennis complex as it is in drastic need and he is definitely in favor of making the tennis complex first class and bringing it up to speed. He would like to look at relocating the bocce courts to take full advantage of this opportunity. The opportunity is to take a step back and maybe, at the next meeting, have the deletion of the bocce courts to an appropriate space and then have the small, medium and large options as all of us asked for three options which is not in here and that is a concern.

Trustee Horan asked the Interim District General Manager to talk about bocce and the small, medium, and large options because it makes a difference out there. In his talking with people in the community, regarding the growth of bocce, we may be limited ourselves.

Interim District General Manager Winqest said what has been said is accurate; if we build two Bocce ball courts there, there is no room for expansion. Staff does understand what the public has said and he is very confident that once it is built, they will get heavily used. Staff had a large community meeting with people who played tennis, pickleball and bocce and we got a lot of pushback on the removal of the hitting wall. Staff also has a survey that is out in which we are asking for a rating of each component and most of the tennis and pickleball users are asking us not to remove the hitting wall. Interim District General Manager Winqest said that he managed the Tennis Center for a long time and that he didn't see a lot of use of the hitting wall so he asked Staff to monitor it and had conversations with the members of the public and they do use it a little more than was thought. This is a Board decision as Staff has brought back what the Board asked for.

Director of Public Works Pomroy said that Staff went over the scope of work and we said that we will come to the Board and show them small, medium, and large to allow you to analyze it and then proceed with the selected version. This is a time and material scope of work so it is a not to exceed amount. If we eliminate areas, we won't spend that money however we do need this scope of work to get us to those designs. Staff will bring the Board a small, medium, and large design to help with the decision making process.

Trustee Dent said thank you and that this is more information than what was in the memorandum and it adds more clarity. His concern is with the \$123,000 cost and that this was sole sourced. What was the reason that Staff didn't go out to bid; he understands professional services and that Staff didn't have to but, to him, it would make the most sense to go out to bid on these services.

Director of Public Works Pomroy said that there are two things to consider – when BJG performed the renderings and pre-design phase and did so with satisfaction, if we were to go out to solicitation, which we have done, we cannot consider the price. We select the best architect and then ask for price proposals and then negotiate as it is not allowed to be a part of the Request for Proposal process.

Chairwoman Wong said that the Board has given Staff their feedback on the hitting wall and bocce so can we agree to leave the hitting wall in the plan and then talk about where we would like to put bocce. Can we give that feedback to BJG right away so they don't have to go down that path and to not put bocce at the tennis complex?

Trustee Horan asked Interim District General Manager Winqest what his recommendation was on the hitting wall.

Interim District General Manager Winqest said based on the feedback and the information we have received, his recommendation on what he knows now, he would recommend that, if the Board agrees, to leave the hitting wall in place and start evaluating other sites for bocce. We don't have a dedicated dog park yet and what we do at Village Green would hinge on that decision. We used to have a capital project for parking in between the Tennis Center and Village Green as well as another location at the east end of the Recreation Center so we can evaluate those locations. The amount of funds allocated is minimal. Approving this item so we can move forward and then start evaluating other sites and do so with community members. There are people who would love to have bocce there now. Based on what he knows now that would be his recommendation.

Trustee Horan said that there is a maximum on this contract so if we don't ask them to design bocce then we don't spend that money. Interim District General Manager Winqest said yes, that is correct. Trustee Horan said that if we put them where they are specified, then we are limiting our ability to have only two courts. Interim District General Manager Winqest said yes, we would be limiting the expansion of bocce and as we engage BJG we did ask them to evaluate adjacent properties and they have indicated there is no additional land at the Tennis Center and that they would need to be a little further away. From a maintenance, etc. point of view, we need to ask if it makes sense to have three different locations.

Trustee Horan asked if we cause it at another location, will that increase the price. Director of Public Works Pomroy said yes because we will need a new civil site design, survey, etc. If they are located at the Tennis Center, we have existing utilities, etc. If at the Village Green, then it may be just a general design. On an undeveloped parcel, it will be a higher design as well as construction cost. If it is build and pave, then it is a simple design to execute. Trustee Horan followed up by asking how likely is it that we will choose an undeveloped parcel. Director of Public Works Pomroy said not very likely because it will drive up the costs. The Community Services Master Plan is setting priorities for different locations and he gave an example about the monopole at the Mountain Golf Course.

Interim District General Manager Winqest said he would echo what Director of Public Works Pomroy said and an example would be the island between the Recreation Center and the parking lot. The design and estimate for three bocce courts, etc., due to the earthwork, had that project pushing upwards of \$250,000. So site location is important and like Truckee and with a good site location, it may be able to be designed in house. We want to get the correct and proper location of these amenities right the first time around so having the Community Services Master Plan approved is important.

Trustee Morris said that this is a good discussion and he does have a concern that if we don't put the bocce courts there then we don't know how long it is going to take. We have to do the best we can for the community at large so by not putting them in at the tennis complex could result in a delay of a couple of years. In thinking about where else they might go, Village Green does come up quite often but we are giving ourselves another headache with parking. The Recreation Center and the Tennis Center do offer better parking opportunities and while he does agree it is not ideal, given the alternatives, he still does think it is a good idea to put bocce at the Tennis Center.

Chairwoman Wong asked if we have looked below the Recreation Center. Director of Finance Gerry Eick said that Staff has looked at a lot of the spaces around the Recreation Center and one of the big reasons we didn't jump to the one at the south end of the swimming point is that it would make a great location for a bike park for young children. We also looked at the roadway and the creek which has good topography but these are prime locations for some other things that might come up within the Community Services Master Plan. There is a lot of history with a lot of locations and the beauty of saying this is in the Community Services Master Plan and it is this likely location, it starts to carve out parcels that we shouldn't consider and revisit one that was visited in the past. There are some locations that are somewhat adjacent to the Recreation Center but we didn't want to give away that space.

Director of Public Works Pomroy said if we remove it out of this design contract and get it into the capital improvement plan process then we can evaluate the top three sites, get construction estimates and put together a data sheet. It will be 2021 before we open the renovated Tennis Center so he doesn't think it will be taking it out any longer if we keep it moving forward.

Chairwoman Wong said on our next Board agenda, let's have an agenda item that gives us the entire history on the bocce courts so we can have a better understanding of this history and put it into context.

Trustee Callicrate said that he liked the idea about a data sheet and doing it sooner rather than later.

Director of Public Works Pomroy said that late September or October would be better. Chairwoman Wong said that works. Trustee Callicrate said not to go too long out into the future. Trustee Horan said he didn't want it pushed out either. Director of Public Works Pomroy said it wouldn't be a change in total dollars as this would be lateralling a lot of funds, bringing up a preliminary analysis and then the Board approves. Trustee Dent asked if it could be done at the September 25 Board meeting; Director of Public Works Pomroy said yes.

Trustee Callicrate made a motion to authorize 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 not-to-exceed amount of \$123,030. Trustee Dent seconded the motion. Chairwoman Wong asked for further comments.

Trustee Callicrate said thank you for the clarification as he was not in support of approving this item but now that he has a little more clarity and with not to exceed, which is critical as it lets the community know that is the outside of where we would be going, he is much more comfortable.

Hearing no further comments, Chairwoman Wong called the question; the motion was unanimously passed.

Chairwoman Wong called for a break at 7:43 p.m., the Board reconvened at 7:55 p.m.

- H.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)**

General Manager Diamond Peak Ski Resort Mike Bandelin gave an overview of the submitted memorandum.

Trustee Callicrate made a motion to award a procurement contract to TechnoAlpin USA totaling \$88,711 for the procurement and delivery of three (3) Snowmaking Fan Guns to Diamond Peak Ski Resort and authorize Staff to execute all purchase documents based on a review by General Counsel and Staff. Trustee Dent seconded the motion. Chairwoman Wong asked for comments.

Trustee Horan said he will support this motion and asked if this was a higher efficiency gun. General Manager Diamond Peak Ski Resort Bandelin said yes, that is correct.

Trustee Morris said that he wants to support that we get the new snow guns and that he will support the motion as stated which is for three guns and asked if we could have an amended motion for the fourth gun and he would like us to get the four guns.

Interim District General Manager Winquest said if you are approving the ability to purchase the fourth gun that recommendation is on agenda packet page 59.

Hearing no further comments, Chairwoman Wong called the question – all voted in opposition to the motion; the motion did not pass.

Trustee Callicrate made a motion to 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 and that the purchase price proposed for four (4) snowmaking fan guns award totals \$115,615 which is \$14,385 under the approved budget amount. Trustee Morris seconded the motion. Chairwoman Wong asked for further comment; receiving none, she called the question – the motion was passed unanimously.

H.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)

Interim District General Manager Indra Winquest gave an overview of the submitted memorandum.

Trustee Morris said that this has been an excellent process and that he supports adoption as this is an excellent piece of work by a very good consultant who was able to distill the essence of the community. Commendations to Staff who worked on this as it brings clarity to what the community wants to do and wants to go and it helped the Board to come up with five priorities. He really liked, in Chapter 6, the split and the aspirational items as we got some outlines for a benefactor and it is a great plan for them to pick from so they can contribute to the community; overall, it is very, very good. He did read the entire thing and found it to be information. He does have a concern about hope as the dog park has been talked about for forever and it is the number one thing that gets talked about. So what can we do to expedite the parcel across from the high school and can we act in as many directions as we can.

Chairwoman Wong said that we are attacking the parcel in two directions – pursue a special use permit and a lands bill through Federal legislation so we are still working on this from two directions.

Trustee Callicrate said that the Community Services Master Plan should include all community services i.e. beaches, ski, golf, tennis, etc. and he would like to see the whole thing synthesized which is what he thought we were going to get so he would like to see all of these plans integrated. On the ice skating rink, let the Incline Tahoe Foundation and the Incline Ice Foundation bring that to us and let them do the due diligence and bring it forward to us. He used to play at fundraising events for the Incline Ice Foundation twenty years ago and while it is a great addition it is not in the top five priority items. He would like to see them initiate it and let those folks put together the package then we can see it as a Board. For us to do this is spending time and energy on our end on something that wasn't on our radar and it doesn't meet the thresholds of priorities like the pool and the dog park so let's focus in on those items.

Trustee Horan said that he agrees with Trustee Callicrate and that he too made a comment about the ice rink not being very important to him but that he understands exploration and that maybe Trustee Callicrate has a good point about others bringing it to us and that it does pale into comparison to other things. We are doing the right things on the dog park and he really

agrees with two, three and four and he wants to really make sure that we expedite an aggressive timeline on the pool and the beach house going forward. These are the things that we can control because we can't control the dog park. Let's get these things pushed forward by Staff and ask for the money.

Chairwoman Wong said that she would recommend that these would be updated in the General Manager's report and that at the September 25 meeting, we have a conversation on timeline.

Interim District General Manager Winquest said he can ask the consultant about having all of the other plans consolidated into one large document.

Chairwoman Wong said that she wouldn't ask them to do that because it is our job to synthesize that and we have made strides on that effort. The beach house comes out of the beach plan and we have done that and that is why the first four have risen to the top. She would be hesitant to make all of these as one plan. There was a summary of all the plans in a past Board packet and that can be printed out as a reference point.

Trustee Callicrate said that there is confusion within the community and there are opportunities for misrepresentation because the document is missing some components.

Chairwoman Wong said that it was always intended to be the rest of Community Services that wasn't covered by golf, beaches, tennis and Diamond Peak because they have their own standalone master plans. There is a section on our website and we can add the summary to that section and that was done so there is one place to go.

Trustee Callicrate said that it is critically important to bundle them altogether as this is not the complete comprehensive plan. Again, another component is the cost and the operational and maintenance costs. We can't project what they are going to be in the future. Having a generalized estimate is critical for the community to say yeah or nay and for the future Boards. This has been a concern of his from the beginning and he knows it will come about later by either the current or future Board so we need it to better address that. It was a glaring omission in the past document and he would like to see some aspect of that included in this particular master plan.

Chairwoman Wong said that we asked them to take those out and that was a decision by the Board so that is why they are not in there. The Interim District General Manager did a really good job of what the process is what we would undertake to build and maintain our venues.

Interim District General Manager Winqest said that he completely understands where Trustee Callicrate is coming from as he has seen hundreds of these plans. It is not common to put in those costs and he has talked to the consultants about that and they don't understand our service standards, utilities, etc. and if we ask them to do that, it would be a significant cost to add that to the plan and be a pretty big guessing game. It would be a lot of work on the Staff side and it would be very similar to when we saw the costs attached to it – huge sticker shock. Moving forward, we wouldn't expect to do it without providing the Board with ongoing maintenance costs including replacement costs. There is a time for that and he fully understands the Board's concern.

Trustee Morris said that he worries about overcomplicating it and that it is a good idea to have them all in one place with a summary. The public probably won't look at all the details because that is why they elect us. This plan is the top of the pyramid and as a result of all of our plans that have been synthesized down from our community and our conversations, these are the top five priorities that this Board has determined. There are still plans, not implementations, and, to a large degree, even concepts, that unless we adopt a Community Services Master Plan, we will be going round and round with what we should do or shouldn't do. We are in a very good place with what we have. A future Board may have different priorities, but right now, we have a very good process to end up with these top five priorities that we want to undertake and now the hard work begins. Staff has to come up with more detailed numbers that include operational information, etc. because we want a new Burnt Cedar pool or something else and we need to know those costs so we can make decisions. This gives us a road map that has been done by the community to say this is what we want. This is the top of the pyramid of all those things and now we focus in on the short term.

Trustee Dent said that he does agree about the costs and that they should definitely be included in this plan otherwise we have a wish list. His concerns are more with the proposed motion. He agrees with Trustee Horan about not having the ice skating rink included as it is something that can be done without making it a priority and something that the Incline Tahoe Foundation and the Incline Ice Foundation can work on and present to us. He is all in favor of

the dog park, other than the special use permit, what is the dollar amount associated with this item. Moving forward with this proposed motion would be wrong. We had a committee with the beach house, which he sat on, and he would like to reinstate the committee, do a design, and then hire the consultant. On item three, it contradicts what we already did. He is all in favor of the Burnt Cedar pool. So let's do these, have a lot more talk about the priorities, and have Staff come back to the Board on September 25 with the dog park and beach house because we need to vote on something that has a budget so bring back the dog park on September 25.

Chairwoman Wong said obviously we can revise this and what our Staff is looking for is the Board saying these are our priorities and then they allocate their time. Staff can come back and talk about costs, etc. What our Staff is looking for is a commitment on what the Board wants to move forward with.

Trustee Horan said that he agrees with that and doesn't dispute Trustee Dent's concern about costs. There has been a lot of talk about the scope of the beach house and our Board Chair has stated pretty clearly that we are not going to include the fifth item so just delete that. We have to modify the one on Tennis as we are trying to give Staff direction. We need to have the numbers, based on the scope, and we need to give them direction to move forward so he will support with modifications.

Chairwoman Wong asked about having two motions.

Trustee Morris asked why would we want to do that when the discussion has been just to make some minor amendment and not include the fifth item.

Chairwoman Wong said that is fine and asked how the Board wanted to amend the third item.

Trustee Morris said take out the reference to the bocce courts and add that there is no time limit because we don't know the costs.

Chairwoman Wong asked if we want another bullet related to bocce.

Trustee Dent said that item three already happened tonight so he would like to authorize Staff to bring to the Board the history of bocce. On item 2, we are not moving forward without talking about a budget and before the committee is reinstated as we had one meeting and that was it. Let's make Incline Beach house a priority and authorize Staff to set up a committee.

Chairwoman Wong asked that all the different options be brought forth for discussion first and done so on September 25 which would be how she would amend that one.

Trustee Morris suggested tabling this item.

Trustee Horan asked that we go one by one.

Chairwoman Wong said that we can break these up.

Trustee Dent said we should prioritize this and focus on the dog park and Incline Beach.

Chairwoman Wong said she would like to take a ten-minute recess to craft/reframe a motion.

Trustee Dent said he wants to keep it really simple and made the following motion:

Trustee Dent made a motion to

Move forward with 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 and come back to the Board on September 25 which brings together everything we are doing on the dog park and put a budget to it.
- ✓ Come back to the Board with what Staff has on the Incline Beach House.
- ✓ Prioritize the Incline Tennis Center as we did with an earlier agenda item.
- ✓ Move forward with bocce and make a presentation on September 25.
- ✓ Burnt Cedar pool – update the Board on the consultant report and their recommendations.

There was no second for this motion.

Chairwoman Wong stated that she would vote no mainly because of the dog park.

Trustee Morris said it is the same for him because these are outline plans and not definite work actions; he would vote to accept the plan and decide what our priorities will be so he will vote no on the motion.

Trustee Dent made a motion to 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:

Dog park;
Incline beach house;
Tennis center;
Bocce courts; and
Burnt Cedar Pool

Trustee Horan seconded the motion. Chairwoman Wong asked for further comment.

Trustee Callicrate said that he would prefer two motions – one for the adoption and then a second one for the top five priorities of the Board. His concerns are still there with the costs and compilation. He supports the top five priorities and not the compilation of the Community Services Master Plan. Two motions would allow him to vote yes on the priorities and no on the Community Services Master Plan.

Chairwoman Wong said she understands Trustee Callicrate's concerns however we have a motion, that was seconded, that the Board has to vote on.

Trustee Morris said moving forward we have to compromise and that he is still on the fence and asked Trustee Dent if he said those were the priorities for Fiscal Years 2019/2020 and 2020/2021. Trustee Dent said yes. Trustee Morris said then he is prepared to support the motion.

Hearing no further comments, Chairwoman Wong called the question - Trustees Dent, Horan, Morris, Wong voted in favor of the motion and Trustee Callicrate voted opposed. The motion passed.

Chairwoman Wong called for a break at 8:45 p.m., the Board reconvened at 8:55 p.m.

H.3. Review of District General Manager's Job Description (Requesting Trustee: Chairwoman Kendra Wong)

Chairwoman Wong said she meant this item to be informational and that when this Board decides to either designate or go out to a search, we will need to address this.

Trustee Callicrate said that he was glad that this document was included and that he would like to have some more time and make some notes. At a future meeting, within the next couple of months, and being intent to what the community has expressed, we want to have a really tight document and have some more specifics.

Trustee Horan said that he too looked at it as an informational item and an opportunity to take a step back and see where we are. He is very enthusiastic about our Interim District General Manager because he has the skills, knows people in the community, knows our operations, and hopefully he will find, after a couple of months, that he will enjoy what he does.

Trustee Morris said he concurs with that and this being informational. He doesn't think we should discuss this now but he wouldn't like us to string out this too long but do it soon so everyone knows what we are thinking about; move as expeditiously as much as we can.

Chairwoman Wong, after consulting with the Board, asked that this be added to the long range calendar for October.

H.4. Review, discuss and possibly revise the role of Board Trustee – Treasurer (Requesting Trustee: Tim Callicrate)

Trustee Callicrate said that there had been some e-mails that haven't been answered and that this topic goes back several Boards. We need a little more clarity on what the office of the Treasurer is per the Nevada Revised Statutes as well as our own Board policy. We need to go through all the

Trustee positions and look over all the positions. This topic has been back and forth, within the community, for the past six or seven years so let's address and get it behind us. Once we do this one, then we can move onto the other positions. This was asked for by several members of our community.

Chairwoman Wong said that we can agendaize an item related to addressing all the Trustees and then proceeded to go over a handout which she distributed and that is incorporated herewith by reference.

Trustee Callicrate thanked Chairwoman Wong for providing her information and said that the Board has to vote on any others, is precluded by the Nevada Revised Statutes and that the Board has to appoint. Chairwoman Wong said that the Board has voted. Trustee Callicrate said the Board has never voted. Chairwoman Wong said that previous Board's did, we have not, but just like other policies, we fall into the roles established by other Boards and we can change that. The practice has continued and very clear that it is our Director of Finance. Trustee Callicrate said we have that in there but that is not what the Nevada Revised Statutes dictates. Whether we make them up, either in the past or in the future, we are not abiding by the letter of the law and it nullifies whatever.

Trustee Horan said that Nevada Revised Statutes 318.180 also provides for the hiring of Staff of the associated duties and under Resolution 1480, it covers the delegation and that happened back when. Trustee Callicrate said we never voted to do that. Trustee Horan said we never voted against it. Trustee Callicrate said it is against the law. Chairwoman Wong said that she disagrees. Trustee Horan said he disagrees. Trustee Callicrate said it states this in the Nevada Revised Statutes and you can't just say because it was voted. Chairwoman Wong said that the Board does a vote for a Treasurer every year and that role is laid out on page 20 for that person on the Board. Trustee Callicrate said that is not the complete activity required by the Nevada Revised Statutes and that there are several more that are illuminated under the Nevada Revised Statutes. Chairwoman Wong said it is covered by the first bullet point.

Trustee Dent said that he agrees with Trustee Callicrate and he agrees with Chairwoman Wong. The issue here is that we have delegated the authority to Staff however we have named Trustee Morris as Treasurer. Maybe we should name our Director of Finance as Treasurer to meet the Nevada Revised Statutes.

Trustee Callicrate said we need to be compliant with the laws otherwise who is the Treasurer and what are the responsibilities. If it has been delegated, then it needs to be made clear as it is awkward. People have been asking for records and they can't get the records because they don't have access to those records. Where do you go to get the information on the District? It is the Treasurer who works with the Director of Finance and then it can be provided; that isn't happening now and that is the concern that people are bringing up. He doesn't want to call anyone on the carpet but we are not following the law so let's amend our practices or start abiding by the law.

Chairwoman Wong asked District General Counsel to opine. District General Counsel Kim Guinasso said that the Board is authorized to employ various members who are given various tasks to conduct the business of the Board. It is typical for various types of elective bodies to assign duties to members of the elected Board then those duties are supported by Staff. Maintaining audio recordings and minutes in a book or accounts those are business functions of the entity that are maintained by Staff which is very common. She doesn't believe this entity is violating the statute by having a Director of Finance but would rather say that it would be impossible for this Board to comply without this position. Specific requirements are required and they are conducted by the Director of Finance and working in conjunction with that, your policies would comply because there are very specific requirements in Chapter 354.

Trustee Callicrate asked where does the oversight from the Board come from and also the responsibility for their own oversight as that goes against the letter of the law and what it is supposed to be doing because if it delegates it to Staff than there is no oversight. Trustee Horan said we have budgets and audits. District General Counsel Guinasso said that oversight is within the purview of the Board of Trustees. Maintaining accounts is properly within the Finance Department.

Trustee Callicrate said of course we are going to have a Director of Finance. If there are specific requests made by members of the Board and there are some or all are delegated then yes, we have oversight. If you have a majority/minority, where is the detailed information. Why do we have privileged accounts? As a Trustee, we should have access to that information. It can become pretty muddled and people are asking questions and want to find out what the responsibilities are and when did we delegate and why did that happen.

Chairwoman Wong said that this falls under public records and not under the Treasurer, which is on pages 55 – 57 and it includes a snapshot from our financial website, on page 19, and all Trustees have the responsibility to review the financial reports of the District; we have our bases covered.

Trustee Callicrate said that is why he brought this up as he is still trying to get clarity on those roles and wants to make sure that we are abiding by the statutes. We have found some discrepancies, especially with fiduciary, and people have been asking questions. It has been going on easily for fifteen years and it is about the role of the Treasurer versus Chief Financial Officer. Who signs off on the Audit – it is the Treasurer. Trustee Callicrate continued that he is not being as concise as he wants to be as this is a nebulous thing and he is not attacking Trustee Morris; he is addressing this now as he thinks it is important.

Trustee Dent said the delegation to the Chief Financial Officer; can we get the meeting minutes. Chairwoman Wong said they are towards the end of this packet, page 39 is one reference and page 44 is the change. The practice didn't change. Trustee Dent asked if the Director of Finance can sign for the Treasurer. Chairwoman Wong said that the Board names a Treasurer.

Director of Finance Gerry Eick said that one very specific thing that he insists upon is that he can't sign checks and he has made that very clear to the bank and he is not on the account to sign checks. He can make and/or do all the entries but the checks are signed by a Board member and the District General Manager.

Trustee Dent asked the Director of Finance if he has ever signed an agenda item for the Treasurer. Director of Finance Eick said he does sign the representation letter for the audit in terms of completeness of the record and in that letter and included in the completeness it includes the monthly financial records that go out to the Board and the members of the public. Indirectly, by signing the representation letter which includes maintenance of those records.

Chairwoman Wong said that it is not unusual that your Director of Finance is a standard signer.

Trustee Horan said he doesn't know how we answer Trustee Callicrate's question as we have effectively delegated that to Staff and he believes the oversight comes through the approval of budgets and audits that happen every year. He thinks we are in compliance with the Nevada Revised Statutes.

Chairwoman Wong said unless someone wants to make a motion that closes this item.

Trustee Callicrate said that this discussion has cleared up some concerns but that he would like the Board to review all of the Board roles and duties listed in here. For review sake, we haven't reviewed it as a team and, as a group, to talk about it as it is helpful to educate the audience.

Chairwoman Wong said we could put it on our next meeting agenda. Trustee Horan said he would like to try and make it very short such that the information is included and we are all prepared with questions. Chairwoman Wong said that the only supporting material is the Board of Trustees Member Handbook.

I. APPROVAL OF MINUTES (for possible action)

I.1. Regular Meeting of July 17, 2019

District Clerk Susan Herron stated that Mr. Katz has submitted a replacement for his placeholder (on pages 271-273) and that the submittal has been provided to the Board of Trustees and that the minutes will be revised to include this attachment as pages 271 – 273l.

Chairwoman Wong asked for any other changes; none were made so the minutes were approved as amended.

J. REPORTS TO THE IVGID BOARD OF TRUSTEES*

J.1. District General Counsel: Law Firm of Hutchison & Steffen

District General Counsel Guinasso said that she had nothing new to report.

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 Morris said that this Friday, August 16, he will be attending the Washoe County Debt Management Commission meeting.

Trustee Callicrate said his home was a recipient of one of our bears who attacked their bear proof container and mauled it to within an inch of its life and Waste Management was called and they replaced it immediately.

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.

Frank Wright said it was a shame that there was no comment made about our Treasurer so he will give it to you now; legal counsel is wrong and legal counsel doesn't have a clue about them The role of the Treasurer is to provide public records when asked. He doesn't know how to do his own business. When public records are not provided, he sits on his hands. This attorney is married to Mr. Guinasso so don't think we are doing any better. On the current lawsuit, it is his opinion that we are going to get our butts kicked by Mr. Smith. You, as a Board, just heard Staff say that they sign document on behalf of the Treasurer but then that same Staff sold property without Board authority and kept a list. Nothing that goes on in this District is legal and you have an attorney that says that isn't happening. You have oversight to Staff. You have delegated this authority. You rubber stamp the things they bring to you. The people in the State are going to catch on and things are going to happen. The admissions made by Staff and that statements made by the Chairwoman are wrong; get rid of this legal team.

Sara Schmitz said, regarding the role of the Treasurer, as Staff identified he is fulfilling the role of the Treasurer therefore on the website Trustee Morris shouldn't be designated. The Nevada Revised Statutes say the Treasurer should be on the Board or a member of the public. Nowhere does it say anything about it being a member of the Staff. If Staff is fulfilling that role, make it known to the public.

M. REVIEW WITH BOARD OF TRUSTEES, BY THE INTERIM DISTRICT GENERAL MANAGER, THE LONG RANGE CALENDAR (for possible action)

Interim District General Manager Winquest said on August 28 we have one agenda item on our long range calendar and that we have to have that meeting and his request is that we also include one short presentation as a prelude to the Mountain

Golf Course Golf Cart award and asked the Board if there are interested in having a noon time meeting.

Chairwoman Wong said that won't work for her schedule. Trustee Morris said that would help him out an awful lot. Chairwoman Wong said she only has from noon to 1 p.m. and wanted to bring the Board roles onto the next agenda. If we can push the Board roles to the next meeting then she would be ok to reschedule our meeting on August 28 to noon to 1 p.m. The balance of the Board agreed to that rescheduling.

For the September 25 Board meeting, Staff will provide an update on the five priorities from the Community Services Master Plan that were updated this evening.

Trustee Morris said he has a conflict with the October 30 meeting and he will attempt to join it via telephone.

Trustee Callicrate said he would like to get back to getting the executive summary and asked Staff to be a little more aware of that.

N. ADJOURNMENT

The meeting was adjourned at 9:41 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 Iljosa Dobler (1 page): Written statement of Public comment at Board of Trustee Meeting – 8/14/2019 to be included in the minutes of the meeting

Submitted by Cliff Dobler (1 page): Cliff Dobler – Written statement of Public Comment at Board of Trustee Meeting – August 14, 2019 to be included in the minutes of the meeting

Minutes

Meeting of August 14, 2019

Page 29

Submitted by Margaret Martini (1 page): IVGID August 14, 2019 Board of Trustees Meeting Public Comments By: Margaret Martini – To be included with the Minutes of the Meeting

Submitted by Mike Abel (1 page)

Submitted by Aaron Katz (21 pages): Written statement requested to be included in the written minutes of this August 14, 2019 regular IVGID Board Meeting – Agenda Item H(4) – Trustee Peter Morris' responsibilities as IVGID's Treasurer – His refusal to compel Public Records Officer ("PRO") Susan Herron to share budget records he is supposed to be custodian of evidencing alleged 2016-17 and 2018-19 appropriations allegedly for Finn Consulting under "Community Relations" in the General Fund

Submitted by Aaron Katz (5 pages): Written statement requested to be included in the written minutes of this August 14, 2019 regular IVGID Board Meeting – Agenda Item C – Public Comments – Wake up Incline Village! More evidence IVGID must be removed as our beach steward because IVGID Staff openly allow concessionaire(s) to advertise beach access to those not entitled rather than enforcing the beach deed's restrictive use covenants

Submitted by Aaron Katz (13 pages): Written statement requested to be included in the written minutes of this August 14, 2019 regular IVGID Board Meeting – Agenda Item H(2) – Adoption and possible implementation of the 2019 Community Services Plan which by incorporation includes implementation of the: Diamond Peak, Beaches Recreation Enhancement Opportunities, and Tennis Center Facilities Assessment Master Plans

Submitted by Linda Newman (2 pages): August 14, 2019 IVGID Board of Trustees Meeting Public Comment By: Linda Newman – to be included with the Minutes of the Meeting

Submitted by Ken Hubbart (10 pages)

Submitted by Wayne Ford (10 pages): Tahoe Regional Planning Agency Memorandum dated March 17, 2004

Submitted by Myles Riner (2 pages)

Submitted by Chairwoman Wong (60 pages)

Iljosa Dobler, Incline Village resident,

Written statement of Public comment at Board of Trustee Meeting -
8/14/2019 to be included in the minutes of the meeting

- 1) Is any trustee aware that Mark Smith, in the Smith/IVGID lawsuit, has filed a motion to compel IVGID to release the 13,000 public records emails which were denied him under Guinasso's claim that these e mails are attorney client privilege? Did any Trustee know that IVGID answered that motion stating that Guinasso had the authority on his own without Board knowledge to claim attorney client privilege? Is the public aware that this Board has now taken the position that by copying Guinasso on all e mails between Staff, this Board intends on suppressing public information? Are the Trustees aware that IVGID's recent answer to Smith's motion is beyond the scope of work the attorney was provided for an additional \$10,000 in legal fees.
- 2) Is any Trustee aware that Cliff Dobler requested public documents on three important items and was informed in writing that the request was extraordinary and he must pay \$1,120.00 for 32 hours of staff time? Is any Trustee aware that staff time cannot be charged according to Nevada Statute and costs to the public is limited to \$.50 per page, if a copy must be delivered? Must Cliff also file a lawsuit against IVGID to obtain public records, so IVGID and the public can pay more money to attorneys, so they can continue their strong arm tactics?

Just wondering?

Cliff Dobler - Written statement of Public Comment at Board of Trustee Meeting - August 14, 2019, to be included in the minutes of the meeting

1) Is any Trustee aware that the Draft Environmental Assessment for the SR 28 Shared Use Path conducted by the US Forest Service and which IVGID contributed \$300,000 was released in July? The Draft indicates that IVGID intends on collocating only 2.65 miles of the 6 mile effluent pipeline project into the Share Use Path. For several years, the public has been told that the entire 6 miles would be co located and would save \$10,000,000 of the \$23,000,000 designated for the pipeline project. Now with only 43% of the pipeline to be co located the savings might only be \$4,300,000. IVGID has used over \$5,000,000 of money set aside for the effluent pipeline to make repairs, to fake pond lining, to do endless scoping and analysis and spend money on other unrelated utility items but has yet to do any permanent replacement of the effluent pipeline. There is no savings and this convoluted scheme of co location should be abandoned.

2) Does this Board deem their action to approve a rehab of the Mountain Golf Course Clubhouse to be APPROPRIATE after being informed through an extensive analysis by a respectable consultant and a majority vote of the public that a new clubhouse should be constructed? Why has this Board not informed the public about the increasing poor operating performance of the Golf Course? In 2012, the same consultants indicated that operations should break even by 2018 if certain recommendations were instituted. Instead over the past four years the operations have lost over \$2.4 million and exceeded the \$2 million of Rec Fees subsidy, thus requiring money to be robbed from other venues. Losses in 2019 were \$735,000. While golf rounds increased slightly over the four years the actual collection per round decreased. More play for less money. Deferred maintenance on the golf course is rampart with cart paths completely deteriorated requiring no less than \$1,200,000 to replace and there is no fuels reduction program to thin the surrounding forest. There is no comprehensive plan for reenergizing this venue which should be part of any master plan.

3) The Master Plan to be approved tonight has only two year of priorities which will provide nothing more but spending on more consultants and allowing almost \$10,000,000 in excess money generated over the past 4 years to remain unrestricted and not dedicated for anything.

*Susan
copy*

IVGID August 14, 2019 Board of Trustees Meeting Public Comments

By: Margaret Martini – To be included with the Minutes of the Meeting

The Community Services Master Plan lacks all the vital elements for the Board's approval. It fails to follow our citizens' priorities to maintain and improve our existing facilities and the speculated costs far exceed the maximum of \$50 - \$100 increase in our Rec Fee our citizens are willing to support. Here, each capital project omits a capital budget and an operating budget with revenues and expenses, a timeline for implementation and the source of funding. It is doomed to failure because it also fails to integrate the Ski, Golf and Beach Master Plans. In short, it is a wish list that lacks a foundation for serious analysis. This plan promotes everything with the ability to deliver nothing.

As for the top five priorities –

1. YES we want a dog park! By all means go forward with applications with the US Forest Service for a Special Use Permit. But do let us know how long this will take and what other options will be pursued if this is not feasible.
2. This Board needs to decide the scope and budget for a new Beach House before they hire an architect. That is common sense!!
3. All of the options for the tennis center should be considered along with the best location for Bocce Courts before awarding additional contracts.
4. The District already has a report from Terracon stating that Burnt Cedar Pool should be replaced along with the cost for replacement. Why isn't the District following these recommendations that we paid for?? Experts were hired. Why are you disregarding their recommendations?
5. An Ice Skating Rink isn't even on the community's radar. Why is this a priority? It is the responsibility of the Incline Ice Foundation and the Incline Tahoe Foundation to present a comprehensive financial proposal along with provisions for operations and liability coverage for the Board's consideration and the Community's acceptance. This smacks of the Parasol Foundation debacle which was soundly rejected by the community.

THIS BOARD AND SENIOR STAFF NEED A REALITY CHECK AND A HUNDRED LESSONS ON RUNNING A PROFITABLE BUSINESS.

Ladies and Gentlemen of the Board

This is a unique night and a unique opportunity. I am not here tonight to do what I normally do at Board meetings – and that is criticize the IVGID Board and management for their actions and planned actions.

With the departure of Mrrs. Pinkerton and Guinasso and the installation of our new interim GM, Mr. Winqvist, this board has a unique opportunity to set IVGID on a new trajectory. You can turn over a new leaf this evening and start running IVGID for the residents of Incline and Crystal Bay and not for the ego of Mr. Pinkerton and the enrichment of Mr. Guinasso.

Mr. Winqvist has shown a willingness to listen to all members of the community and not merely those who would stroke his ego. This is a refreshing change from previous management.

With Pinkerton out of the way, the Board has an opportunity to provide true financial transparency by opening it's closed books and secret emails to public inspection. It has the unique opportunity to settle the foolish Smith lawsuit and quit wasting the treasury on a case that will be lost.

The board has the unique opportunity to take a more careful look at the reconstruction of the Mountain Golf Clubhouse and the Burnt Cedar pool to see what will really be in the interest of the citizens.

The Board has a unique opportunity to open these meetings up to more productive public comments by providing the opportunity for the public to make comments on specific issues during the meetings.

The Board has a unique opportunity to provide guidance and fiscal accountability to our GM on the issue of his discretionary spending.

What will it be ladies and gentlemen – a new trajectory or the same old nonsense. Will it be more of us and them, or will you start to work with the entire community including critics to make IVGID work for the betterment of all. The decision is yours and the decision is tonight.

Mike Abel

WRITTEN STATEMENT REQUESTED TO BE INCLUDED IN THE WRITTEN MINUTES OF THIS AUGUST 14, 2019 REGULAR IVGID BOARD MEETING – AGENDA ITEM H(4) – TRUSTEE PETER MORRIS’ RESPONSIBILITIES AS IVGID’S TREASURER – HIS REFUSAL TO COMPEL PUBLIC RECORDS OFFICER (“PRO”) SUSAN HERRON TO SHARE BUDGET RECORDS HE IS SUPPOSED TO BE CUSTODIAN OF EVIDENCING ALLEGED 2016-17 AND 2018-19 APPROPRIATIONS ALLEGEDLY FOR FINN CONSULTING UNDER “COMMUNITY RELATIONS” IN THE GENERAL FUND

Introduction: Here Trustee Callicrate asks for a discussion of Trustee Peter Morris’ “responsibilities and duties...in accordance with Nevada Revised Statutes (NRS) requirements” as IVGID’s Treasurer¹. This agenda item is particularly relevant in light of the PRO’s most recent concealment of public records in response to my public records request related to Finn Consultants (discussed more particularly below). Because of Ms. Herron’s public record concealment, on August 5, 2019 I made request upon the IVGID Board as a whole, as well as Trustee Morris in particular as IVGID’s Treasurer, to agendize Ms. Herron’s concealment for Board action; i.e., compelling Ms. Herron to make the public records requested available for examination and possible copying. Given the Board’s and in particular Trustee Morris’ refusal to agendize this matter for possible action fits precisely into the parameters of this agenda item, I submit this written statement.

Trustee Morris’ Responsibilities as IVGID’s Treasurer According to the NRS: As the Memorandum on this agenda item suggests², NRS 318.085(4) instructs that:

“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, NRS 381.09533(1)(f) states that:

“The...treasurer shall perform the duties prescribed in subsection...4 of NRS 318.085.”

My Public Records Request to Examine Budgetary Records For 2016-17 And 2018-19 Evidencing the IVGID Board’s Appropriation of Monies For a Finn Consultancy Study Under “Community Relations” in IVGID’s General Fund: In June of 2019 I made a public records request to examine records evidencing IVGID’s payment to Finn Consultancy for studies going back to 2016-17 and 2018-19. When I discovered that Ms. Herron had failed to make the requested records available for my examination, on July 29, 2019, I reminded her of her noncompliance with Nevada’s Public

¹ See ¶II at page 248 of the packet of materials prepared by staff in anticipation of this August 14, 2019 meeting [“the 8/14/2019 Board packet” (https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_8-14-19.pdf)].

² See ¶III at page 248 of the 8/14/2019 Board packet.

Records Act³ (“NPRA”) and again requested the subject records. On July 29, 2019 Ms. Herron provided her belated response. But since it did not provide all of the public records requested, yet Ms. Herron declared “this completes (my) records request *in its entirety*,” I was forced to follow up with more pointed requests which I did on July 30, 2019.

In particular I asked to “examine records which evidence(d) that th(e \$12,850) expenditure (to Finn Consulting)...was actually budgeted as part of Community Relations in the General Fund for fiscal year 2016-17,” and “that th(e \$14,800) expenditure (to Finn Consulting)...was actually budgeted as part of Community Relations in the General Fund for fiscal year 2018-19.” And since there was no “Community Relations” entry for the General Fund 2018-19 budget shared with the public, I asked “to examine records which evidence(d) every budgeted expenditure that made up th(e) \$129,500 budgeted amount” for services and supplies⁴.

Instead of making the requested records available for my examination, or responding that no such records exist⁵, Ms. Herron provided an interrogatory response to a completely different inquiry⁶; i.e., that “the purchase order was written against the account it was budgeted to.”

When Ms. Herron refused to provide the public records requested, on August 5, 2019, I sent a copy of the e-mail string between Ms. Herron and me to the IVGID Board, and asked that one or more members agendize an item on the next Board meeting agenda to direct Ms. Herron to comply with the NPRA⁷.

³ Commencing at NRS 239.001, et seq.

⁴ The string of e-mails between Ms. Herron and me insofar as these public record requests are concerned are attached as Exhibit “A” to this written statement. These particular requests are highlighted with asterisks.

⁵ NRS 239.0107(1)(b) instructs that “if the governmental entity does not have legal custody or control of the public book or record (requested, it shall) provide to the person, in writing: (1) Notice of that fact.”

⁶ This is a common Susan Herron tactic. A requester asks to examine public record “A.” Instead, Ms. Herron refuses to make the requested record available for examination and provides a disingenuous interrogatory response related to something totally different. And then to add insult to injury, Ms. Herron proclaims that “this completes your records request in its entirety” when it doesn’t. Leaving the requester the option of either seeking assistance from Ms. Herron’s supervisor (here IVGID’s General Manager) or the IVGID Board, or filing a lawsuit [see NRS 239.011(1)(a)] to compel the PRO to turnover the requested public records.

⁷ I have placed an asterisk next to this request on the first page of Exhibit “A.”

And how as the Board as a whole and Treasurer Morris responded? Given the Board can take no action unless a matter is noticed for possible action⁸, and this item has neither been agendized or noticed for possible Board action⁹, both the Board and Treasurer Morris have in essence *ignored my request*.

Let's Examine the 2016-17 Expenditures at Issue: To determine where the \$12,850 of 2016-17 Finn Consulting expenditures was budgeted, if at all, let's start with the approved 2016-17 Budget¹⁰. Let's go to Schedule B-10 at page 19¹¹, "Expenditures by Function and Activity" assigned to the General Fund. Note where I have placed an arrow above the column "Final Approved (for the) Budget Year Ending 06/30/17." Note the circle I have placed around the total of all approved budgeted expenditures assigned to this fund which total \$4,030,132. Note the asterisk I have placed next to the \$129,500 "Services and Supplies" entry under "Community & Employee Relations."

Next, let's examine the 2017-18 Budget¹². Let's go to Schedule B-10 at page 19¹³, "Expenditures by Function and Activity" assigned to the General Fund. Note where I have placed an arrow above the column "Estimated Current Year Ending 06/30/17." Note the circle I have placed around the total of all budgeted estimated actual expenditures assigned to this fund which total \$3,821,100. Where are the estimated actual expenditures assigned to "Community & Employee Relations?" Where are the additional \$209,032 of budgeted expenditures?

If Ms. Herron's response ["the purchase order(s) w(ere) written against the account(s) they w(ere actually) budgeted to"] were truthful, where are the records of "Community & Employee Relations" expenditures? And is not Treasurer Morris charged with the obligation of "keep(ing) strict and accurate accounts of *all money...disbursed for (for this function)...in...the district(s)...permanent records?*" *Where are they Treasurer Morris?* And given you are the District's custodian of those records, *why haven't you made them available for examination?*

⁸ NRS 241.020 instructs that "written notice of all meetings must be given at least 3 working days before the meeting." NRS 241.020(2)(d) instructs that "the notice must include...an agenda consisting of: (1) A clear and complete statement of the topics scheduled to be considered during the meeting(; and,) (2) A list describing the items on which action may be taken and clearly denoting that action may be taken on those items by placing the term 'for possible action' next to the appropriate item."

⁹ See pages 1-3 of the 8/14/2019 Board packet.

¹⁰ Go to https://www.yourtahoeplace.com/uploads/pdf-ivgid/2016-2017_Operating_Budget_2.pdf.

¹¹ I have attached a copy of that page as Exhibit "B" to this written statement.

¹² Go to https://www.yourtahoeplace.com/uploads/pdf-ivgid/2017.6.16_2017-2018_Operating_Budget.pdf.

¹³ I have attached a copy of that page as Exhibit "C" to this written statement.

Let's Examine the 2018-19 Expenditures at Issue: To determine where the \$14,800 of 2018-19 Finn Consulting expenditures was budgeted, if at all, let's start with the approved 2018-19 Budget¹⁴. Let's go to Schedule B-10 at page 19¹⁵, "Expenditures by Function and Activity" assigned to the General Fund. Note where I have placed an arrow above the column "Final Approved (for the) Budget Year Ending 06/30/19." Note the circle I have placed around the total of all approved budgeted expenditures assigned to this fund which total \$4,539,239. Look for the "Community & Employee Relations...Function and Activity." *It doesn't exist!*

Next, let's examine the 2019-20 Budget¹⁶. Let's go to Schedule B-10 at page 15¹⁷, "Expenditures by Function and Activity" assigned to the General Fund. Note where I have placed an arrow above the column "Estimated Current Year Ending 06/30/19." Note the circle I have placed around the total of all budgeted estimated actual expenditures assigned to this fund which total \$4,221,000. Where are the estimated actual expenditures assigned to "Community & Employee Relations?" Where are the additional \$318,239 of budgeted expenditures?

If Ms. Herron's response ["the purchase order(s) w(ere) written against the account(s) they w(ere actually) budgeted to"] were truthful, where are the records of "Community & Employee Relations" expenditures? And is not Treasurer Morris charged with the obligation of "keep(ing) strict and accurate accounts of *all money...disbursed for (for this function)...in...the district('s)...permanent records?*" *Where are they Treasurer Morris?* And given you are the District's custodian of those records, *why haven't you made them available for examination?*

Treasurer Morris Has Been Derelict in His Duties as IVGID's Treasurer: Given Trustee Morris "*shall keep strict and accurate accounts of all money received by and disbursed for and on behalf of the district in permanent records,*" and the Legislature has declared [see NRS 318.015(1)] that "*for... accomplishment of the...purposes (of)...promot(ing) the health, safety...and general welfare of the inhabitants...of (Incline Village/Crystal Bay)...the provisions of this chapter shall be broadly construed,*" do we not conclude that Treasurer Morris is responsible for keeping strict and accurate records insofar as budgeted appropriations and their expenditure? If so, Treasurer Morris has been derelict in his duties.

Moreover, it is Treasurer Morris Who is "the Person Who Has Legal Custody or Control of (the) Public Book(s) or Record(s)" the subject of my public records requests [see NRS 239.0107(1)].

Thus Treasurer Morris Has Been Derelict in His Duties as the Person Who Has Legal Custody or Control of (the) Public Book(s) or Record(s)" the subject of my public records requests [see NRS 239.0107(1)].

¹⁴ Go to https://www.yourtahoeplace.com/uploads/pdf-ivgid/IVGID_Annual_Budget_FY2018-19_03122019.pdf.

¹⁵ I have attached a copy of that page as Exhibit "D" to this written statement.

¹⁶ Go to https://www.yourtahoeplace.com/uploads/pdf-ivgid/2019-20_Operating_Budget.pdf.

¹⁷ I have attached a copy of that page as Exhibit "E" to this written statement.

Notwithstanding, Watch Trustee Morris Vote to Remove This Item From the Agenda Thus Preventing it From Being Discussed or Acted Upon by the Board: In other words, this will be more evidence of his perpetuating Ms. Herron's concealment of public records and the dereliction of his duties as Treasurer.

So What Are the Consequences of Treasurer Morris' Dereliction of Duties? First of all, Trustee Morris is an aider and abettor in Ms. Herron's public records concealment because he has "aid(ed) such offender with intent that the offender...avoid or escape...arrest, trial, conviction or punishment, having knowledge that such offender has committed a gross misdemeanor or is liable to arrest" [see NRS 195.030(2)]. In this regard Ms. Herron's concealment of public records is unlawful (see NRS 239.310) inasmuch as she has "willfully and unlawfully...conceal(ed)...a record...paper, document or other thing filed or deposited in a public office...by authority of law." This crime is more egregious than a gross misdemeanor; it is "a category C felony (which provides for)...punish(ment) as provided in NRS 193.130." And moreover, NRS 193.130(1)(c) subjects Ms. Herron to arrest; i.e., "imprisonment in the state prison for a minimum term of not less than 1 year and a maximum term of not more than 5 years."

As an aider and abettor to a felony, Trustee Morris is "may be indicted, tried and convicted... whether the principal offender (here the Ms. Herron) has or has not been convicted...and...punished as provided in NRS 193.130" [see NRS 195.040(1)].

Independently, NRS 283.440(2) instructs that Trustee Morris, a public officer¹⁸, may be removed from office:

¹⁸ NRS 281A.160(1) defines a "public officer" as any person "elected...to a position which: (1) is established by the Constitution of the State of Nevada, a statute of this State or a charter or ordinance of any county, city or other political subdivision; and (2) involves the exercise of a public power, trust or duty." Given "the office of (GID) trustee" is a position established by NRS 318.020 and recognized by NRS 318.095(2) which involves the exercise of "actions taken in an official capacity [see NRS 318.080, et seq.) which involve (a) a substantial and material exercise of administrative discretion in the formulation of public policy; (b) the expenditure of public money; and (c) the administration of laws and rules of the State or any county, city or other political subdivision" [see NRS 281A.160(2)]; there is little doubt that Trustee Morris is a "public officer."

“Whenever a complaint in writing, duly verified by the oath of any complainant, is presented to the district court alleging that any...person who is now holding...any office in this State¹⁹...(b) has refused or neglected to perform the official duties pertaining to the officer’s office as prescribed by law; or (c) has been guilty of any malpractice or malfeasance in office, the court shall cite the party charged to appear before it...The court, in a summary manner, shall proceed to hear the complaint and evidence offered by the party complained of. If, on the hearing, it appears that the charge or charges of the complaint are sustained, the court shall enter a decree that the party complained of shall be deprived of the party’s office.”

Further independently, NRS 318.080(6) instructs that:

“The board of county commissioners of the county vested with jurisdiction pursuant to NRS 318.050 may remove any trustee serving on an...elected board of trustees for cause shown, on petition, hearing and notice thereof.”

And Ms. Herron is Another One of IVGID's Grossly Over Paid and Over Benefited Employees Whose Concealment of Public Records is Being Condoned by the Board Should it Refuse to Compel Her to Turnover the Requested Public Records For Examination: Ms. Herron is an assistant to IVGID’s GM. In other words, she is an administrative assistant. For these duties, last year, she was paid \$95,233.80 in compensation and an additional \$35,562.57 in benefits²⁰. For a true municipality with 980 employees, probably fair. But for a special district with a like number of employees, *outrageous!*

Conclusion: IVGID staff don’t want the Board and the public to know the line item expenditures it budgets to spend. And they don’t want the Board and the public to know whether the expenditures it makes are actually budgeted. Because if the Board and the public knew what staff were really spending the public’s moneys on, staff knows they would not be pleased. To staff this is information no one needs to know other than themselves.

Stated differently, the deeper one digs, the dirtier it gets. *NEVER* will you reach a core of truth nor goodness. The entire system is built upon lies and deceit perpetrated by un-elected staff who are more concerned with creating over compensated and over benefitted "busy" work for themselves and their public employee colleagues, than we local property/residential dwelling unit owners who involuntarily subsidize their salaries and benefits. Former GM Pinkerton calls it "Investing in Our

¹⁹ Trustee Morris is a person “now holding...any office in this State” (see NRS 318.095).

²⁰ See <https://transparentnevada.com/salaries/2018/incline-village-general-improvement-district/susan-a-herron/>.

Community." I call it stealing from local property owners to feed bloated staff. This is the IVGID "way;" the IVGID "culture;" the truth as to where your Recreation ("RFF")/Beach ("BFF") Facility Fees really go; and, the reason why the RFF/BFF will *NEVER* be eliminated nor reduced.

Pandering to Poppy: How are IVGID staff able to get away with this? By *pandering to poppy*. You know, the "takers" in our community who eagerly turn their cheeks to these realities as long as the "gravy" they've become addicted to continues to flow. Those who covet a quasi-private golf country club (about 250 elitist core golfers) which is paid for by those in our community least able to afford it. Or the local businesses in our community who covet free access to the public's recreational facilities (such as Diamond Peak season passes) so they can use this access to promote "events" which generate additional business revenues they get to keep for themselves without having to pay for their promotion. Or the local businesses who rely upon our community's largest employer (i.e., IVGID) to steer lucrative contracts in their favor in violation of Nevada's public bidding purchase requirements by IVGID staff's disingenuous reliance upon exemptions (like soft drink syrup being a "perishable good," or inventory at our two golf pro shops and the Hyatt Sport Shop being "goods for sale at retail," or EXL Media's purchase of media advertising as our salesperson somehow turning into "professional services"). Or the nonprofits in our community who covet free or discounted access to the public's community centers (which are disingenuously labeled recreational facilities so IVGID can use the RFF to subsidize their massive losses) so these nonprofits can pull off fund raising events which benefit their particular "social causes of the moment." Or they can hold their meetings at The Chateau without having to pay published user rates. Or those in our community who aren't IVGID employees, however, long to become such employees, so they can work a couple of hours a week and treat their families to "recreation privileges (and beach access which) are available to District employees at *no cost*."

Naysayers will argue that these giveaways of public assets for endeavors like these are a good thing for our community. They will assert these are the kinds of giveaways that make a community what it is. I call it the subliminal corruption of a community.

So You Wonder Why Our RFF and BFF Which Impermissibly Support This And Other Equally Colossal Waste/Wrongdoing Are as High as They Are? I've now provided more answers.

Respectfully, Aaron Katz (Your Community Watchdog), Because Only Now Are Others Beginning to Watch!

EXHIBIT "A"

Sent: Aug 5, 2019 1:28 PM
To: "s4s@ix.netcom.com"
Subject: RE: Where are the Finn Consultancy Agreement/Invoicing/Payment Records? - Further Follow Up

Dear Mr. Katz,

- 6. and 7. below – you have been provided with all the invoices.
- 2. through 5. – the purchase order was written against the account it was budgeted to.
- 1. no record requested.

Susan

From: s4s@ix.netcom.com [mailto:s4s@ix.netcom.com]
Sent: Tuesday, July 30, 2019 10:08 AM
To: Herron, Susan <Susan_Herron@ivgid.org>
Subject: RE: Where are the Finn Consultancy Agreement/Invoicing/Payment Records? - Further Follow Up

Thank you for the clarification. However, I still think were missing documents.

- 1. Upon closer inspection the chart of accounts for both set of expenditures is 100-14-170-6030. Basically this translates to "Community Relations" in the General Fund.
- 2. I would therefore like to examine records which evidence that this expenditure (the purchase order states \$15K) was actually budgeted as part of Community Relations in the General Fund for fiscal year 2016-17.
- 3. I have examined the 2016-17 Budget and Schedule B-10 in particular which details budgeted expenses to the General Fund. Unlike 2018-19, I do find a "Community Relations" budgeted category. So the question; where was the subject expenditure budgeted because there is nothing for "Community Relations." And I would like to examine records which evidence exactly where this expenditure was budgeted, assuming it was.
- 4. I would therefore like to examine records which evidence that this expenditure (the purchase order states \$15K) was actually budgeted as part of Community Relations in the General Fund for fiscal year 2018-19.
- 5. I have examined the 2018-19 Budget and Schedule B-10 in particular which details budgeted expenses to the General Fund. Unlike 2016-17, NOWHERE do I find a "Community and Employee Relations" budgeted category. And under this category I find that \$129,500 was budgeted. So the question; where was the subject expenditure budgeted? Was it under services and supplies? If not, I would like to examine records which evidence expressly where. If so, I would like to examine records which evidence every budgeted expenditure that made up this \$129,500 budgeted amount.
- 6. Also, the one invoice you provided for 2016 (dated December 9, 2016) totals \$12,850 whereas the purchase order states \$15K. Was more than \$12,850 expended and if so, is there another invoice or has there been another payment and if either, I would like to examine records of the same.
- 7. Also, the invoices you provided for 2018-19 total \$14,800 whereas the purchase order states \$15K. Was more than \$14,800 expended and if so, is there another invoice or has there been another payment and if either, I would like to examine records of the same.

Thank you for your cooperation. Aaron Katz

-----Original Message-----

From: "Herron, Susan"
Sent: Jul 30, 2019 8:47 AM
To: "s4s@ix.netcom.com"
Subject: RE: Where are the Finn Consultancy Agreement/Invoicing/Payment Records? - Follow Up

Dear Mr. Katz,

Fw: RE: Where are the Finn Consultancy Agreement/Invoicing/Payment Records? - Further Follow Up - Request the Board Agendize For Action Compelling Staff to Produce Requested Public Records

From: "s4s@ix.netcom.com" <s4s@ix.netcom.com>
To: Wong Kendra Trustee
Cc: Callicrate Tim <tim_callicrate2@ivgid.org>, Dent Matthew <dent_trustee@ivgid.org>, Horan Phil <horan_trustee@ivgid.org>, Morris Peter <morris_trustee@ivgid.org>, Herron Susan <Susan_Herron@ivgid.org>, isw@ivgid.org
Subject: Fw: RE: Where are the Finn Consultancy Agreement/Invoicing/Payment Records? - Further Follow Up - Request the Board Agendize For Action Compelling Staff to Produce Requested Public Records
Date: Aug 5, 2019 2:00 PM

Dear Chairperson Wong and Other Honorable Trustees -

Well here we go again. Staff concealment of requested public records.

When do you or the general manager intervene to either compel staff to produce requested public records, or to respond as NRS 239.0107 declares: staff have no requested records?

Here you can see we're dealing with two sets of expenditures to Finn Consulting for purposes having nothing to do with furnishing facilities for public recreation. The first set of expenditures goes back to the 2016-17 budget, and the second goes back to the 2018-19 budget. My requests were straightforward. I asked to examine records which evidence where these two sets of expenditures were budgeted, assuming anywhere? Instead of making the requested records available for my examination, you can see that Ms. Herron responded as follows "the purchase order was written against the account it was budgeted to."

I didn't request records which respond to this type of response. And Ms. Herron knows this. In other words, public record concealment.

You passed the 2018-19 budget. Therefore you should know where the consulting expenditure with Finn was budgeted, assuming arguing it was budgeted anywhere (I do not believe it was budgeted anywhere). Moreover, since General Fund "Community Relations" were nowhere budgeted in 2018-19, I asked Ms. Herron to provide records evidencing each and every budgeted expenditure that made up the \$129,500 budgeted for general fund services and supplies. And she provided nothing. In fact she simply ignored the request.

X Since GM Winquest is Ms Herron's immediate superior, I ask he compel Ms. Herron to provide the requested records for my examination, And since the Board is Mr. Winquest's immediate superior, I ask the Board to agendize this matter for its next August 14, 2019 meeting, compelling staff to provide the records requested or to respond that no such records exist.

We have had this discussion before. If you as Board members refuses to compel staff to produced requested public records for examination, then you are aiders and abettors to staff's unlawful activities and that makes each of you equally responsible.

Were Finn's 2016-17 consulting charges budgeted in the 2016-17 budget? If so compel staff to show me the records which evidence this fact.

Were Finn's 2018-19 consulting charges budgeted in the 2018-19 budget? If so compel staff to show me the records which evidence this fact.

X If you Board members refuse to compel staff to turnover these public records, then I shall hold each of you responsible for staff's concealment.

And Ms. Herron, please include this e-mail string in the next Board packet so the rest of our community can see how staff and the Board respond to public record requests.

Respectfully, Aaron Katz

-----Forwarded Message-----
 From: "Herron, Susan"

The costs for these projects were budgeted where they were charged and the chart of account number is on each purchase order.

Susan

From: s4s@ix.netcom.com [<mailto:s4s@ix.netcom.com>]

Sent: Monday, July 29, 2019 5:00 PM

To: Herron, Susan <Susan_Herron@ivgid.org>

Subject: RE: Where are the Finn Consultancy Agreement/Invoicing/Payment Records? - Follow Up

Thank you Ms. Herron -

However, your e-mail states "This completes your records request in its entirety."

Yet you have not provided records which evidence where:

1. The 2016-17 consulting charges with Finn were budgeted; and,
2. The 2018-19 consulting charges with Finn were budgeted.

Nor have you provided records which evidence the chart of account nos. assigned for each of the four invoiced payments.

Do you intend to provide the missing records for my examination? If not, why not? If so, when?

Thank you for your cooperation. Aaron Katz

-----Original Message-----

From: "Herron, Susan"

Sent: Jul 29, 2019 1:54 PM

To: "s4s@ix.netcom.com"

Subject: RE: Where are the Finn Consultancy Agreement/Invoicing/Payment Records? - Follow Up

Dear Mr. Katz,

This e-mail shall serve as IVGID's response to your records request of July 29, 2019 which reads as follows:

I don't have similar materials for the earlier 2016 study. I know you said you send them to me three years ago, however, I cannot find them.

Can you please provide for examination the 2016 proposal and invoicing?

Also, I would like to examine records which evidence where:

1. The 2016-17 consulting charges with Finn were budgeted; and,
2. The 2018-19 consulting charges with Finn were budgeted.

And I would like to examine records which evidence the chart of account nos. for each.

Finally, I see no chart of account nos. designated for the two 2018-19 payments to Finn. I would like to examine records which evidence the chart of account numbers assigned for each of those payments together with the purchase orders created for both the 2018-19 as well as 2016-17 charges.

This completes your records request in its entirety.

Susan A. Herron, CMC

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://yourtahoepplace.com>

From: s4s@ix.netcom.com [mailto:s4s@ix.netcom.com]
Sent: Monday, July 29, 2019 10:59 AM
To: Herron, Susan <Susan_Herron@ivgid.org>
Subject: RE: Where are the Finn Consultancy Agreement/Invoicing/Payment Records? - Follow Up

Thank you -

I don't have similar materials for the earlier 2016 study. I know you said you send them to me three years ago, however, I cannot find them.

Can you please provide for examination the 2016 proposal and invoicing?

Also, I would like to examine records which evidence where:

1. The 2016-17 consulting charges with Finn were budgeted; and,
2. The 2018-19 consulting charges with Finn were budgeted.

And I would like to examine records which evidence the chart of account nos. for each.

Finally, I see no chart of account nos. designated for the two 2018-19 payments to Finn. I would like to examine records which evidence the chart of account numbers assigned for each of those payments together with the purchase orders created for both the 2018-19 as well as 2016-17 charges.

Thank you for your cooperation.

Aaron Katz

-----Original Message-----

From: "Herron, Susan"
Sent: Jul 29, 2019 10:29 AM
To: "s4s@ix.netcom.com"
Subject: RE: Where are the Finn Consultancy Agreement/Invoicing/Payment Records?

Dear Mr. Katz,

This e-mail is IVGID's response to your records request dated July 29, 2019 which reads as follows:

Where are the Finn Consultancy Agreement/Invoicing/Payment Records?

I did request these more than a month ago and have no record of there ever being provided for examination.

If you did send them and I did not receive them, can you please send them again?

If you didn't send them, then when?

This completes your records request in its entirety.

Susan A. Herron, CMC
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>

From: s4s@ix.netcom.com [<mailto:s4s@ix.netcom.com>]
Sent: Monday, July 29, 2019 10:11 AM
To: Herron, Susan <Susan_Herron@ivgid.org>
Subject: Where are the Finn Consultancy Agreement/Invoicing/Payment Records?

Hello Ms. Herron -

I did request these more than a month ago and have no record of there ever being provided for examination.

If you did send them and I did not receive them, can you please send them again?

If you didn't send them, then when?

Aaron Katz

EXHIBIT "B"

EXPENDITURES BY FUNCTION AND ACTIVITY	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/17	
	ACTUAL PRIOR YEAR ENDING 6/30/2015	ESTIMATED CURRENT YEAR ENDING 6/30/2016	TENTATIVE APPROVED	FINAL APPROVED
GENERAL GOVERNMENT				
General Administration				
Salaries and Wages	52,378	28,000	30,687	30,687
Employee Benefits	16,931	17,700	18,135	18,135
Services and Supplies	415,801	440,000	406,652	406,652
Capital Outlay - current	844,383	90,000	246,750	183,750
Capital Outlay - carryover project				53,000
Subtotal General Administration	1,109,583	575,700	702,224	702,224
General Manager				
Salaries and Wages	232,858	230,000	232,757	232,757
Employee Benefits	86,666	95,000	92,551	92,551
Services and Supplies	11,662	13,000	28,520	28,520
Subtotal General Manager	330,986	338,000	353,828	353,828
Trustees				
Salaries and Wages	94,706	88,000	97,507	97,507
Employee Benefits	27,324	28,000	29,385	29,385
Services and Supplies	80,758	86,000	81,592	81,592
Subtotal Trustees	202,788	210,000	208,484	208,484
Accounting				
Salaries and Wages	587,118	575,000	599,988	599,988
Employee Benefits	268,571	278,000	286,767	286,767
Services and Supplies	55,483	83,000	72,200	72,200
Subtotal Accounting	891,170	916,000	958,955	958,955
Information Services				
Salaries and Wages	231,790	267,600	350,840	350,840
Employee Benefits	101,085	136,000	160,600	160,600
Services and Supplies	216,347	317,000	281,080	281,080
Subtotal Information Services	549,222	720,600	792,520	792,520
Risk Management				
Salaries and Wages	75,035	78,000	75,432	75,432
Employee Benefits	39,607	41,000	42,252	42,252
Services and Supplies	23,818	18,000	22,725	22,725
Subtotal Risk Management	138,260	137,000	140,409	140,409
Human Resources				
Salaries and Wages	287,223	306,000	315,516	315,516
Employee Benefits	150,882	176,000	175,259	175,259
Services and Supplies	28,055	46,000	64,200	64,200
Subtotal Human Resources	466,160	528,000	554,975	554,975
Health & Wellness				
Salaries and Wages	23,218	15,000	13,905	13,905
Employee Benefits	5,120	5,800	6,378	6,378
Services and Supplies	6,342	13,000	12,900	12,900
Subtotal Health & Wellness	34,680	33,800	35,183	35,183
Community & Employee Relations				
Salaries and Wages	23,686	98,000	99,112	99,112
Employee Benefits	13,387	52,000	54,942	54,942
Services and Supplies	25,923	38,000	129,500	129,500
Subtotal Community & Employee Relations	62,996	188,000	283,554	283,554
FUNCTION-SUBTOTAL	3,783,856	3,842,000	4,030,132	4,030,132

Incline Village General Improvement District

SCHEDULE B - GENERAL FUND

FUNCTION GENERAL GOVERNMENT

EXHIBIT "C"

EXPENDITURES BY FUNCTION AND ACTIVITY	(1)	(2)	(3) BUDGET YEAR ENDING (4) 06/30/18	
	ACTUAL PRIOR YEAR ENDING 6/30/2016	ESTIMATED CURRENT YEAR ENDING 6/30/2017	TENTATIVE APPROVED	FINAL APPROVED
GENERAL GOVERNMENT				
General Administration				
Salaries and Wages	37,398	30,600	29,125	29,125
Employee Benefits	12,100	18,000	17,975	17,975
Services and Supplies	525,962	406,000	418,664	418,664
Capital Outlay - current	79,331	148,000	119,900	119,900
Capital Outlay - carryover project	-	-	118,000	159,000
Subtotal General Administration	664,789	602,600	703,664	744,664
General Manager				
Salaries and Wages	226,780	232,000	250,590	250,590
Employee Benefits	86,360	92,500	98,110	98,110
Services and Supplies	9,197	16,500	31,520	31,520
Subtotal General Manager	322,337	341,000	380,220	380,220
Trustees				
Salaries and Wages	95,394	97,500	99,087	99,087
Employee Benefits	27,391	29,000	29,398	29,398
Services and Supplies	50,886	69,000	87,492	87,492
Subtotal Trustees	173,671	195,500	215,977	215,977
Accounting				
Salaries and Wages	581,591	599,000	544,869	544,869
Employee Benefits	271,033	286,000	235,182	235,182
Services and Supplies	62,714	72,000	70,900	70,900
Subtotal Accounting	915,338	957,000	850,951	850,951
Information Services & Technology				
Salaries and Wages	273,973	350,000	442,207	443,860
Employee Benefits	112,950	160,000	194,961	195,407
Services and Supplies	313,201	280,000	309,304	309,304
Subtotal Information Services	700,124	790,000	946,472	948,571
Risk Management				
Salaries and Wages	73,492	75,000	77,701	77,701
Employee Benefits	40,181	42,000	43,003	43,003
Services and Supplies	13,892	19,000	21,700	21,700
Subtotal Risk Management	127,565	136,000	142,404	142,404
Human Resources				
Salaries and Wages	310,979	315,000	323,958	323,958
Employee Benefits	165,813	175,000	177,556	177,556
Services and Supplies	36,577	64,000	68,556	68,556
Subtotal Human Resources	513,369	554,000	570,070	570,070
Health & Wellness				
Salaries and Wages	12,063	13,000	16,451	16,451
Employee Benefits	5,184	6,000	8,757	8,757
Services and Supplies	5,878	12,000	21,500	21,500
Subtotal Health & Wellness	23,125	31,000	46,708	46,708
Communications				
Salaries and Wages	71,541	99,000	103,255	103,255
Employee Benefits	38,226	55,000	54,220	54,220
Services and Supplies	49,493	60,000	149,580	149,580
Subtotal Communications	159,260	214,000	307,055	307,055
FUNCTION SUBTOTAL	3,589,578	3,821,100	4,163,521	4,206,620

Incline Village General Improvement District

SCHEDULE B - GENERAL FUND

FUNCTION General Government

EXHIBIT "D"

EXPENDITURES BY FUNCTION AND ACTIVITY	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/19	
	ACTUAL PRIOR YEAR ENDING 6/30/2017	ESTIMATED CURRENT YEAR ENDING 6/30/2018	TENTATIVE APPROVED	FINAL APPROVED
GENERAL GOVERNMENT				
General Administration				
Salaries and Wages	30,534	30,500	28,215	28,215
Employee Benefits	18,918	18,500	17,839	17,839
Services and Supplies	504,297	450,000	416,064	408,084
Capital Outlay - current	148,435	132,000	392,250	392,250
Capital Outlay - carryover project	-	-	-	43,700
Subtotal General Administration	700,184	629,000	854,368	890,068
General Manager				
Salaries and Wages	235,185	238,000	247,506	247,506
Employee Benefits	85,922	95,000	114,583	114,583
Services and Supplies	28,915	35,000	56,740	56,740
Subtotal General Manager	348,022	368,000	418,829	418,829
Trustees				
Salaries and Wages	99,445	99,400	100,984	100,984
Employee Benefits	28,294	28,000	30,346	30,346
Services and Supplies	40,979	30,000	66,600	74,600
Subtotal Trustees	168,718	157,400	197,930	205,930
Accounting				
Salaries and Wages	608,487	560,000	566,805	566,805
Employee Benefits	265,249	255,000	268,079	268,079
Services and Supplies	59,582	60,000	68,390	68,390
Subtotal Accounting	933,328	875,000	903,274	903,274
Information Services & Technology				
Salaries and Wages	336,450	365,000	468,487	468,487
Employee Benefits	122,687	150,000	220,452	220,452
Services and Supplies	230,383	230,000	323,583	323,583
Subtotal Information Services	689,500	745,000	1,012,522	1,012,522
Risk Management				
Salaries and Wages	78,201	78,000	80,435	80,435
Employee Benefits	40,495	40,000	44,539	44,539
Services and Supplies	9,948	12,000	21,910	21,910
Subtotal Risk Management	128,644	130,000	146,884	146,884
Human Resources				
Salaries and Wages	319,779	365,000	416,216	416,216
Employee Benefits	189,113	182,000	236,294	236,294
Services and Supplies	38,775	52,000	75,573	76,573
Subtotal Human Resources	527,667	599,000	729,083	729,083
Health & Wellness				
Salaries and Wages	12,276	12,000	14,058	14,058
Employee Benefits	5,414	5,000	5,557	5,557
Services and Supplies	5,276	4,000	21,475	21,475
Subtotal Health & Wellness	22,966	21,000	41,090	41,090
Communications				
Salaries and Wages	99,562	99,000	81,313	81,313
Employee Benefits	47,874	46,000	32,236	32,236
Services and Supplies	85,637	125,000	78,030	78,030
Subtotal Communications	233,073	270,000	191,579	191,579
FUNCTION SUBTOTAL	3,752,102	3,794,400	4,495,539	4,539,239

Incline Village General Improvement District

SCHEDULE B - GENERAL FUND

FUNCTION General Government

EXHIBIT "E"

↓

EXPENDITURES BY FUNCTION AND ACTIVITY	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/20	
	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	TENTATIVE APPROVED	FINAL APPROVED
GENERAL GOVERNMENT				
General Administration				
Salaries and Wages	42,668	28,200	29,160	29,160
Employee Benefits	13,250	17,800	18,896	18,896
Services and Supplies	406,634	434,000	426,799	426,799
Subtotal General Administration	462,552	480,000	474,855	474,855
General Manager				
Salaries and Wages	237,500	247,500	270,144	270,144
Employee Benefits	104,419	114,000	125,205	125,205
Services and Supplies	13,093	50,000	60,940	60,940
Subtotal General Manager	355,012	411,500	456,289	456,289
Trustees				
Salaries and Wages	99,852	100,900	104,340	104,340
Employee Benefits	27,905	24,900	32,480	32,480
Services and Supplies	48,693	50,000	79,600	79,600
Subtotal Trustees	176,450	175,800	216,420	216,420
Accounting				
Salaries and Wages	537,584	566,000	592,315	592,315
Employee Benefits	240,003	268,000	286,686	286,686
Services and Supplies	55,781	68,000	79,296	79,296
Subtotal Accounting	833,348	902,000	958,297	958,297
Information Services & Technology				
Salaries and Wages	368,250	466,100	484,000	484,000
Employee Benefits	145,695	200,000	255,454	255,454
Services and Supplies	306,713	323,000	334,243	334,243
Subtotal Information Services	820,658	989,100	1,073,697	1,073,697
Risk Management				
Salaries and Wages	75,689	80,000	Included in Human Resources	
Employee Benefits	42,005	44,500	effective July 1, 2019	
Services and Supplies	9,338	20,000		
Subtotal Risk Management	127,032	144,500		
Human Resources				
Salaries and Wages	369,565	418,000	532,660	532,660
Employee Benefits	181,497	228,300	307,348	307,348
Services and Supplies	46,813	76,000	134,309	134,309
Subtotal Human Resources	597,875	722,300	974,317	974,317
Health & Wellness				
Salaries and Wages	13,786	14,000	16,983	16,983
Employee Benefits	4,800	5,500	6,918	6,918
Services and Supplies	6,008	20,000	21,475	21,475
Subtotal Health & Wellness	24,594	39,500	45,376	45,376
Communications				
Salaries and Wages	103,766	81,300	96,338	96,338
Employee Benefits	44,267	32,000	35,817	35,817
Services and Supplies	40,549	62,000	84,518	84,518
Subtotal Communications	188,582	175,300	216,673	216,673
Capital Outlay				
General Government	34,361	181,000	566,445	686,445
Information Services & Technology	79,452	-	-	-
Subtotal Capital Outlay	113,813	181,000	566,445	686,445
FUNCTION SUBTOTAL	3,700,016	4,221,000	4,982,369	5,102,369

Incline Village General Improvement District

SCHEDULE B - GENERAL FUND

FUNCTION General Government

WRITTEN STATEMENT REQUESTED TO BE INCLUDED IN THE WRITTEN MINUTES OF THIS AUGUST 14, 2019 REGULAR IVGID BOARD MEETING – AGENDA ITEM C – PUBLIC COMMENTS – WAKE UP INCLINE VILLAGE! MORE EVIDENCE IVGID MUST BE REMOVED AS OUR BEACH STEWARD BECAUSE IVGID STAFF OPENLY ALLOW CONCESSIONAIRE(S) TO ADVERTISE BEACH ACCESS TO THOSE NOT ENTITLED RATHER THAN ENFORCING THE BEACH DEED’S RESTRICTIVE USE COVENANTS

Introduction: With another stab at Ordinance No. 7 (soon to be scheduled for modification hearing¹), I thought it timely to again provide evidence that our beach overcrowding problems are *not* caused by those of us with beach access but rather, *IVGID itself*. And that’s the purpose of this written statement.

The Beach Deed: Before I begin my discussion, I direct the reader to the deed by which IVGID took legal title to the beaches [https://www.yourtahoeplace.com/uploads/pdf-ivgid/Beach_Deed.pdf (“the beach deed”)].

Under the Beach Deed IVGID Does *NOT* Have the Right to Control Beach Use Other Than For “Recreation...For the Benefit of...Property Owners:” Page 1, line 28-page 2, line 4 of the beach deed states as follows:

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 IVGID as (then²) constituted.***”

Yet For Pure Monetary Gain³, IVGID Has Entered Into a Concession Agreement With Inclined Spirits For the Latter’s Exclusive Sale of Alcoholic Beverages on Our Beaches: That’s right! IVGID staff gladly allow a third party vendor (here Inclined Spirits) to engage in commercial activities (selling alcoholic beverages for a profit) on our beaches! I guess for some of our residents, getting drunk on our beaches is “recreation.” But I am guessing most of us feel otherwise. Which means violation of the beach deed’s use covenant where IVGID is the negotiating cause.

Inclined Spirits Now Operates “Tiki Barefoot Bars” at Burnt Cedar and Incline Beaches: Listen to Incline Spirits’ description of its Tiki Barefoot Bars⁴:

¹ Consider staff’s July 24, 2019 “Community Forum Workshop” on Ordinance No. 7 and its proposed modifications (go to https://www.yourtahoeplace.com/uploads/pdf-ivgid/Ordinance_7_presentation_7-24-19.pdf).

² June 4, 1968.

³ I cannot forget former GM Bill Horn’s following words: “profit isn’t a dirty word.”

⁴ Go to <http://inlinespirits.com/barefoot-bar/>.

"Incline Village's Premiere Tiki Bars – The Barefoot Bars have become one of the hottest destinations for residents of the North Shore, with locations at Incline Beach and Burnt Cedar Beach."

Now I Have Learned That Inclined Spirits Has Contracted With Third Parties For Them to Enter Upon Incline Beach to Provide Tiki Bar Entertainment on Wednesdays and Fridays: According to Inclined Spirits' web page⁴, "enjoy live music every Wednesday and Friday nights from 4pm - 7pm." And listen to this line up of Tiki Bar entertainment for the 2019 summer season:

Wednesdays

6/19/19 - Darin Talbot
6/26/19 - Mikey Psarras (Gowen Big)
7/10/19 - Chad Wilkins
7/17/19 - Jeff Jones
7/24/19 - Ben Fuller
7/31/19 - Brad Perry
8/7/19 - Ben Fuller
8/14/19 - Kayla
8/21/19 - Eric Anderson
8/28/19 - The Swell

Fridays

5/31/19 - Truth Cartel
6/7/19 - Keyser Soze
6/14/19 - David Beck
6/21/19 - Under the Radar
6/28/19 - Wes and Liz
7/5/19 - Joker's Wild
7/12/19 - Maggie's Farm
7/19/19 - Blues Monsters
7/26/19 - The Drivers
8/2/19 - Jeff Jones
8/9/19 - Truckee Tribe
8/16/19 - Groove Foundry
8/23/19 - Jacked Up
8/30/19 - Soul Project

How Many of These Entertainers Are NOT Local Property Owners With Beach Access?
Probably most, if not all.

So How Are These Entertainers Able to Enter Upon Incline Beach? Are they "guests" of Inclined Spirits? If so, this guest "designation" violates the beach deed because to be a "guest," one must be a "guest of (a)...property owner," and one "the Board of Trustees of the District" has

“determined” to be a guest⁵. Although the owners of Inclined Spirits (Miles and Mayra Hendrickson⁶) are local property owners⁷, has IVGID determined that their business associates are their guests? Since the answer is “no” (because IVGID has refused to adopt a formal guest policy), what justification is there for the Hendricksons to designate these dozens of entertainers as their “guests?”

Let’s Assume For Argument Sake That These Dozens of Entertainers Are the Hendricksons’ Beach “Guests.” Does Anyone Really Believe That Guest Fees Have Been Paid to IVGID? Of course they haven’t. Try asking IVGID for confirmation and you will be told that staff do not keep track of those who have paid guest fees. Nor the guests of any particular property owner with beach access who has paid guest fees.

So Let’s Assume For Argument Sake That These Dozens of Entertainers Are the Hendricksons’ Beach “Guests.” I’ve Now Learned That They Are Allowing Members of the General Public Without Beach Access to Enter Upon Our Beaches as Their “Guests.” That’s right!

The Drivers are a band Inclined Spirits has contracted with to provide entertainment at the Incline Beach Barefoot Tiki Bar (see above). In anticipation of their July 26, 2019 performance, the band promoted its appearance on Facebook⁸. In that promotion they represented that

“if you need access (to IVGID’s private beach) to come see us, p.m. (private message) me.”

So Here Not Only Are IVGID Staff Allowing its “For Profit” Beach Concessionaire(s) and Their Employees Without Beach Access to Disingenuously Enter Upon Our Beaches, But They’ve Turned a Blind Eye to Concessionaires’ Entertainment Acts and Their Groupies Without Beach Access Entering Upon Our Beaches: All in the name of “making a buck.”

Conclusion: You Board members can stick your collective heads in the sand and pretend you don’t know what’s going on around you. But how about doing your job instead by ensuring that staff strictly adhere to the beach deed’s restrictive use covenants?

Respectfully, Aaron Katz (Your Community Watchdog), Because Only Now Are Others Beginning to Watch!

⁵ See page 2, lines 5-6 of the beach deed.

⁶ See Business Entity No. E0883702007-2.

⁷ See APN 126-522-17.

⁸ A print out of that Facebook page is attached as Exhibit “A” to this written statement. I have placed an asterisk next to the portion which is quoted above.

EXHIBIT "A"



The Drivers

@pauldavidandthedriver

- Home
- About
- Photos
- Events
- Videos
- Band Profile
- Posts
- Community

Create a Page



The Drivers is at Incline Village Private Beach
 Yesterday at 6:48 AM · Incline Village, NV



For 8 years, this band has been Rockin' Incline Beach at Tahoe. We're back again this Friday from 4-7pm. Thanks to Miles Hendrickson and Incline Spirits. This is a private beach... if you need access to come see us, p.m. me!! #thedriver #summer2019



Musician/Band

Suggest Edits

Page Transparency

See More

Facebook is showing information to help you better understand the purpose of a Page. See actions taken by the people who manage and post content.

Page created - July 5, 2012

Related Pages

- D.C.'s Pilates**
Pilates Studio Like
- Brad Perry-Tenor**
Musician Like
- Piper J Studio**
Art Gallery Like

English (US) · Español · Português (Brasil) ·

WRITTEN STATEMENT REQUESTED TO BE INCLUDED IN THE WRITTEN MINUTES OF THIS AUGUST 14, 2019 REGULAR IVGID BOARD MEETING – AGENDA ITEM H(2) – ADOPTION AND POSSIBLE IMPLEMENTATION OF THE 2019 COMMUNITY SERVICES PLAN WHICH BY INCORPORATION INCLUDES IMPLEMENTATION OF THE: DIAMOND PEAK, BEACHES RECREATION ENHANCEMENT OPPORTUNITIES, AND TENNIS CENTER FACILITIES ASSESSMENT MASTER PLANS

Introduction: Here staff not only seek formal adoption of the proposed 2019 Community Services Master Plan¹ (“CSMP”), but *actual implementation* of its alleged top five priorities: acquiring permits to construct a \$3.4 million dog park across from Incline High School²; design of a \$2.4 million Incline Beach House which is part of a more expansive \$6.13 - \$7.33 million³ or greater⁴ (in 2016 dollars no less) Beaches Recreation Enhancement Opportunities Master Plan (“BREOMP”); a \$1.285 million⁵ renovation of the Tennis Center; a \$800,000 renovation or \$2.25 million reconstruction of Burnt Cedar pool⁴; and, investigating possible development of a seasonal ice skating rink *as well*⁶. Although I have no objection to *receiving* the CSMP, actual implementation is a whole other issue. There is no reason for wholesale implementation at this time which binds future Boards. And these are the purposes of this written statement.

Approval *Doesn’t* Mean Implementation: When the Board approved the BREOMP, it was crystal clear that approval did not include actual implementation. Listen to former Asset Manager Brad Johnson:

¹ See pages 98-240 of the packet of materials prepared by staff in anticipation of this August 14, 2019 meeting of the IVGID Board [“the 8/14/2019 Board packet” (https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_8-14-19.pdf)].

² See page 174 of the 8/14/2019 Board packet.

³ Go to https://www.yourtahoeplace.com/uploads/pdf-ivgid/Final_IVGID_Beach_Enhancement_Opportunities_Plan.pdf.

⁴ I say “possibly more” because at this stage we don’t know whether repairs to the Burnt Cedar Pool are going to total \$800,000 or \$2,250,000 (see page 9 at https://www.yourtahoeplace.com/uploads/pdf-ivgid/5_Year_Capital_Improvement_Plan_Summary_-_As_of_5.22.19.pdf).

⁵ See page 51 of the 8/14/2019 Board packet.

⁶ See page 62 of the 8/14/2019 Board packet.

“This is *not* about approving (an) implementation plan but rather, the (master) plan itself.”⁷

Listen to attorney Guinasso:

Approval “*doesn’t* presume any financial implications. Rather, it directs Staff to comeback and ask for approval and then the Board can consider the budgeting impacts at a subsequent time.”

Finally although Trustee Horan said he could support the motion, he

“express(ed) his concerns about funding” *any of it*.

Similarly, when the Board approved the Diamond Peak Master Plan (“DPMP”), it was crystal clear that approval did not include actual implementation. Again listen to former Asset Manager Brad Johnson:

Approval “today is not a commitment over any other facility because that is ultimately a decision that future Boards have to make...it is (merely) giving the Board a framework” to spend. “The choice to build or not build is a decision to be made by future Boards⁸.”

Trustee Dent asked former Asset Manager Brad Johnson the following questions, and received the following answers:

Trustee Dent: Does “voting for the Diamond Peak Master Plan approve...the funding of the EIS contract?”

Asset Manager Johnson: “No.”

Trustee Dent: Does “voting for the Diamond Peak Master Plan approve...Phase 1a” expenditures?

Asset Manager Johnson: “No.”

Trustee Dent: Does “voting for the Diamond Peak Master Plan approve...Phase 2?”

Asset Manager Johnson: “No.”

Trustee Dent: Does “voting for the Diamond Peak Master Plan approve...Phase 3?”

⁷ See page 446 of the packet of materials prepared by staff in anticipation of this April 27, 2016 meeting of the IVGID Board [“the 4/27/2016 Board packet” (https://www.yourtahoepace.com/uploads/pdf-ivgid/BOT_Regular_Packet_4-27-16.pdf)].

⁸ See pages 221-222 of the packet of materials prepared by staff in anticipation of this November 18, 2015 meeting of the IVGID Board (“the 11/18/2015 Board packet”).

Asset Manager Johnson: “No, nor Phase 4.”⁹

Trustee Devine “want(ed) everyone to understand that” in voting in favor of approval,

“There (wa)s no commitment to any of these projects.”¹⁰ It “is...a misconception...that if we approve the master plan...we are approving all the items (therein)...That is not what we are doing...We haven’t...okayed the whole plan...Let’s look at this for what it is, and it is to let Staff start the ball rolling.”¹¹

Given “approval” or “adoption” should not include actual implementation, the proposed implementation aspects of this agenda item should be deferred for future action. If the Board wants to identify project “priorities” under the CSMP, that’s one thing. But I object to any action which actually implements any of those project priorities.

What About the CSMP’s Estimated Costs? The CSMP’s Scope of Work, Task 3.2, represented that “potential funding sources w(ould) be identified” within the plan itself¹². Yet an examination of the CSMP (see Table of Contents at page 100) conspicuously fails to reference the identification of *any* sources for funding. Given the massive costs associated with the projects identified in the CSMP (see discussion below), without a clear disclosure of probable funding sources, the identified projects amount to nothing more than a pie-in-the-sky wish list. *Why no sources of funding Design Workshop?*

On July 24, 2018 I submitted a written statement to the Board which summarized in some detail the proposed Plan’s estimated costs as then determined by its consultant, Design Workshop¹³. That summary concluded that the CSMP’s cost, *in 2018 dollars*, would total anywhere from \$48.85 - \$57.75 million¹⁴. Moreover, keep in mind that according to Phase III, Task ¶3.3(b) of the Design

⁹ See page 223 of the 11/18/2015 Board packet.

¹⁰ See page 222 of the 11/18/2015 Board packet.

¹¹ See page 230 of the 11/18/2015 Board packet.

¹² See page 84 of the 8/14/2019 Board packet.

¹³ See pages 264-270 of the packet of materials prepared by staff in anticipation of the Board’s August 27, 2018 meeting [https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_8-27-18.pdf (“the 8/27/2018 Board packet”)].

¹⁴ Upper High School Athletic Field - \$350,000 - \$1.7 million [page 164 of the of the packet of materials prepared by staff in anticipation of the May 1, 2019 meeting {https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_5-1-19.pdf (“the 5/1/2019 Board packet”)}); Old Elementary School - \$7.25 - \$7.6 million (page 180 of the 5/1/2019 Board packet); U.S. Forest Service Property - \$2 million (page 167 of the 5/1/2019 Board packet); Incline Park & Field - \$15.9 - \$16.6 million (page 184 of the 5/1/2019 Board packet); Sierra Park (Crystal Bay) - \$260,000 (page 182 of 5/1/2019 Board

Workshop's scope of work¹⁵, the "cost estimating at the master plan level *can be inaccurate* due to the limited amount of detail of material quantities and future material costs." For this reason, I have every reason to believe that these estimated numbers will prove to be *woefully inaccurate*. Notwithstanding, a summary of estimated costs prepared by staff¹⁶ is even *higher* (\$64.375-\$67.225 million)¹⁷!

Listen How Chairperson Wong Admits That She Instructed Design Workshop to Intentionally Omit the CSMP's Massive Costs From the Public in Response to Trustee Callicrate's Question: "How Are We Going to Fund All of This?"¹⁸

"Some of those more detailed costs we asked (Design Workshop) to take those out because they were scaring people...That was a decision the Board made¹⁹. That's why they're not in there."²⁰

packet); Recreation Center expansion/renovation - \$19.625 million (page 205 of the 5/1/2019 Board packet); and, Spring Structure/Fieldhouse - \$2.25 million (page 203 of the 5/1/2019 Board packet).

¹⁵ See page 79 of the 5/1/2019 Board packet.

¹⁶ See pages 330-331 of the packet of materials prepared by staff in anticipation of the Board's May 22, 2019 meeting [https://www.yourtahoeplace.com/uploads/pdf-ovgod/BOT_Packet_Regular_5-22-19.pdf ("the 5/22/2019 Board packet"). These pages are attached as Exhibit "A."

¹⁷ Upper High School Athletic Field - \$350,000 - \$1.7 million [page 164 of the of the packet of materials prepared by staff in anticipation of the Board's May 1, 2019 meeting {"the 5/1/2019 Board packet" (https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_5-1-19.pdf)}]; dog park - \$3.4 million (page 331 of the 5/22/2019 Board packet); bocce courts - \$250,000 - \$450,000 (page 331 of the 5/22/2019 Board packet); Old Elementary School - \$7.25 - \$7.6 million (page 180 of the 5/1/2019 Board packet); U.S. Forest Service Property - \$2 million (page 167 of the 5/1/2019 Board packet); Bike Park - \$600,000 (page 331 of the 5/22/2019 Board packet); Skate Park - \$500,000 - \$1 million (page 331 of the 5/22/2019 Board packet); Tennis Pro Shop renovations - \$1.25 million (page 331 of the 5/22/2019 Board packet); Mountain Course clubhouse - \$3 million (page 331 of the 5/22/2019 Board packet); Mountain Course Maintenance Building - \$750,000 (page 331 of the 5/22/2019 Board packet); Village Green enhancements - \$2.6 million (page 331 of the 5/22/2019 Board packet); Incline Park & Field - \$15.9 - \$16.6 million (page 184 of the 5/1/2019 Board packet); Sierra Park (Crystal Bay) - \$250,000 - \$500,000 (page 331 of the 5/22/2019 Board packet); Recreation Center expansion/renovation - \$19.625 million (page 205 of the 5/1/2019 Board packet); Recreation Center Aquatics expansion - \$4.4 million (page 331 of the 5/22/2019 Board packet); and, Spring Structure/Fieldhouse - \$2.25 million (page 203 of the 5/1/2019 Board packet).

¹⁸ IVGID livestreams its Board meetings (<https://livestream.com/accounts/3411104>). 2:25:30-34 of the livestream of this August 14, 2019 meeting [<https://livestream.com/IVGID/events/8782401/videos/195049969> ("the 8/14/2019 livestream")] depicts where Trustee Callicrate raised this question.

¹⁹ The Board made no such decision. Chairperson Wong made that decision unilaterally. How do I know? On August 15, 2019 I made a public records request to examine where the Board as a whole

Now That the Final Draft CSMP is Before the Board, and it Proposes “Mov(ing) Forward (With)...the BREOPM, the Tennis Center Facilities Assessment and Master Plan, and the DPMP²¹, Let’s Put These Estimated Costs Into Perspective Insofar as *Other* Estimated CIP Costs Targeted to be Expended in the Immediate Future: Consider,

1. **The Diamond Peak Master Plan:** Notwithstanding this “Plan” has never been formally adopted (it was only “accepted”), its estimated cost *in 2015 dollars* is a whopping \$16,408,462²²;

2. **IVGID Beaches Recreation Enhancement Opportunities Plan:** This “Plan,” which was approved on February 24, 2016²³, proposes spending anywhere from \$6.13 - \$7.330 million³ or possibly more⁴, *in 2016 dollars*;

3. **IVGID’s Five Year Capital Improvement Plan:** At the Board’s May 22, 2019 meeting it approved a five year capital plan²⁴ which calls for \$24,734,574 of Community Services (recreation) capital expenditures excluding DPMP implementation²⁵, \$27,979,481 including DPMP implementation¹⁹, and \$3,734,660 of Beach capital expenditures¹⁹. That’s a total of \$28,469,234 of short term future capital expenditures *having nothing to do with implementation* of the BREOMP, DPMP, Tennis nor Community Services Master Plans.

4. **Don’t Forget About Un/Under Reported Allocated Staff Time:** GM Pinkerton has told us that for *every* capital project, allocated staff costs are assigned because if we didn’t have to pay our staff, we’d have to pay someone else to assist/administer these projects (and allegedly at a higher cost none of us believe). Given IVGID staff “has been working with...the Design Workshop team...and the community to meet the goals and expectations as approved in the (CSMP’s) scope of services,”²⁶ what are the additional costs for these four additional CIP Plans (expressly including the CSMP)?

had voted to instruct Design Workshop as Chairperson Wong represented. Ms. Herron responded on August 16, 2019 informing me that no such formal action (motion and vote) took place. A copy of the e-mail string between Ms. Herron and me is attached as Exhibit “B” to this written statement.

²⁰ See 2:26:26-2:26:38 of the 8/14/2019 livestream.

²¹ See page 234 of the 8/14/2019 Board packet.

²² See page 55 of the Plan at https://www.yourtahoeplace.com/uploads/pdf-ivgid/DPMP_August_2015_10-21-2015.pdf.

²³ See item F(5) at pages 445-447 of the packet of materials prepared by staff in anticipation of the Board’s April 27, 2016 meeting [https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Regular_Packet_4-27-16.pdf (“the 4/27/2016 Board packet”).]

²⁴ Go to https://www.yourtahoeplace.com/uploads/pdf-ivgid/5_Year_Capital_Improvement_Plan_Summary_-_As_of_5.22.19.pdf (“the 2019 5YCIP”).

²⁵ See page 9 of the 2019 5YCIP.

²⁶ See page 31 of the 5/1/2019 Board packet.

Don't we remember how on December 12, 2018 GM Pinkerton told us that since staff "spend... the vast majority of its time working on CIP projects, our staffing costs are allocated to (CIP) projects based on the amount of time spent on...specific projects?"²⁷ And that \$272,500 of staff time had allegedly been advanced on \$325,489 of engineering and other costs incurred with outside vendors associated with the alleged Effluent Pond Liner project²⁸? In other words, for every \$1 spent on direct costs with outside vendors, GM Pinkerton told the Board and the public that an *additional* \$0.84 was spent on their own compensation and benefit costs. If this surcharge for staff time is emblematic of staff time typically spend on a CIP, then it means \$197,433 in allocated staff time should be *added* to the \$235,040 of consultant costs for the CSMP bringing the total cost up to a *totally unacceptable* \$432,483! In fact, since staff time devoted to this project was considerably greater than what is typically advanced on your typical CIP, actual allocated staff time for this project should total *considerably more than \$197,433*.

Using the 184% adjustment factor applied to the Effluent Pond Liner project (see discussion above), anywhere from \$84 million - \$92.4 million!

6. Remember, These Are Nothing More Than Estimated Costs: According to page 84 of the 8/14/2019 Board packet, "cost estimating at the master plan level can be inaccurate due to the limited amount of detail of material quantities and future material costs." Translation: actual costs to implement all the projects outlined in the CSMP *can and very likely will exceed the hundreds of millions of dollars projected therein!*

7. Summary: All told, I've identified between roughly \$195.65 million - \$208.1 million of capital expenditures three members of the Board have signed onto. *From where exactly do these Board members propose this money is going to come from?* There's only one realistic source; massive, massive increases to the Recreation ("RFF")/Beach ("BFF") Facility Fees. ***This equates to a roughly \$23,860-\$25,375 assessment for each parcel/dwelling unit owner assessed the RFF!*** Did anyone ask you if you were in favor of any of the CSMP's proposed projects assuming your RFF/BFF would be increased by roughly \$25,000? Given the answer is obviously no, any assertion of alleged "statistically valid" surveys is disingenuous at best and an outright misrepresentation at its worst.

Now That You Know the Truth, When IVGID Asks You if You Are in Favor of New Recreational/ Beach CIPs Without Sharing Their Associated Many Millions of Dollars Cost, Which is Going to

²⁷ See pages 183-184 of the packet of materials prepared by staff in anticipation of the Board's December 12, 2018 meeting [https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_12-12-18.pdf ("the 12/18/2018 Board packet")].

²⁸ Although another \$190,148 was paid towards Tahoe Transportation District's Environmental Analysis ("EA"), IVGID staff are not required to devote any management nor other costs to this expenditure. An outside firm is creating the EA, and IVGID is paying its agreed upon portion pursuant to an Interlocal Agreement.

Translate Into a Tens of Thousands of Dollars Increase in Your RFF/BFF, What Exactly is Going to be Your Response²⁹?

And How Can You Possibly Believe Anything That Comes Out of Chairperson Wong's Mouth Given Her Efforts to Hide the Truth From the Public?

So Why Did Staff Ever Start Down This Road Knowing That at the End, Essentially None of the CSMP's Proposed CIPs Would Ever be Prosecuted Because of Massive Increases in the RFF/BFF?

Why don't you ask past Board members Kendra Wong, Joe Wolfe, Bruce Simonian, Jim Hammerel and Bill Devine? They are ALL to blame! And why don't you ask current Board members Kendra Wong, Phil Horan and Peter Morris given they share the views of these past Board members?

Oh, But it Would be Such a Waste of Money to Not Move Forward After Having Spent the Hundreds of Thousands of Dollars in Consultant/Allocated Staff Costs: You're wrong Mr. Winqest notwithstanding this was your former boss' (GM Pinkerton's) observation at the Board's March 18, 2018 meeting. I and others believe the opposite given the *incredible waste of money!*

And just so the reader knows the amount of money we're talking about, at the Board's March 18, 2018 meeting GM Pinkerton stated that a combined \$500,000 has *already* been spent on consultants just for the BREOMP, Tennis and Community Services Master Plans. Since I stopped counting on the cost of the DPMP after \$225,000, this now takes us to over \$725,000! And once we add hidden allocated staff costs, we're looking at well over \$1.3 million! Who spends this kind of money on consultants and staff for pie-in-the-sky plans such as these? Who's to blame? Since past Boards should have *NEVER* have gone down this road in the first place, *it's time to put a stop to the bleeding by "just saying no."*

This Analysis Reveals Staff's Modus Operandi; Get So Deep Into an Irresponsible Project So That its Costs Become Impossible to Throw Away: Now you're hopefully beginning to understand. First staff comes up with a "Plan." Of course, we're told the Board never has to go forward with it because all we're doing is "planning." Then staff comes to the Board seeking formal "acceptance" (like now) and then "adoption" of the Plan. Again we're told the Board never has to go forward with funding because all we're doing is "adopting." Then staff ask the Board for funding, but only for pre-design work they claim. And after spending hundreds and hundreds of thousands of dollars on such pre-design and planning, we discover we're so deep into the project so that to now cut our losses and put a halt to something we should have never initiated in the first place would be irresponsible.

This is exactly what has taken place with the DPMP. Notwithstanding the Board told the public that financially, the DPMP would never be reliant upon the RFF, \$800,000 of the RFF has already been appropriated for the Plan. And this number doesn't include the hundreds of thousands of dollars of staff time our PRO told us staff doesn't keep track of. Staff has come to the Board seeking preliminary entitlement approval only, and after five years, we haven't even gotten to the selection of another consultant phase to prepare an EA. And although entitlements were originally estimated at \$160,000,

²⁹ Does anyone really expect IVGID will ever ask such a question given its fear insofar as the results?

in addition to the \$800,000 which has already been appropriated, according to Brad Johnson before he left his employ with IVGID, EIS preparation is going to cost at least another \$700,000. Then the public will be into this project to the tune of \$1.5 million or more and we won't even have spent a penny on actual construction. In other words, it will be too late to simply turn our backs on the project. Ladies and gentlemen, don't you see we're on the same collision course here with the CSMP?

Conclusion: Are you the reader familiar with the Bugatti automobile? It is one of the most expensive automobiles in the world selling for several millions of dollars each. If I asked the prudence in your purchasing several Bugatti automobiles pursuant to a comprehensive "plan," how would you respond? Probably that you knew you couldn't afford one of these vehicles right from the beginning, so why undertake the effort/expense of formulating a plan which suggests you purchase multiple Bugattis? Here it's the same thing. Local property owners are not going to stand still for plans which call for the expenditure of \$195.65 million - \$208.1 million or more in new CIPs³⁰ over the next five to ten years. *So why go down this road?* And why only ask the question of where "existing...or potential identified funding sources" will cover these costs only *after* formal adoption of the CSMP?³¹ And why spend anything more on a plan that ultimately will go *nowhere*?

Again, the Board needs to learn to live within its financial means. You Board members can stick your collective heads in the sand and pretend you don't see what's going on around you. But how about doing your jobs instead by admonishing staff for having ever proposed such an irresponsible project (the CSMP) which needlessly wastes public moneys? I urge the Board to vote NO for adoption of the CSMP. Although one of the alternatives is to "not receive" the CSMP³², our staff have arrogantly withdrawn this option and instead suggested "adopt(ion of the CSMP)...with...revisions."³³

To those who may be reading this written statement and asking themselves where their RFF/BFF really go, do you now realize why these fees can never go down and under the tutelage of trustees Wong, Horan and Morris, they are poised to massively increase? And why? Because three of our current Board members are more committed to building Taj Mahals to attract the world's tourists rather than advancing the interests of local property owners.

Respectfully, Aaron Katz (Your Community Watchdog), Because Only Now Are Others Beginning to Watch!:

³⁰ Didn't the CSMP reveal that 2/3 of local parcel owners were against spending the RFF/BFF on *new* recreation/beach facilities?

³¹ At page 32 of the 5/1/2019 Board packet staff tells us that *only* after "formally adopt(ing)...the CSMP...the next critical step will be to begin identifying...an existing funding source or potential identified funding sources."

³² See ¶1 at page 33 of the 5/1/2019 Board packet.

³³ See ¶VI at page 67 of the 8/14/2019 Board packet.

EXHIBIT "A"

RE: Records Request - Board Action Determining to Exclude the Costs Associated with the Community Services Master Plan

From: "Herron, Susan" <Susan_Herron@ivgid.org>
To: "s4s@ix.netcom.com"
Subject: RE: Records Request - Board Action Determining to Exclude the Costs Associated with the Community Services Master Plan
Date: Aug 16, 2019 9:16 AM

Dear Mr. Katz,

This e-mail shall serve as IVGID's response to your records request of August 16, 2019 which reads as follows:

At Wednesday's Board meeting Chairperson Wong stated that the Board made the decision to exclude costs associated with the final 2019 version of the Community Services Master Plan because they would scare people.

I would like to examine records which evidence where the Board allegedly made this decision.

I have researched the minutes of the meetings for June 19 and July 17 and there was no formal action (motion and vote) for excluding costs. It is my opinion that what Chairwoman Wong was referring to was that the Board asked for a separate document with costs, which was requested on May 1, and then provided/included in the packet of June 19. All of the above documents discussed are available on our website.

This completes your records request in its entirety.

Susan A. Herron, CMC
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>

-----Original Message-----

From: s4s@ix.netcom.com [mailto:s4s@ix.netcom.com]
Sent: Friday, August 16, 2019 12:38 AM
To: Herron, Susan <Susan_Herron@ivgid.org>
Subject: Records Request - Board Action Determining to Exclude the Costs Associated with

8/16/2019

RE: Records Request - Board Action Determining to Exclude the Costs Associated with the Community Services Master Plan

the Community Services Master Plan

Another records request Ms. Herron -

At Wednesday's Board meeting Chairperson Wong stated that the Board made the decision to exclude costs associated with the final 2019 version of the Community Services Master Plan because they would scare people.

I would like to examine records which evidence where the Board allegedly made this decision.

Thank you for your cooperation. Aaron Katz

EXHIBIT "B"

EXISTING MASTER PLAN SUMMARY

Incline Village Golf Courses -- Facilities Assessment and Future Needs Recommendations -- December 2012 *Findings presented to the Board on March 13, 2013*

Recommendations

- Programs and Services at each Course should be unique and supportive of each unique brand proposition.
- Deferred maintenance at Mountain Course, most notably the clubhouse must be addressed and a new clubhouse built.
- Mountain Course must be more user-friendly and aligned with user expectations and made attractive to women and families.
- Championship Course must adjust pricing and packaging to market conditions and work with user groups to improve the salability of peak times to outside users.
- Championship Course must implement an efficient yield management program, improve overall turf conditions and moderate expenses.

Diamond Peak Master Plan -- August 2015

Approved by Board on October 21, 2015

Recommendations

- Focus on mountain recreation that supports an active lifestyle
- Maintain and enhance the community use of the facility
- Preserve the scenic beauty of Diamond Peak
- Balance community use and additional tourism visitation that will provide the necessary revenue for the continued financial viability of the operation.

IVGID Beaches -- Recreation Enhancement Opportunities Plan -- February 2016

Approved by Board on February 24, 2016

Recommendations

- Improve beach entries and pedestrian access
- Replace restroom/concession buildings
- Enhance groups areas
- Enhance beach access and pedestrian connectivity
- Develop a consistent design aesthetic

Incline Village Tennis Center --Facilities Assessment and Master Plan -- August 2016

Approved by Board on August 24, 2016

Recommendations

- Launch Planning for a Major Renovation to the Pro-Shop Buildings and Surrounding Site
- Formalize Pickleball Program
- Affirm Funding for Maintenance and Repair
- Fine Tune Operations
- Evaluate Adjustments to Programs and Services

Community Services Master Plan -- April 2019

Scheduled for Approval -- Summer 2019

Recommendations

IVGID should focus improvements in five areas in order to meet community needs:

- Trails
- Parks, Open Space and Snow Play
- Fields
- Built Facilities
- Programs

Master Plan Capital Project List
Summary of Projects identified in Master Plan Documents

Golf:

Mountain Course Clubhouse: \$3 million (recent estimate)
Mountain Course Maintenance Building: \$750,000 (recent estimate)

Diamond Peak:

Summer Activities Phase 1a: \$2.4 million
Summer Activities Phase 1b: \$1.7 million
Summer Activities Phase 2: \$250,000
Snowflake Lodge: \$6.2 million
Winter Improvements Phase 3/4: \$6 million

Incline Beaches:

Incline Beach House: \$3 million
Burnt Cedar Restroom Replacement: \$750,000
Burnt Cedar Concession Improvements: \$450,000
Beach Group Picnic Areas Improvements: \$600,000
Burnt Cedar Individual Picnic Areas: \$350,000
Burnt Cedar Pedestrian Circulation: \$600,000
Burnt Cedar Entry and Pedestrian Access: \$540,000
Incline Beach Entry and Pedestrian Access: \$200,000

Tennis:

Pro Shop Renovation: \$1.25 million (recently updated)

Community Services Master Plan (not yet approved by Board of Trustees)

Upper High School Fields: \$350,000 to \$1.7 million
Dog Park: \$3.4 million
Bocce Courts: \$250,000 - \$450,000
Bike Park, Phase 2: \$600,000
Skate Park - Phase 2: \$500,000 - \$1 million
Village Green Enhancements: \$2.6 million
Old Elementary School Park Development: \$7.5 million
Crystal Bay - Sierra Park Improvements: \$250,000 to \$500,000
Rec Center Expansion/Admin Building: \$7.5 million
Rec Center Expansion/Gym/Fitness/Exercise Rooms: \$7.725 million
Rec Center Aquatics Expansion: \$4.4 million
Sprung Structure Fieldhouse: \$2.25 million

Please note: Estimated costs have all been established at different points in time, and many have not yet included a detailed scope of work. These estimates are included solely to provide an order of magnitude of cost when considering capital project priorities.

August 14, 2019 IVGID Board of Trustees Meeting Public Comment
By: Linda Newman – to be included with the Minutes of the Meeting

Despite several Trustees requesting options for a new Mountain Clubhouse and Tennis Center renovations, Chair Wong has unilaterally decided to bypass their requests. Instead, she has placed on the consent calendar the approval of a remodeled clubhouse and a Tennis Center Design contract without a full range of options. Ms. Wong has chosen to ignore the expert advice of two independent consultants on the best actions for the Mountain Course to breakeven with a right sized facility --instead of the \$700,000 of annual operating losses our Rec fee must subsidize AND she has ignored our community's desire for a new Clubhouse. Chair Wong sees no reason to heed the voices of other Trustees, the work of our paid consultants and the preferences of our citizens who must pay for these follies without their consent. This is not acceptable. You as a Board must take action and remove Ms. Wong as Chair and elect a Trustee who is capable of respecting the rights and responsibilities of all our Trustees AND provides leadership that serves the best interests of our citizens.

Although IVGID has represented to Transparent Nevada that we have close to 1000 employees, we still do not have a Director of Asset Management or a Chief Engineer and our Director of Public Works is now responsible for Golf and Tennis Capital Projects. Placing this level of additional responsibilities on our Director of Public Works is unacceptable and it is dangerous. We have a \$600 million water and sewer infrastructure with inadequate capital reserves and a continued deficit of professional staff to ensure its sustainability.

The Community Services Master Plan cannot be adopted. It is a vision that floats far above the needs and preferences of our community and the funding for its approximate \$25 million price tag is left to the imagination. When coupled with the Golf, Ski, and Beach Master plans our Community's future looks like a Rec and Beach Fee in the stratosphere to finance \$60 or \$70 million or more of new recreational facilities the Community does not want and should not be bound to subsidize in the foreseeable future.

Our new General Manager needs to have business experience! Please include this important requirement to the General Manager's Job Description. And, it is your responsibility to ensure that our Board Treasurer complies with Nevada Statutes to fulfill his statutory duties.

In fact, it is your responsibility to ensure that each and every Trustee fulfills their statutory and fiduciary duties. You are also responsible for the retention of competent legal counsel and the oversight of all of the agents you hire. Now is the time for you to act as a Board and provide the direction and supervision for Mr. Winqvist to succeed as interim General Manager. The successes and failures of this District rests upon your shoulders.

Ken Hubbart
P O Box 5881/ 664 Country Club Drive
Incline Village, NV 89450
775-831-1921

On behalf of the bocce community I would like to thank the Board for their consideration of including bocce courts in the proposed Development Plan. The Bocce Community which I represent are a group of 25 men who meet once a week on Wednesdays from April thru October. We started in Incline April 24th, 2013, playing twice a week, however within weeks we out grew our court at Ski Beach and have been forced to play at Truckee's River View Park. A second group which I represent, are the Lamé Ducks, which is comprised of 50 members who have an interest and play bocce. A week ago today we had 27 members of the Lamé Ducks playing bocce at River View Park followed by a cookout . Of the 310 Trampers members over half have indicated an interest in bocce. There are many more residents that are interested in bocce but are unable to play the sport in their community. The Board has asked that we provide proof of public support for the bocce project. In the past week I easily secured four pages of signatures in affirmation of support.

For bocce to be successful it is important that the location be suitable. There should be room for three to four courts, because you must plan for the games growth. There should be adequate parking. The courts require magnetized score boards, two to three benches for each court, grills and tables in the vicinity. The present plan offers just two courts with little or no room for expansion. I would suggest an alternate location. If IVGID decides to provide bocce courts then it is important to choose the proper location. Two locations that meet the qualifications are at Incline Beach at the left of the entrance or across the street at the present dog park. Both locations are relatively flat, offer plenty of room for expansion and would be less expensive to build the courts. Since there is already one court at Ski Beach (a short walk over a bridge) with grills, and tables in place the location at Incline Beach makes the most sense. This area is seldom if ever used, even during the busiest times of the year. Nonresidents would require a punch pass to play. Toilets and refreshments are near the proposed location.

PROPOSED BOCCE COURTS FOR INCLINE VILLAGE

HERE IS A SNAPSHOT OF BOCCE AROUND LAKE TAHOE

TRUCKEE:

Northwoods Clubhouse	4 courts
RiverFront Park	3 courts
Truckee Winery	6 courts
	Total: 13

RENO:

Renaissance Hotel 9 courts
Plus several courts at Multiple Apartment Complexes

TAHOE CITY

Wolfdale Restaurant 1 court
2 courts at the golf club

WEST SHORE AT EHRMAN MANSION 1 court

KINGS BEACH, AT SPINDLESHANKS 2 courts

TRUCKEE

League play plus other club play at both Riverfront Park and at Northwoods

The Riverfront Venue league has 20 teams. Each team has 4 to 9 members. That is approximately 100 players. They play each Tuesday and Thursday.

Truckee teams are comprised of owners & employees of local businesses as well as other people. They range in age from thirties to sixties, men and women.

Northwoods League plays every Tuesday. With four courts they have 20 to 30 members. They charge each team \$120 per year.

RENO'S RENAISSANCE HOTEL courts are busy every day from 4 pm to late evenings. Players eat and drink there. League play starts there this fall.

In INCLINE VILLAGE our club, Bocce Boyz, now has 23 members. We cannot play in Incline Village for lack of courts. There is another group of 5 (not members of our club) that plays once a week at Ski Beach.

We ask IVGID to build and maintain four Bocce Courts. With 4 courts we can easily grow to a League of at least 60 players. We also wish to promote inter-league play. There should be the same interest here as there is in Truckee.

Our club alone now spends \$150 to \$250 at each lunch following play. At our current size that results in between \$7,500 to \$13,000 over 26 weeks of play. That goes now out of Incline. With League play like that in Truckee and as planned in Reno, meal spending after games should be many multiples of which we now spend elsewhere. Forty to sixty players have to eat somewhere.

BOCCE was founded by descendants of Caesar and is a game for all ages and both sexes. Incline's Recreation Department has the game classified for only seniors and should broaden its vision.

Official bocce courts are 90 ft. in length and 13.1 ft. in width. Estimated cost for building a single rubberized surface bocce court is \$19.00/sf. Or \$22,401 per court or a total cost of \$89,604.00 for four courts. By contrast, Truckee, Tahoe City and Kings Beach courts were built for less than \$1,000 each.

Four years ago four Incline residents formed the Bocce Boyz. Many women have expressed interest in playing bocce with us. The Incline Recreation Department could promote leagues for everybody like in the Bay Area and in Truckee. Truckee Donner has a league and charges \$120.00 per team per year. The Truckee Recreation Department has 20 teams, some of mixed gender, which play on assigned evenings during the week.

Envision summer bocce league play similar to those run in Truckee Donner and Truckee Recreation Department, tournaments being orchestrated that bring players to Incline from Reno and California's surrounding area including Lincoln, Sacramento and the Bay area. Both IVGID and community businesses will prosper for a minimal investment.

Without any promotion, four regulation bocce courts will surpass the skateboard park, discus golf course and volleyball at the beach in combined use, and it requires little maintenance. Certainly bocce numbers will far surpass those of Pickle Ball

The town of Martinez in Contra Costa County, California has 19 lighted courts and may be played by reservation only. The adjacent town of Pittsburgh, CA has 13 lighted courts which serve individual and league play. Lincoln ,CA, has 17 lighted courts. Sacramento, CA has a bocce league where games are played at 17 locations. If you go online you will see that the Sacramento Recreation Department states “Bocce is the perfect game to meet people.”

There is no question that adding four lighted bocce courts would be good for the Incline Village Community. A better question to ask, is Incline’s Recreation Department and IVGID Board of Trustees capable of envisioning the possibilities and the benefits that one of the world’s fastest growing sports would bring to Incline?

Total 65 Signatures

Godwin

AFFIRMATION OF SUPPORT FOR INCORPORATION OF BOCCE BALL COURTS AS PART OF THE TENNIS CENTER RENOVATION PROJECT OR ANOTHER LOCATION AS A COMPONENT OF THE CAPITAL IMPROVEMENT PLAN BEFORE THE IVGID BOARD OF TRUSTEES

Whereas the Board of Trustees has stated in public forum its desire to have input from the Incline Village/Crystal Bay community regarding the pending approval of the Capital Improvement Plan Recommended in January 2019, the undersigned residents of Incline Village/Crystal Bay voice their support for the capital improvement project that incorporates new bocce ball courts for the use of our residents,

Name Phone Number Name phone number

Thomas S. Treuhart	775-831-2813	Thomas S. Treuhart	
Jennifer Treuhart	775-831-2813	Jennifer Treuhart	
Marjorie A. Smith	775 224-5289		
Paul A. Covec	(775) 351-6535		
Bob Schwandinger	775 831-1268		
Cindy & Don Frei	775-833-3734		
Missi NDA Stokley	510 225-5425		
Jim & Diane Fisher	775 831-0278		
John and Larry Southern	775 835-72 357-8780		
Judith Hein	530 582-8429		
Ellen Hyatt	530-263-2108		

AFFIRMATION OF SUPPORT FOR INCORPORATION OF BOCCE BALL COURTS AS PART OF THE TENNIS CENTER RENOVATION PROJECT OR ANOTHER LOCATION AS A COMPONENT OF THE CAPITAL IMPROVEMENT PLAN BEFORE THE IVGID BOARD OF TRUSTEES

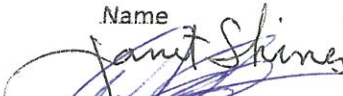
Whereas the Board of Trustees has stated in public forum its desire to have input from the Incline Village/Crystal Bay community regarding the pending approval of the Capital Improvement Plan Recommended in January 2019, the undersigned residents of Incline Village/Crystal Bay voice their support for the capital improvement project that incorporates new bocce ball courts for the use of our residents.


Name	Phone Number	Name	phone number
Ken Hubbert	775.831.1921	KEN HUBBERT	
George Hemming	775.742-2200	GEORGE HEMMING	
Louis Niero	831-2225	Louis Niero	
Suzanne Schell	775.831.3725		
Gene E. Mella	775 832-8086		
Bob Lewis	775-832-5616		
Pat Fley	775-772-9858		
Janet Mann	530-2630317	Janet Mann	
Robert Wanel	530-384-6945		
Ellie Hyatt	530-263-2108		
Gene Baerney	775-831-6056		
Vivian Lewis	775-832-5616		
Jack Meyer	775-832-3024		
Jean-Jacques Pelletier	775 831 1470		
Bob Berkowich	831, 5270		
16 - Bob Berkowich	831-5270		


AFFIRMATION OF SUPPORT FOR INCORPORATION OF BOCCE BALL COURTS AS PART OF THE TENNIS CENTER RENOVATION PROJECT OR ANOTHER LOCATION AS A COMPONENT OF THE CAPITAL IMPROVEMENT PLAN BEFORE THE IVGID BOARD OF TRUSTEES


Whereas the Board of Trustees has stated in public forum its desire to have input from the Incline Village/Crystal Bay community regarding the pending approval of the Capital Improvement Plan Recommended in January 2019, the undersigned residents of Incline Village/Crystal Bay voice their support for the capital improvement project that incorporates new bocce ball courts for the use of our residents,

Name	Phone Number	Name	Phone Number
------	--------------	------	--------------


	775-833-0206	Janet Shines	775-240-2401
---	--------------	--------------	--------------


	650-576-1693	DANA GAUTHER	
	408-887-4917	Elyce GALL	


	775-298-2981	S.W. SLOGITT	
---	--------------	--------------	--

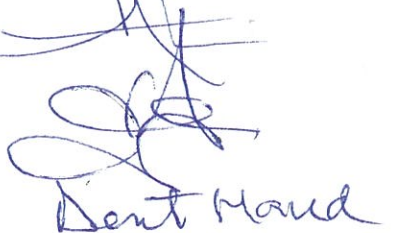
	775-691-5908	Jean Schwartz	
---	--------------	---------------	--

	775-691-8908	MIKE SCHWARZ	
--	--------------	--------------	--


	775-831-0133	Robert Harener	
---	--------------	----------------	--

	503-334-6478	Kathrine Rieger	
---	--------------	-----------------	--

	408-393-9808	BRIAN SOLIS	
--	--------------	-------------	--

	775-722-5854	Dent Haud	
---	--------------	-----------	--

	775-833-0367	Sherie J. Schmauder	
---	--------------	---------------------	--

11- 	775-833-0367	ARTHUR SCHMAUDER	
--	--------------	------------------	--

AFFIRMATION OF SUPPORT FOR INCORPORATION OF BOCCE BALL COURTS AS PART OF THE TENNIS CENTER RENOVATION PROJECT OR ANOTHER LOCATION AS A COMPONENT OF THE CAPITAL IMPROVEMENT PLAN BEFORE THE IVGID BOARD OF TRUSTEES

Whereas the Board of Trustees has stated in public forum its desire to have input from the Incline Village/Crystal Bay community regarding the pending approval of the Capital Improvement Plan Recommended in January 2019, the undersigned residents of Incline Village/Crystal Bay voice their support for the capital improvement project that incorporates new bocce ball courts for the use of our residents,

Name	Phone Number	Name	phone number
------	--------------	------	--------------

5

Jenni for David Faulkner 707 5527371

STEVE Palou 989 600-9956

GARY SCHENNUM 650-279-3848

Bev Staedler 775-831-1973

Joselyn Robertson 530 546-5667

Teri Smith (805)698-6515

Georgene Woodstein 530-587-7128

Ginger Bell 530-546-7231

9 Guy Veek 949-285-1218

1

AFFIRMATION OF SUPPORT FOR INCORPORATION OF BOCCE BALL COURTS AS PART OF THE TENNIS CENTER RENOVATION PROJECT OR ANOTHER LOCATION AS A COMPONENT OF THE CAPITAL IMPROVEMENT PLAN BEFORE THE IVGID BOARD OF TRUSTEES

Whereas the Board of Trustees has stated in public forum its desire to have input from the Incline Village/Crystal Bay community regarding the pending approval of the Capital Improvement Plan Recommended in January 2019, the undersigned residents of Incline Village/Crystal Bay voice their support for the capital improvement project that incorporates new bocce ball courts for the use of our residents,

Name Phone Number Name phone number

Rick Theiler 775-298-2345
Lara Theiler 775-298-2345
Carole Waras 775-831-1164
MARY HEMMINGER 775-750-7596
R.M. Tupper 775-831-2718
Elaine Wald 775-842-1035
Connie Westbrook
Mury Felder 385 239 3139
Sharon Matthews 775-842-9042
Debra Azy 408-375-7900 (prefer a second at the beach!)
Janet Klein 775 413 5003
Mark Klein 775-413-5003
Judit Asghar 775-220 9753

Walter Remsen

AFFIRMATION OF SUPPORT FOR INCORPORATION OF BOCCE BALL COURTS AS PART OF THE TENNIS CENTER RENOVATION PROJECT OR ANOTHER LOCATION AS A COMPONENT OF THE CAPITAL IMPROVEMENT PLAN BEFORE THE IVGID BOARD OF TRUSTEES

Whereas the Board of Trustees has stated in public forum its desire to have input from the Incline Village/Crystal Bay community regarding the pending approval of the Capital Improvement Plan Recommended in January 2019, the undersigned residents of Incline Village/Crystal Bay voice their support for the capital improvement project that incorporates new bocce ball courts for the use of our residents,

Name	Phone Number	Name	phone number
Nancy Moylen	925 858 9048		
LARRY MYERS	707-391-8452		
DIANNE SCHMENK	775-833-0474		
Jill Meyers	707-462-8451		
Jim Brockman	407-278-8321		
Rachel Janson	775-338-1728		

Submitted by
Cedrene Ford

TAHOE REGIONAL PLANNING AGENCY

128 Market Street
Stateline, Nevada
www.trpa.org

P.O. Box 5310
Stateline, Nevada 89449-5310

Phone: (775) 588-4547
Fax (775) 588-4527
Email: trpa@trpa.org

March 17, 2004

MEMORANDUM

To: TRPA Governing Board

From: TRPA Staff

Subject: Amendment of Code of Ordinances Chapters 2, Definitions and 18, Permissible Uses to Recognize the Use of Single Family Homes as Vacation Rentals, and Other Matters Properly Relating Thereto

Proposed Action: Amend Chapters 2 and 18 of the Code of Ordinances to recognize the use of single family homes as vacation rentals provided that each local jurisdiction adopts and enforces regulations for vacation rentals to ensure compatibility with the character of the surrounding neighborhood.

Staff Recommendation: Staff recommends the Governing Board conduct the public hearing as noticed and adopt the proposed Regional Plan amendments.

APC Recommendation: Nine members voted to recommend approval of the proposed amendments as presented by staff. Three members abstained and the Placer County and Washoe County representatives voted no.

Background: The vacation rental issue originated in the South Shore about a year and half ago when citizens complained to the City of South Lake Tahoe, El Dorado County, Douglas County and TRPA about the neighborhood impacts of this use. This caused numerous local hearings and an El Dorado County Grand Jury investigation. TRPA has gradually been drawn into the issue primarily on land use regulation issues. The TRPA Local Government Committee also held several hearings on these issues. It should be noted that the use of single-family homes and condominiums as vacation rentals is not unique to the Tahoe Region and is a national issue, especially in other vacation destination communities.

During the December meeting, the TRPA Governing Board approved the following directive:

Staff is hereby directed to bring back a proposal (including ordinances, plan amendments, MOUs, etc) needed to implement a proposal within three months that:

- *Amends the current Regional Plan to clearly define vacation rental use as it relates to residential and/or tourist accommodation uses;*
- *Designates vacation rental use as a permissible use in both tourist accommodation and residential zoned areas provided the vacation rental use is conducted in a manner that is compatible with the surrounding neighborhood and is enforced by the local government;*

- *Delegates all nuisance and zoning enforcement of vacation rentals to local government;*
- *Continues TRPA enforcement of general environmental issues, i.e. unauthorized coverage, BMPs.*
- *Has been reviewed by stakeholders in a process to assist in the development of the necessary Regional Plan amendments and local government nuisance regulations.*

Each of the Local Government Committee members from the Governing Board (excluding Carson City) selected three people for the stakeholder group; one to represent the vacation rental/real estate interests, one to represent the neighborhood/environmental interests, and one to represent the local government/regulatory interests. The total number of the stakeholder working group was 15 plus Jerry Wells, TRPA Deputy Executive Director, representing TRPA's interests. Other interested citizens were welcome to come and observe; however, they were only allowed to speak through one of the 16 people at the "Table" who they felt best represented their interests. Staff proposed this format to ensure a manageable working group size. The stakeholder group convened for two all-day facilitated meetings, once on January 23 and again on February 12, 2004.

Some members of the vacation rental stakeholder group were not in total agreement with the proposed definitions. The disagreements on the definitions were from some of the neighborhood representatives and were philosophically based rather than any disagreement with the specific language. Three of the five neighborhood representatives felt that vacation rentals are inherently incompatible with residential neighborhoods regardless of the rules/standards that exist or could be developed.

Discussion: Without proper regulation and enforcement, vacation rentals can have a number of negative impacts in residential neighborhoods. These fall broadly into the categories of nuisance impacts, localized environmental impacts, and impacts on the character of residential neighborhoods. The most commonly cited problems by residents and public officials are nuisance impacts, such as noise and inappropriate behavior, overcrowding, excessive parking, and improper trash disposal.

In an effort to address these potential adverse impacts while allowing the use of single-family homes as vacation rentals, the Stakeholder group developed a series of amendments to the Code of Ordinances, specifically to Chapters 2, Definitions and 18, Permissible Uses. Those amendments are contained within Exhibits 1 and 2, respectively (attached).

The amendments developed with assistance from the vacation rental stakeholder group propose to incorporate 'vacation rentals' into the definitions of single-family dwellings and multiple family dwellings (up to a fourplex) within Chapter 18 of the Code, thereby allowing the use of residences as vacation rentals and/or residences. Vacation rental will be defined within Chapter 2 of the Code, the chapter that defines most terms used in the Code. By amending the Code as proposed, any plan area statement or community plan that contains these uses (single-family or multiple family, up to a fourplex, dwelling) within the list of permissible uses for that plan area are able to operate the home as a permanent residence or a vacation rental insofar as the use is compatible with the surrounding neighborhood.

TRPA will assign to the local jurisdictions to ensure vacation rentals operate as a normal residence. TRPA is requiring that the local jurisdictions enter into a cooperative agreement with TRPA that will clearly spell out the standards to which vacation rentals are to operate, and how the standards will be enforced. The standards with which vacation rentals are being required to comply are essentially the same as any single or multiple family residence would be required to meet. This agreement is anticipated to stipulate which entities within the jurisdiction will be responsible for which standards, that is, the County Sheriff may enforce noise standards, while the building department may regulate occupancy. Additionally, other municipal entities may be involved, such as a general improvement district. *

The stakeholder group agreed that the neighborhood compatibility standards to be adopted and enforced by the local jurisdictions would include the following elements: occupancy, refuse/garbage, parking, noise, lighting, and signage. Each jurisdiction will need to adopt and enforce all the necessary regulations addressing these categories to ensure neighborhood compatibility and enter into a cooperative agreement with TRPA in order for vacation rentals to be considered an allowed use in residential neighborhoods. If not, this use will be considered a tourist accommodation use, which typically would not be allowed in residential neighborhoods

Staff is recommending up to a six month timeline for each local jurisdiction to adopt the necessary regulations and enter into a cooperative agreement with TRPA. The Governing Board may choose to extend this time limitation, however, staff believes that six months (60 days for the Ordinance to become effective, plus an additional four months after the rules become effective) is ample time to implement these agreements. During the period before these agreements are established, TRPA will continue its policy of non-enforcement. After six months, if any of the five local jurisdictions have not adopted neighborhood compatibility requirements, and entered into a cooperative agreement with TRPA, the use of residences as vacation rentals will not be allowed in those jurisdictions.

It is the local jurisdictions enforcement of these standards upon which TRPA staff is recommending approval of these amendments and making the necessary findings. Enforcement of land use standards is not easy for any jurisdiction, and is often susceptible to higher public safety priorities. TRPA is fully cognizant of this fact, but staff believes that programmatic enforcement in addition to self-policing by the vacation rental industry itself can go a long way in achieving compliance with the neighborhood compatibility requirements.

It is also important to note that each of the local jurisdictions have the ability to adopt standards that are more restrictive than those of TRPA. Therefore, should the local jurisdictions desire greater control or restrictions on the operation of vacation rentals, they can adopt more restrictive standards.

The analysis conducted by staff to determine whether or not the proposed action, amending the Code of Ordinances, would have a significant effect upon the environment, staff compared the activities associated with a vacation rental to that of a typical single-family home. Many, if not all, of these activities are the same, and nuisances can and are generated by local residents just as they are by people using a vacation rental. In so far as the impacts of a single-family home to the environment are the same as those potentially created by a vacation rental are the same, there is no

significant impact. For these reasons, TRPA is heavily relying upon the local jurisdictions to enter into the above described cooperative agreements to ensure that vacation rentals behave as a normal residence. If, for some reason, a jurisdiction chooses to not enter into an agreement with TRPA regarding vacation rentals, or choose not to enforce the agreements, then vacation rentals would be considered an illegal use within that jurisdiction and TRPA would be in the position of enforcing the zoning regulations of the Plan Area Statements and Community Plans and stop the use of residential properties as vacation rentals.

Effect on TRPA Work Program: Additional work remains to be done in developing and approving the cooperative agreements with five local jurisdictions, which is conservatively estimated to require 100 hours (20 hours per jurisdiction) from one lead staff member with additional time for support staff. This task will vary among the local jurisdictions, as some are farther along than others in developing operational standards for vacation rentals.

The level of enforcement required by TRPA for this amendment is anticipated to be minimal. TRPA looking to the local jurisdictions to enforce the vacation rental standards under the above referenced cooperative agreements. If this enforcement does not occur, this issue will need to be revisited by TRPA.

Required Findings: The following findings must be made prior to adopting the proposed amendments:

Chapter 6 Findings:

1. Finding: The project is consistent with, and will not adversely affect implementation of the Regional Plan, including all applicable Goals and Policies, Plan Area Statements and maps, the Code, and other TRPA plans and programs.

Rationale: The amendments will not hinder implementation of the Regional Plan. Integrity of the growth management programs of the Plan are maintained, PAS permissible use lists are not compromised, development standards remain in effect, mitigation programs (such as excess coverage) are unaffected, EIP implementation will continue.

Current information regarding the occupancy level of the average vacation rental would indicate fewer Vehicle Miles Traveled (VMT) and fewer Daily Vehicle Trip Ends (DVTE) would be expected from a vacation rental than from a permanently occupied residential unit. Even if the occupancy of the vacation rental were 100%, the VMT and DVTE would be expected to be within the acceptable levels for a single-family or multi-family dwelling. The variable trip rates within TRPA's traffic model are affected to a greater degree by household income than occupancy or residential use type; the higher the income the greater the trip rates. With recent improvements to the transit system in the South Shore area,

transit service is now available to many vacation rentals located in residential areas.

The amendments will not adversely affect TRPA's ability to implement the Goals and Policies pertaining to housing.

2. Finding: That the project will not cause the environmental thresholds to be exceeded.

Rationale: The proposed amendments will have no negative affect upon TRPA programs and regulations intended to ensure thresholds carrying capacities are not exceeded. Occupancy levels of vacation rentals indicate that less traffic impacts (DVTE and VMT) may be expected as compared to the same housing units occupied on a permanent basis by basin residents.

3. Finding: Wherever federal, state and local air and water quality standards applicable for the Region, whichever are strictest, must be attained and maintained pursuant to Article V(d) of the Compact, the project meets or exceeds such standards.

Rationale: Any project arising from the amendments must be consistent with air and water quality standards. The amendments have no affect on these standards.

4. Finding: The Regional Plan and all of its elements, as implemented through the Code, Rules and other TRPA plans and programs, as amended, achieves and maintains the thresholds.

Rationale: See findings 1 and 2 above.

5. Finding: The Regional Plan, as amended, achieves and maintains the thresholds.

Rationale: See findings 1 and 2 above.

Environmental Documentation: Staff has completed TRPA's Initial Environmental Checklist and Chapter 6 findings. Based upon the checklist, information in this staff summary and the record, staff is recommending that the Governing Board make a Finding of No Significant Effect.

Requested Action: TRPA staff requests the Governing Board make the following motions:

1. Make a Finding of No Significant Effect
2. Adopt the implementing Ordinance

Please contact Jerry Wells (jwells@trpa.org) or Peter Eichar (recreation@trpa.org), at (775) 588-4547, if you have any questions regarding this agenda item.

Attachments: A – Implementing Ordinance with corresponding Exhibit 1 – Chapter 2 changes and Exhibit 2 – Chapter 18 changes

TAHOE REGIONAL PLANNING AGENCY
ORDINANCE 2004 –

AN ORDINANCE AMENDING ORDINANCE NO. 87-9, AS AMENDED, BY AMENDING THE REGIONAL PLAN OF THE TAHOE REGIONAL PLANNING AGENCY; AMENDING CODE OF ORDINANCES, CHAPTER 2, DEFINITIONS AND CHAPTER 18, PERMISSIBLE USES TO RECOGNIZE THE USE OF SINGLE AND MULTIPLE FAMILY DWELLINGS AS VACATION RENTALS, GIVEN CERTAIN CONDITIONS OF OPERATION TO ENSURE NEIGHBORHOOD COMPATIBILITY AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

The Governing Board of the Tahoe Regional Planning Agency does ordain as follows:

- | <u>Section 1.00</u> | <u>Findings</u> |
|---------------------|--|
| 1.10 | It is necessary and desirable to amend TRPA Ordinance 87-9, as amended, which ordinance relates to the Regional Plan of the Tahoe Regional Planning Agency (TRPA) by amending the Code of Ordinances Chapters 2 and 18 in order to further implement the Regional Plan pursuant to Article VI(a) and other applicable provisions of the Tahoe Regional Planning Compact. |
| 1.20 | These amendments have been determined not to have a significant effect on the environment, and are therefore exempt from the requirements of an environmental impact statement pursuant to Article VII of the Compact. |
| 1.30 | The Advisory Planning Commission (APC) has conducted a public hearing on the amendments and recommended adoption. The Governing Board has also conducted a noticed public hearing on the amendments. At those hearings, oral testimony and documentary evidence were received and considered. |
| 1.40 | Prior to the adoption of this ordinance, the Governing Board made the findings required by Chapter 6 of the Code and Article V(g) of the Compact, |
| 1.50 | The Governing Board finds that the amendments adopted here will continue to implement the Regional Plan, as amended, in a manner that achieves and maintains the adopted environmental threshold carrying capacities as required by Article V(c) of the Compact. |
| 1.60 | Each of the foregoing findings is supported by substantial evidence in the record. |

Section 2.00 Amendment of the Code of Ordinances, Chapters 2 and 18

Subsection 6.10, subparagraph (28) of Ordinance No. 87-9, as amended, is hereby further amended as set forth on Exhibits 1 AND 2, dated March 2 2004, which attachments are appended hereto and incorporated herein.

Section 3.00 Interpretation and Severability

The provisions of this ordinance and the amendments to the Code of Ordinances adopted hereby shall be liberally construed to effect their purposes. If any section, clause, provision or portion thereof is declared unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance and the amendments to the Code of Ordinances shall not be affected thereby. For this purpose, the provisions of this ordinance and the amendments to the Code of Ordinances are hereby declared respectively severable.

Section 4.00 Effective Date

The provisions of this ordinance amending the Code of Ordinances shall be effective 60 days after its adoption.

PASSED AND ADOPTED by the Governing Board of the Tahoe Regional Planning Agency at a regular meeting held March 24, 2004, by the following vote:

Ayes:

Nays:

Abstentions:

Absent

David Solaro, Chairman
Tahoe Regional Planning Agency

New Language underlined in blue; Deleted language ~~stricken-through~~ in red.

Chapter 2 DEFINITIONS

Chapter Contents

- 2.0 Purpose
- 2.1 Applicability
- 2.2 Definitions

2.0 Purpose: This chapter defines the terms used in the Code.

2.1 Applicability: This chapter shall be used in interpreting the Code and other TRPA plans and documents.

2.2 Definitions: The following terms are defined as set forth below.

Local Assembly and Entertainment: See Chapter 18.

Local Government Neighborhood Compatibility Requirements: Requirements implemented and enforced by a local government through a cooperative agreement with TRPA that regulates vacation rentals to insure neighborhood compatibility that includes, but is not limited to mitigating the potential adverse impacts related to refuse/garbage, parking, occupancy, noise, lighting and signage.

Local Post Office: See Chapter 18.

Repair Services: See Chapter 18.

Residential: Uses, facilities and activities primarily pertaining to the occupation of buildings ~~on a permanent basis~~ for living, cooking and sleeping by the owner as a permanent or second home, by renters on a monthly or longer term basis, or by renters of a vacation rental that meets the Local Government Neighborhood Compatibility Requirements.

Residential Area: See Subsection 13.5.B.

Vacant Parcel: A parcel which is undeveloped or unimproved and has no established use.

Vacation Rental: A residential unit rented for periods of 30 days or less.

Vegetation: A collective term for plants.

New language underlined in blue.

Chapter 18

PERMISSIBLE USES

Chapter Contents

- 18.0 Purpose
- 18.1 Applicability
- 18.2 Accessory Uses
- 18.3 Table Of Primary Uses
- 18.4 Definitions Of Primary Uses
- 18.5 Existing Uses

18.0 Purpose: This chapter sets forth the allowable uses for the land areas within the Region. Allowable uses for the near shore, foreshore, backshore and lakezone are set forth in Chapter 51. The concept of "use" includes any activity, whether related to land, water, air or other resources of the region. The primary uses are "allowed", "special" and "nonconforming", the applicability of which terms to a particular parcel shall be determined by reference to the plan area statements and maps, community plans, redevelopment plans and specific or master plans, as the case may be. Generic primary uses are set forth in the Table of Uses in section 18.3.

Hotels, Motels and Other Transient Dwellings Units: Commercial transient lodging establishments including hotels, motor-hotels, motels, tourist courts or cabins, primarily engaged in providing overnight lodging for the general public whose permanent residence is elsewhere. It does not include bed and breakfast facilities or vacation rentals.

Multiple Family Dwelling: More than one residential unit located on a parcel. Multiple family dwellings may be contained in separate buildings such as two or more detached houses on a single parcel, or in a larger building on a parcel such as a duplex, triplex, or an apartment building. Vacation rentals are included, up to but not exceeding a fourplex, provided they meet the Local Government Neighborhood Compatibility Requirements as defined in Chapter 2. One detached secondary residence is included under secondary residence.

Single Family Dwelling: One residential unit located on a parcel. A single family dwelling unit may be contained in a detached building such as a single family house, or in a subdivided building containing two or more parcels such as a town house condominium. Vacation rentals are included provided they meet the Local Government Neighborhood Compatibility Requirements as defined in Chapter 2. A caretaker residence is included under secondary residence.

Good evening, board members. My name is Myles Riner, and I live full time at 411 Valerie Court. As you might suspect, I am here to talk, again, about a dedicated dog park for Incline Village. Previously, I have been advised that to get this issue on the agenda, I had to wait for the Community Plan to be put forward for approval. The time is now.

In the past, all of you have expressed support for this project. Now it is time to not only give the dedicated dog park your endorsement, but also to give clear direction to Indra and his staff to commence on several fronts to make this dog park a reality. This includes the following:

1. Continue to pursue all avenues to obtain for IVGID, through deed or a use permit, property suitable for use as a dedicated dog park. Ideally this would be the forest service property across from the High School, as it is conveniently close to Pet Network, and a preliminary design is already included in the Community Plan for this parcel.
2. Create a volunteer committee composed primarily of dog owners in Incline to work with a consultant to outline proposed amenities that potential users would like to see included in the dog park.
3. Use funds you allocate today to hire a consultant, and to identify the costs associated with these amenities and for construction and ongoing maintenance of a dog park.
4. Provide letters of intent indicating that the Board of IVGID is committed to creating a dedicated dog park in Incline Village. This would help convince legislators, County officials, the Forest Service, and any other appropriate departments or individuals, that our community and our District Board fully intends to use such property for this purpose.

It is my belief that there is considerable support for this project in our community, based in part on surveys used to develop the Community Plan. I also believe that many of us are willing to make donations to a

possibly
fund, ~~hopefully~~ at the Incline Tahoe Foundation, to defray some, if not all, of the costs for creating and maintaining this park.

I also believe that some of these donors might be willing to formally pledge to commit their donations to fund the dog park, contingent on the acquisition of appropriate land and approval of the plan to create the park by the Board. Such pledges could give impetus to legislators, regulators, and the Forest Service to do what they can to expedite the acquisition of the necessary land. These pledges could also help deflect the objections of the inevitable naysayers who are often unwilling to spend IVGID resources on any new project or service, regardless of community support.

The Board and members of our community have been talking about the need for such a park for many, many years. I really would like to be able to take my dog to this park before either or both of us are unable to enjoy it. Your actions today could certainly expedite the process, especially if you are willing to commit funds to move the project forward, and are clear in your directives to your staff. I strongly urge you to do just that.

NRS 381 – Nevada State Museums

NRS 381.085 does not exist.

CHAPTER 381 - STATE MUSEUMS

GENERAL PROVISIONS

[NRS 381.001](#) Definitions. [Effective through June 30, 2018.]
[NRS 381.001](#) Definitions. [Effective July 1, 2018.]

BOARD OF MUSEUMS AND HISTORY

[NRS 381.002](#) Creation; qualifications of members; Chair and Vice Chair; powers and duties; regulations. [Effective through June 30, 2018.]
[NRS 381.002](#) Creation; qualifications of members; Chair and Vice Chair; powers and duties; regulations. [Effective July 1, 2018.]
[NRS 381.003](#) Establishment of stores for sale of gifts and souvenirs.
[NRS 381.0031](#) Private money; Dedicated Trust Fund.
[NRS 381.0033](#) Budgeting, expenditure and accounting of money in Dedicated Trust Fund.
[NRS 381.0035](#) Private money exempt from statutory requirements governing expenditure of public money; independent contractors.
[NRS 381.0036](#) Legislative appropriations.
[NRS 381.0037](#) Petty cash accounts; change accounts.

DIVISION OF MUSEUMS AND HISTORY

[NRS 381.004](#) Creation; composition; general duties of institutions.
[NRS 381.0045](#) Establishment of categories of and fees for membership in institutions; fees for admission and train rides; policies and charges for use of property.
[NRS 381.005](#) Administrator: Appointment; qualifications; classification; employment of staff.
[NRS 381.006](#) Administrator: Powers and duties.
[NRS 381.0061](#) Administrator: Adoption of regulations governing use and safe operation of state-owned trains and fixtures.
[NRS 381.0062](#) Museum directors: Appointment and establishment of powers and duties by Administrator; classification; duty to exercise and carry out assigned powers and duties.
[NRS 381.0063](#) Museum directors: Powers and duties; service as ex officio State Paleontologist.
[NRS 381.0066](#) Museum directors: Notice to and consultation with certain Indian tribes. [Effective July 1, 2018.]
[NRS 381.0067](#) Museum directors: Criteria for determining cultural affiliation of Indian tribe with artifact or site. [Effective July 1, 2018.]
[NRS 381.0068](#) Exception to requirements to obtain permit and to provide notice to, consult with or return items to Indian tribes. [Effective July 1, 2018.]
[NRS 381.0069](#) Museum Director of Nevada State Museum: Adoption of regulations for preservation of prehistoric and historic artifacts and sites. [Effective July 1, 2018.]
[NRS 381.0075](#) Acceptance of gifts.
[NRS 381.008](#) Sale of duplicates, surplus and inappropriate items; use of proceeds.
[NRS 381.009](#) Acquisition of abandoned property held by institution. [Effective through June 30, 2018.]
[NRS 381.009](#) Acquisition or repatriation of abandoned property held by institution. [Effective July 1, 2018.]

Source: <https://www.leg.state.nv.us/NRS/NRS-381.html>

NRS 318.085

NRS 318.085 Organization of board of trustees; election of officers; records; bonds; compensation. Except as otherwise provided in [NRS 318.0953](#) and [318.09533](#):

1. After taking oaths and filing bonds, 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. The secretary and the treasurer may be one person.
2. The board shall adopt a seal.
3. The secretary shall keep audio recordings or transcripts of all meetings and, in a well-bound book, a record of all of the board's proceedings, minutes of all meetings, any certificates, contracts, bonds given by employees and all corporate acts. Except as otherwise provided in [NRS 241.035](#), the book, audio recordings, transcripts and records must be open to inspection of all owners of real property in the district as well as to all other interested persons. A copy of the minutes or audio recordings must be made available to a member of the public upon request at no charge pursuant to [NRS 241.035](#).
4. 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. The treasurer shall file with the county clerk, at the expense of the district, a corporate surety bond in an amount not more than \$50,000, the form and exact amount thereof to be approved and determined, respectively, by the board of county commissioners, conditioned for the faithful performance of the duties of his or her office. Any other officer or trustee who actually receives or disburses money of the district shall furnish a bond as provided in this subsection. The board of county commissioners may, upon good cause shown, increase or decrease the amount of that bond.
5. Except as otherwise provided in this subsection, each member of a board of trustees of a district organized or reorganized pursuant to this chapter may receive as compensation for his or her service not more than \$6,000 per year. Each member of a board of trustees of a district that is organized or reorganized pursuant to this chapter and which is granted the powers set forth in [NRS 318.140](#), [318.142](#) and [318.144](#) may receive as compensation for his or her service not more than \$9,000 per year. The compensation of the members of a board is payable monthly, if the budget is adequate and a majority of the members of the board vote in favor of such compensation, but no member of the board may receive any other compensation for his or her service to the district as an employee or otherwise. Each member of the board must receive the same amount of compensation. If a majority of the members of the board vote in favor of an increase in the compensation of the trustees, the increase may not become effective until January 1 of the calendar year immediately following the next biennial election of the district as set forth in [NRS 318.095](#).

(Added to NRS by [1959, 461](#); [A 1965, 1079](#); [1967, 59](#), [1688](#); [1968, 58](#); [1969, 817](#); [1975, 136](#); [1977, 250](#); [1985, 1798](#); [2005, 726](#), [1410](#); [2013, 329](#))

Source: <https://www.leg.state.nv.us/NRS/NRS-318.html#NRS318Sec085>

NRS 318.09533 County commissioners as ex officio board of trustees: Oath; additional compensation; designation of officers; meetings; powers.

1. When the board of trustees of any district is constituted pursuant to [NRS 318.0953](#), the following special provisions apply and supersede the corresponding provisions of [NRS 318.080](#) to [318.09525](#), inclusive, [318.0954](#) and [318.0955](#):

- (a) The members need not file the oath of office or bond required by [NRS 318.080](#).
- (b) The members of the board of county commissioners may receive no additional compensation as trustees of the district.
- (c) The chair of the board of county commissioners may be chair of the board of trustees and president of the district, or the board of county commissioners may, at its first meeting in January of each year, designate another of its members to serve as chair of the board of trustees and president of the district for a term of 1 year.
- (d) The vice chair of the board of county commissioners may be vice chair of the board of trustees and vice president of the district, or the board of county commissioners may, at its first meeting in January of each year, designate another of its members to serve as vice chair of the board of trustees and vice president of the district for a term of 1 year.

(e) The secretary and treasurer of the district must not be members of the board of county commissioners. 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. No additional bond may be required of the county treasurer as ex officio district treasurer or of any other county officer appropriately bonded as ex officio a district officer.

(f) The secretary and treasurer shall perform the duties prescribed in subsections 3 and 4 of [NRS 318.085](#).

(g) No member of the board of county commissioners may be removed from the office of trustee under [NRS 318.080](#), but any member is automatically removed from that office upon his or her removal from the office of county commissioner in the manner provided by law.

(h) The regular place of meeting of the board need not be within the corporate limits of the district but must be within the corporate limits of the county and be the regular meeting place of the board of county commissioners unless the board otherwise provides by resolution.

(i) The times of regular meetings of the board must be the same as the times of the regular meetings of the board of county commissioners unless the board otherwise provides by resolution.

(j) Special meetings may be held on notice to each member of the board as often as, and at such place or places within the county as, the board may determine, unless it otherwise provides by resolution.

(k) The office or principal place of the district need not be located within the corporate limits of the district and must be the office of the county clerk unless the board otherwise provides by resolution.

2. Each board of county commissioners may, by resolution, designate the district's name which may be used for all purposes, including, without limitation, contracts, lawsuits or in the performance of its duties or exercises of its functions.

3. The board may enter into contracts extending beyond the terms of each member then serving on the board if the contract is entered into in the manner provided for a board of county commissioners in [NRS 244.320](#).

(Added to NRS by [1983, 1286](#); A [2009, 2247](#))

Source: <https://www.leg.state.nv.us/NRS/NRS-318.html#NRS318Sec09533>



Conduct Meetings of the Board of Trustees Policy 3.1.0

POLICY. The Board of Trustees will fix the time and place of the regular meeting of the Board of Trustees of the Incline Village General Improvement District and provide the manner in which special meetings of said District may be called, designating an official mailing address, and establishing the order of business and rules for its proceedings for the Incline Village General Improvement District, Washoe County, State of Nevada.

- 0.1 Regular Meetings.** The regular meetings of the Board of Trustees of the Incline Village General Improvement District shall hereafter be held at the time and place set by the Board of Trustees.
- 0.2 Special Meetings.** Special meetings of the Board of Trustees shall be held upon call of the Chair of the Board or of at least two of the members thereof. Notice of all meetings shall be given in conformity with the provisions of Nevada Revised Statutes 241.020.
- 0.3 Meeting Place.** All meetings of the Board of Trustees shall be held within the District.
- 0.4 Holidays.** In the event that any day fixed for a regular meeting of the Board shall fall upon a holiday, that meeting shall be rescheduled by the Board.
- 0.5 Item(s) of Business.** The item(s) of business at the regular meetings of said Board may include, but are not limited to:
 - Roll call of Trustees
 - Initial Public Comment
 - Public Hearings (if any)
 - Approval of minutes
 - Approval of agenda
 - Approval of Bills
 - Reports
 - Consent Calendar*
 - General Business*
 - Final Public Comment
 - Adjournment



Conduct Meetings of the Board of Trustees Policy 3.1.0

*UNLESS OTHERWISE APPROVED BY The Board Chair, no matter shall be heard, or acted upon unless all relevant materials have been included in the Board of Trustees Meeting Packet.

0.6 Rules of Proceedings.

- a. Public Meetings. All meetings of the Board shall be in accordance with Nevada Revised Statutes 241, the Nevada Open Meeting Law.
- b. Quorum. A majority of the Board of Trustees present in person or by remote communication shall constitute a quorum for the transaction of business. In no event shall any matter be approved without the affirmative vote of three trustees.
- c. Method of Action. The Board of Trustees shall act only by motion which, to become effective, shall be adopted by the affirmative vote of at least a majority of its members present in public meeting, unless otherwise provided by statutes. In the event of only three members present, the method of action must be unanimous.
- d. Recording Vote. Except where action shall be taken by the unanimous vote of all Trustees present and voting, the yes/ayes and no/nays shall be taken on all actions had and entered upon the minutes. All Trustees shall have the equal right to vote, make and second motions. If the vote for/against any item is not unanimous, the Chair may ask the Clerk to conduct a roll call vote.
- e. Ordinances. The enacting clause of all ordinances passed by the Board shall include the word "ordinance" and be consecutively numbered. All actions to pass or revise an ordinance shall be attested by the Secretary.



Conduct Meetings of the Board of Trustees Policy 3.1.0

- f. Contracts. Contracts entered into by the District that are required to be advertised under Nevada Revised Statutes 332 and/or 338 must be approved by the Board of Trustees. All documents approved or awarded by the Board shall be signed in the name of the District by the Chair and countersigned by the Secretary, unless authorization to sign is given to another person(s) by the Board.

Contracts, other than those covered by Nevada Revised Statutes 332.115 and which are not subject to the advertising thresholds of Nevada Revised Statutes 332 and/or 338, may be authorized, approved and executed by the General Manager of the District or designee, unless otherwise ordered by the Board of Trustees.

Contracts covered by Nevada Revised Statutes 332.115 may be authorized, approved and executed by the General Manager or his designee of the District, if it is for an amount less than the advertising threshold of Nevada Revised Statute 332. Contracts over the threshold of NRS 332.115 must be approved by the Board of Trustees.

- g. Claims. The General Manager and General Counsel, and their designees, are authorized to negotiate on behalf of IVGID, the settlement of all property damage, personal injury, or liability claims, unless otherwise ordered by the Board of Trustees. Final settlement of such claims may be authorized by the General Manager, provided the amount attributed to IVGID is less than the amount that must be approved by the Board for amounts per occurrence, including all sources of payment (insurance, risk reserve, operating funds, or working capital). For claims that exceed the amount, those must be approved by the Board, the General Manager may authorize and accept a tentative settlement, which shall not be final and binding upon IVGID, unless and until approved by the Board of Trustees.
- h. Litigation. The General Manager must obtain Board of Trustees authorization, at a public meeting, to initiate any lawsuit.



Conduct Meetings of the Board of Trustees Policy 3.1.0

- 0.7. Robert's Rules.** Unless contrary to this rule, such meetings shall be substantially conducted in conformity with Robert's Rules of Order unless those provisions conflict with Chapter 241 of the NRS, in which case, the statutes will prevail.
- 0.8. Agenda Preparation.** The Board Chair, in cooperation with the General Manager, is responsible for preparing the agenda for each meeting. The Chair will place on the Agenda any item requested by a fellow Trustee. The General Manager shall schedule for consideration by the Board any matter requested to be placed on the agenda by any three Trustees. Unless directed otherwise by the Board, the General Manager may delay consideration of any item. In any conflict between the provisions of this paragraph and that of paragraph 0.9., paragraph 0.9. shall govern.
- 0.9. Reconsideration.** Reversal, or substantial modification, of any item by the Board of Trustees within six months of the meeting date at which the action was taken, shall only be considered As follows: the General Manager may request reconsideration of any action of the Board, and place reconsideration of the action before the Board, if the General Manager determines that the action compromises the efficiency of operations or otherwise impairs the effective management of The District. Additionally, a Board action may also be scheduled for reconsideration if at least three Trustees request same. Once placed on the agenda under the procedure established herein, the Board may rescind, modify, reaffirm, or take no action on the item; in the same manner it would take action on any other general item of business.
- 0.10. Public Participation.** Comments shall be solicited from the public during two comment periods, one at the start of the meeting and one prior to adjournment. The time limit shall be three (3) minutes for each person per comment period. No yielding of time shall be allowed.
- 0.11 Officers of the Board.** The officers of the Board shall be elected as provided by Nevada Revised Statutes 318.085 and shall consist of a Chair of the Board, Vice Chair of the Board, Treasurer, and Secretary.



Conduct Meetings of the Board of Trustees Policy 3.1.0

The term of office shall be for one (1) year or until a reorganization of the Board is required.

- 0.12 Authorization to Sign Checks.** The General Manager and the officers of the Board are hereby authorized to sign checks drawn on the various bank accounts of the District. It shall be required that at least two (2) signatures are affixed to any check drawn on such accounts.
- 0.13 Facsimile Signatures.** The banks with which the District does business are authorized and directed to honor checks drawn on the various bank accounts of the District, when bearing any two facsimile signatures of the officers of the Board and General Manager of the District, after their manual signatures are filed with the Secretary of State, in conformance with Nevada Revised Statutes 351.030.
- 0.14 Reports.** The Board Meeting agenda may include items under Reports which are intended to inform the Board and/or the public. These reports are not actionable items rather informational in nature and substance. Should an action be required the matter shall be presented as a General Business Item.
- 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.



Conduct Meetings of the Board of Trustees Policy 3.1.0

A unanimous affirmative vote shall be recorded as a favorable motion and approval of each individual item included on the Consent Calendar.

0.16 Advisory Committees. SECTION OMITTED

0.17 Legislative Matters. 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. In the event a position on a legislative issue must be established prior to the next regular Board meeting, the General Manager is hereby authorized to adopt a position on IVGID's behalf.

0.18 Conflict Resolution. In the event that the provisions of Policy 3.1.0 conflict with any other Policy Provisions, this section shall prevail.

RESOLUTION NO. 1480

A RESOLUTION ADOPTING A
PERSONNEL MANAGEMENT POLICY

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

WHEREAS, the Board of Trustees of the Incline Village
General Improvement District desires to establish a framework for
the Board and General Manager to use in addressing personnel
matters within IVGID;

NOW, THEREFORE, IT IS HEREBY ORDERED as follows:

The Policy Statement titled "Personnel Management" attached
hereto as Exhibit A, is adopted as Policy and Procedure Resolution
No. 105.

* * * * *


I hereby certify that the foregoing is a full, true and
correct copy of a resolution duly passed and adopted at a regular-
ly held meeting of the Board of Trustees of the Incline Village
General Improvement District on the 29th day of November
1984, by the following vote:

AYES, and in favor thereof, Trustees:
Jane Maxfield, Bob Wolf, Bob Jones, Syd Brosten

NOES, Trustees: None

ABSENT, Trustees: None

ABSTENTION, Trustee: Tom Duggan


Secretary

Resolution Number 1480
Adopted November 29, 1984

Policy Statement
PERSONNEL MANAGEMENT
Incline Village General Improvement District

I. PURPOSE

The Incline Village General Improvement District (IVGID) is committed to maintaining a dedicated and motivated work force, while developing its Staff's technical and professional standards to meeting changing demands for services with the Village. This policy statement establishes a framework which the Board of Trustees and the General Manager will use in addressing personnel matters within IVGID.

II. ROLES

The District operates under a Board-Manager form of government which places the Board of Trustees in the role of establishing overall IVGID policy direction. IVGID Staff is appointed to administer and execute day-to-day operations. The Manager is responsible for supervising these operations and providing general administrative direction.

With regarding to IVGID personnel, it is the Board's responsibility to establish overall guidelines governing IVGID's approach to personnel matters. The Manager's role is to put these guidelines into the day-to-day practice of hiring, firing, motivating, promoting, demoting, compensating, and training individual employees.

III. GENERAL OBJECTIVES

The Board hereby establishes the following general personnel objectives for IVGID.

- Employee Development. IVGID will motivate and train existing employees to become more productive and proficient in their current jobs. Where appropriate, IVGID will encourage employees to develop new skills which might lead to job advancement. Where appropriate, IVGID will cross-train employees to cover temporary vacancies on related jobs.

EXHIBIT A

Resolution Number 1480
Adopted November 29, 1984

Policy Statement
PERSONNEL MANAGEMENT
Incline Village General Improvement District

- Attrition Management. IVGID will evaluate alternatives to filling positions which become vacant, as a means to reduce costs. These alternatives may include changes in work routines, job descriptions, work hours, or scope of services. They may include combining positions or reassigning work or personnel from one department to another.
- Recruitment. When vacancies must be filled from outside the ranks of the existing work force, IVGID will recruit and hire the most qualified candidates for the job, based strictly upon merit. Merit selection implies that anyone may apply, and that candidates are evaluated fairly by the appointing authority, based upon job-related criteria established in advance. In general, local recruitment is sufficient for clerical positions, semiskilled laborer positions, lower level technical positions, and all part-time or temporary positions. A larger recruitment area may be required for more highly skilled positions. Where local and non-local candidate are being considered which have equal or nearly equivalent qualifications, the local candidate will be preferred.
- Performance Standards and Evaluations. IVGID will establish clear standards for employee performance, and encourage employees to maintain these standards through ongoing communication with supervisors, performance evaluations, and where necessary, disciplinary procedures, demotion or termination.
- Longevity. IVGID will ensure the longevity of loyal and hard-working employees which have provided many years of faithful service to the community.
- Management. IVIGD will develop senior department heads as a management team which can work with the General Manager in addressing overall IVGID administrative needs and assist the Board of Trustees in policy development.

EXHIBIT A

Resolution Number 1480
Adopted November 29, 1984

Policy Statement
PERSONNEL MANAGEMENT
Incline Village General Improvement District

- Guidelines. IVGID will develop a uniform set of guidelines to direct the administration of the District's personnel matters.
- Planning. IVGID will develop a strategic approach to personnel administration which will diagnose long-term problems, anticipate future needs, and develop a stable framework for addressing these problems and needs in an orderly fashion.
- Unions. IVGID will maintain a cooperative relationship with collective bargaining units and their representatives, which establishes a clear understanding of the proper roles for both unions and management.

IV. PROCEDURES

The General Manager is accountable to the Board of Trustees for the fair and efficient execution of these guidelines, as well as the overall performance of IVGID. In order to maintain this accountability, the General Manager must be given the authority to administer personnel matters without direct Trustee intervention or influence.

The following procedures shall govern the personnel practices of IVGID:

- The General Manager shall maintain direct, day-to-day supervision over all District employees, with the exception of the Attorney. Supervision includes the power to hire, fire, motivate, discipline, evaluate, promote, demote, transfer, and train employees, subject to established personnel guidelines, union contracts, Board policy, and generally accepted personnel practices.
- The General Manager will keep the Trustees informed about the status of all major personnel actions relating to department head positions. Department head appointments and terminations shall be discussed with the Trustees in advance. Information on personnel actions relating to non-department head positions will be provided on an as-requested basis.

EXHIBIT A

Resolution Number 1480
Adopted November 29, 1984

Policy Statement
PERSONNEL MANAGEMENT
Incline Village General Improvement District

- Trustees are encouraged to express their opinion and/or concerns on any personnel matter to the General Manager in private. Trustees, individually or as a body, will refrain from directly intervening in or publicly influencing any personnel matter within the jurisdiction of the General Manager.
- Trustees will exercise their authority to direct Staff, collectively, through the General Manager, at Board meetings. Individual Trustees shall refrain from directing or attempting to directly supervise Staff. This policy statement is not intended to prevent individual Trustees from occasionally making suggestions to supervisor Staff, when such suggestions do not imply supervisory direction.
- All union matters, other than overall negotiation strategy, will be handled by the General Manager. The Board will maintain responsibility for establishing overall negotiation strategy and approving final union contracts.
- The General Manager shall be responsible for coordinating the work of the Attorney with the activities of IVGID Staff, and the Board of Trustees.
- The General Manager shall recommend, and the Board of Trustees shall establish, salary ranges for all non-contract, full-time permanent employment classifications. Salary ranges shall be based upon objective criteria not specific to individual employees, relating to union contracts, market conditions, cost of living, budgetary guidelines, legal considerations, and job descriptions.
- The General Manager shall set a specific salary for each employee within the salary range established by the Board of Trustees. Specific salaries shall be based upon employee-specific information, including qualifications, experience, longevity, and performance evaluations.

EXHIBIT A

Resolution Number 1480
Adopted November 29, 1984

Policy Statement
PERSONNEL MANAGEMENT
Incline Village General Improvement District

- The Board of Trustees shall exercise its exclusive power to create full-time permanent employment positions, considering the recommendations, if any, of the General Manager. The General Manager shall establish, and as deemed necessary, amend detailed job descriptions for positions of employment. The General Manager may create temporary, seasonal and part-time positions of employment, and the wages and terms of employment thereof, subject to general personnel and budgetary guidelines, Board policies, and union contracts.
- The General Manager shall have the authority to establish and revise chains of command, reporting relationships among personnel, organization charts, and other structural matters pertaining to the organization of the District, provided that the Board of Trustees shall exercise the exclusive power to create or abolish operating departments of the District. The Board's power shall be exercised by resolution.
- The General Manager may eliminate positions, combine positions, lay off personnel, or reduce work hours, as deemed necessary to maintain a balanced budget, improve efficiency, or accomplish other administrative objectives, subject to general personnel guidelines, union contracts, legal considerations, or Board policy. Where such actions pertain to full-time permanent personnel, the General Manager shall notify the Board of Trustees of the actions in advance, and the Board may, by majority vote, override such proposals.



Board of Trustees Member Handbook



TABLE OF CONTENTS

Legal Basis for General Improvement District 4

Board of Trustees..... 4

Role of the Board..... 4

Powers of the Board 5

Role of All Trustees..... 5

Detailed Role of the Chair 5

Detailed Role of the Vice Chair 6

Detailed Role of the Secretary 6

Detailed Role of the Treasurer 6

Appointments to Other Organizations..... 6

Nevada League of Cities..... 6

Washoe County Debt Management Commission..... 6

Other Committees or Commissions 6

Responsibilities of Trustees..... 6

Compensation 7

Benefits..... 7

Liability..... 7

Tools Provided..... 8

Budget and Finance..... 8

Travel on District Business and other purchases 8

Relationship to General Manager 9

Relationship to District Staff..... 9

Staff Support..... 9

Field Trips Outside of the District Venues and Group Participation 9

Meeting Requirements 9

Nevada Open Meeting Law 9

Posting of Agendas and/or Notices..... 9

Certification of Posting..... 10

Meeting Minutes 10

Meeting Protocol 11

Attendance 11

Schedule..... 11

Agendizing and Removal from Agenda 11

Staff Role At Meetings..... 12

Agenda Notebooks 12

Techniques and Tips 12

District Operations 16

Management Overview..... 16

Facility/Venue Overview 17

Vision Statement..... 18

Mission Statement 18

Value Statement..... 18

District Mantra 18

Ordinances 18

Policies and Practices..... 18



<i>Resolutions</i>	19
<i>Strategic Management Plan</i>	19
<i>Websites</i>	19
<i>Document Retention</i>	19
<i>Intranet</i>	19
<i>Purchasing</i>	20
<i>Budgets – Capital Improvement</i>	20
<i>Holiday Schedule</i>	21
<i>Employee Meetings</i>	21
<i>Safety Week</i>	21
<i>Venue Seasonal Operating Dates</i>	21
<i>Policies and Procedures</i>	21



Legal Basis for General Improvement District

Nevada Revised Statutes (NRS) 318 governs general improvement districts. Under this statute, there is a specific section, section 318.080, which defines the responsibilities of the Board of Trustees.

Board of Trustees

Role of the Board

Goals, priorities and courses of action are determined independently for each general improvement district in response to the particular needs and concerns of their district. The Board of Trustees meeting agenda is set by the District General Manager and Chair of the Board of Trustees. Each member of the Board of Trustees is always welcome to submit items for discussion and should make such requests through the Chair. The Chair will consider the request and, if deemed appropriate for the agenda of an upcoming meeting, provide the item to the General Manager for inclusion. The Board of Trustees has a specific policy on the conduct of their meetings; Policy 3.1.0. It should be read by each member of the Board of Trustees and kept as an easy and quick reference.

Issues that the Incline Village General Improvement District Board of Trustees deals with, on a regular basis, are as follows:

Contract Awards	Ordinance Adoption	Policy and Procedure Adoption
Reports	Budget Approval	Partnership Agreements
Resolution Adoption	Strategic Planning	Union Contract Approval

The meetings of the Board of Trustees should be viewed as an open forum and an opportunity for the public to query Incline Village General Improvement District Staff or the Board of Trustees about the issues facing their community. The Board of Trustees has incorporated a Meet and Greet session into their last meeting of the month which is held for thirty (30) minutes prior to the beginning of the meeting. Members of the public are encouraged to attend this informal session and chat with the various members of the Board and Staff regarding their concerns, ideas, or comments.

The Board of Trustees has the statutory authority and responsibility to make the final decisions on District matters. The Incline Village General Improvement District Staff has the responsibility to provide expert opinion and advice to the Board of Trustees to assist them in making decisions and also has the responsibility to implement and carry out the items passed by the Board of Trustees.

One very important role for the Board of Trustees is to provide a forum where citizens from the community can express their views, issues and concerns. It is these views, issues and concerns that give invaluable information to the Incline Village General Improvement District. As such, the Board of Trustees should focus its effort on providing the best atmosphere in its meetings to draw this needed information from local citizens. Additionally, the Board of Trustees should ensure that the information discussed during the meetings is accurate and given to the appropriate Incline Village General Improvement District staff member in a timely manner.

Powers of the Board

The powers of the Board of Trustees are listed in NRS 318.

Organization of the Board

The Board of Trustees is decided by the constituents in the voting districts of Incline Village and Crystal Bay. Elections of each Trustee are to a four-year term with elections occurring in even calendar years. The Board of Trustees, at either its last meeting in the current calendar year or the first meeting in the new calendar year, determines a Chair, Vice Chair, Treasurer, and Secretary for the calendar year. These positions are held for one calendar year. Should a vacancy occur, the Board of Trustees shall follow NRS 318.090, paragraph 5, to fill the vacancy. The most current roster for the current Board of Trustees is located on the District's website ivgid.org.

The following summarized roles reflect both the socially expected behavior and the function of the Board of Trustees members. All members of the Board of Trustees are expected to follow the roles of the Board of Trustees members (Role of All Trustees shown below) in addition to the special roles as designated by their elected position.

Role of All Trustees

- Identify issues and concerns in the community through the Board meetings.
- Review minutes, financial reports, memos and other documentation regarding the issues on which the Board is researching.
- Study and give counsel on the identified public issues.
- Represent the views of the constituents by communicating the range of options regarding the issues of concern.
- Regularly attend meetings and notify Board Chair, Board members and District Staff, well in advance, of forecasted absences from Board meetings whenever possible.
- Maintain good communications with the District General Manager and Staff.
- Prepare and file the required annual financial disclosure report.
- Respectfully execute the duties as a Trustee using ordinary diligence and not taking unfair advantage of the position as a Trustee.
- Respectfully recognize that along with the tremendous responsibility, goes a lot of power.

Detailed Role of the Chair

- Serve as spokesperson for the Board of Trustees and District.
- Facilitate meetings to be productive by engaging Trustees to openly discuss issues, share in equal participation, and ensure all Trustees have a chance to express their thoughts and opinions on an issue.
- Foster a public forum that allows for a diversity of opinions to be expressed.
- Execute District commitments as deemed necessary.
- Respectfully execute the duties as Board of Trustees Chair by not taking unfair advantage of the position as Chair.

Detailed Role of the Vice Chair

- During the absence of the Chair, serve as spokesperson for the Board of Trustees and District.
- During the absence of the Chair, facilitate meetings as described above.
- Assist the Chair in facilitation of the meetings on an as needed basis.
- Respectfully execute the duties as Board of Trustees Vice Chair by not taking unfair advantage of the position as Vice Chair.

Detailed Role of the Secretary

- Execute District commitments as deemed necessary.
- Respectfully execute the duties as Board of Trustees Secretary by not taking unfair advantage of the position as Secretary.

Detailed Role of the Treasurer

- Working with the Director of Finance to review and support the financial responsibilities of the District.
- Participate and support the District's Finance and Accounting team with respect to various committees, i.e. Audit Committee.
- Respectfully execute the duties as Board of Trustees Treasurer by not taking unfair advantage of the position as Treasurer.

Appointments to Other Organizations

Nevada League of Cities

Currently, the Board of Trustees has one appointed member to the Nevada League of Cities; please visit their website for more information on this organization.

Washoe County Debt Management Commission

Currently, there is one elected General Improvement District representative to the Washoe County Debt Management Commission; please visit their website for more information on this organization.

Other Committees or Commissions

As deemed necessary and appropriate, the Board of Trustees may from time to time make appointments and/or ask a member of the Board of Trustees to serve on requested committees and commissions.

Responsibilities of Trustees

The Board of Trustees has the statutory authority and responsibility to make the final decisions on District matters. The Incline Village General Improvement District Staff has the responsibility to provide expert opinion and advice to the Board of Trustees to assist them in making decisions and has the responsibility to implement and carry out the items passed by the Board of Trustees.

One very important role for the Board of Trustees is to provide a forum where citizens from the community can express their views, issues and concerns. It is these views, issues and concerns that give invaluable information to the Incline Village General Improvement District. As such, the Board of Trustees should focus its effort on providing the best atmosphere in its meetings to draw this needed information from local citizens. Additionally, the Board of Trustees should ensure that the information discussed during the meetings is accurate and given to the appropriate Incline Village General Improvement District staff member in a timely manner.

Compensation

In accordance with NRS 318.085, subparagraph 5, each Trustee shall receive compensation, if the budget is adequate and a majority of the members of the Board of Trustees vote in favor of such compensation. This compensation is paid on the same schedule as District staff which is every other week of each calendar month. The compensation for the Trustees is limited by Nevada Revised Statute. On April 12, 2006, the Board of Trustees voted unanimously to increase the yearly compensation to \$9,000 per year effective January 1, 2007 as provided by NRS 318 and adopted by the State of Nevada Legislature in its 2005 session.

Benefits

Each Trustee will be issued, by the District's Recreation Center staff, a Recreation Photo Identification Card identifying the Trustee as a Category 1 employee. This benefit is for the Trustee only and not applicable to your spouse or dependents. Following is a list of the various discounts, available to the Trustees, for our venues:

- Board of Trustees will have their own category. They will no longer part of Category 1 Recreational Privileges.
- Will be able to visit each venue one time per week without charge.
- No employee discount dependent privileges.
- Food and beverage discount same as resident – 10% discount.
- Merchandise discount same as resident – 20% discount.
- Trustees can expense a business lunch following the District expense procedures when conducting District business.

Liability

With respect to the potential liability of individual Trustees, Incline Village General Improvement District treats each Trustee just as it would one of its employees. As long as Trustee activities fall within the course and scope of the duties as a Trustee, Incline Village General Improvement District will defend and indemnify pursuant to requirements of Section 41 of the Nevada Revised Statutes. On June 13, 1968, the Board of Trustees adopted Policy and Procedure Number 098, Resolution Number 495, which supports this position.

- ◆ Incline Village General Improvement District considers Trustees' actions within the course and scope of the public duty assumed as a Trustee to be equivalent of that of an employee. If a civil action is brought against you alleging an act or omission related to such service, it is the position of Incline Village General Improvement District, pursuant to NRS Section 41.0339, you may request a defense and Incline Village General Improvement District shall provide a defense and, if appropriate, indemnification.
- ◆ NRS Section 41.0339 requires that you, within 15 days after service of a summons and complaint, request in writing a defense by the official attorney. For Incline Village

General Improvement District, the official attorney is the District General Counsel. The District General Counsel contact information is available from the District Clerk or the General Manager.

- ◆ If per chance you are injured while within the course and scope of the public duty you have assumed, you will be treated as an employee and covered by the Incline Village General Improvement District workers' compensation system. In order to access the workers' compensation system, you would need to contact the Incline Village General Improvement District Risk Manager, advise of the injury, and follow the procedures adopted by the Incline Village General Improvement District for its employees. You can obtain a copy of those procedures from the Incline Village General Improvement District Risk Manager.
- ◆ If you are involved in an accident or an incident, while within the course and scope of your duties as a Trustee, which results in property damage or injury to any person, you must contact the Incline Village General Improvement District Risk Manager within three working days.

Tools Provided

The Incline Village General Improvement District issues to each Trustee, for their use in doing District business (which excludes personal use), business cards.

Budget and Finance

The Incline Village General Improvement District Board of Trustees is a cost center and has a separate budget for its expenses. The Board Chair is responsible for the administration of this budget supported by the District Clerk and other members of the District team.

Travel on District Business and other purchases

When a Trustee wishes to make a purchase, go to a conference, or expend funds in any manner which will require reimbursement, the Trustee must have the expenditure approved, prior to it being made, by the Board Chair. If the Board Chair is unavailable, then the Board Vice Chair shall assume the responsibility. The Trustee making the expenditure shall be bound by the District policy and procedures and will be required to complete all the necessary form(s) for reimbursement. The District Clerk is available to the Board of Trustees at all times to assist them in this process, therefore the necessary forms are not included in this handbook. Following is a short list of items for which the Trustee might request reimbursement:

- ◆ Travel to conferences, seminars
- ◆ Reimbursement for business dinners
- ◆ Wireless Internet connection equipment within their residences
- ◆ Operating supplies
- ◆ Employee recognition
- ◆ Personal car mileage when on District business

Upon completion of travel, the Trustee will be expected to complete an expense report that will be submitted to the Board of Trustees Treasurer for review and approval. Following this review and approval, the Board of Trustees Treasurer will give the expense report to the District Clerk who will submit it to the District's Accounting Department for reimbursement processing. The Trustee submitting the expense report will be promptly notified when his/her reimbursement is



ready for their pickup. Should the Board Treasurer be the one making the trip, then the Board Chair will authorize the travel request and subsequent expense report.

Relationship to General Manager

The General Manager is the primary contact for policy and procedure and is the only direct employee, by contract (available upon request to the District Clerk), of the Board of Trustees.

Relationship to District Staff

All Staff members of the Incline Village General Improvement District are available to any Trustee to discuss areas in the sphere of influence.

The General Manager is the Board's representative to Staff. When a Trustee has a question on a matter coming before them, the Trustee may communicate directly with the Staff member who is presenting the matter to the Board to get clarification. The Board of Trustees is not permitted to micromanage Staff and Staff issues that arise must be directed to the General Manager.

Staff Support

The Incline Village General Improvement District provides the primary administrative assistance to the Board of Trustees. An individual is designated as the District Clerk and is available to any member of the Board of Trustees to assist them with travel arrangements, find documents, do research, etc. All Staff members of the Incline Village General Improvement District are available to any Trustee to discuss areas in the sphere of influence. The General Manager is the primary contact for policy and procedure and is the only direct employee, by contract of the Board of Trustees. Job descriptions for both the General Manager and the District Clerk are available upon request.

Field Trips Outside of the District Venues and Group Participation

Field trips outside of the District venues for the entire Board of Trustees need to be well organized and adequately posted so as to comply with the Nevada Open Meeting Law requirements. Field trips can be at the suggestion of the Board of Trustees, members of the Staff and/or members of the public. The District Staff will take on the responsibility for organizing the field, and when applicable and deemed reasonable, providing transportation to and from the field trip site. District Staff may or may not accompany Board of Trustees on the field trip.

Meeting Requirements

Nevada Open Meeting Law

State law requires that meetings of public bodies must be open and public. Boards of Trustees fall within the definition of public bodies. The Nevada Open Meeting Law Manual is available online and via request of the District Clerk.

Posting of Agendas and/or Notices

The written agenda of a Board of Trustees meeting must be posted at the place of the meeting and at a minimum of three other separate, prominent (i.e. open to public view) places within the jurisdiction of the Board of Trustees. The agenda must be posted no later than 9:00 a.m. three

working days before the meeting. For example, if the Board of Trustees meets on a Wednesday, the agenda must be posted no later than 9:00 a.m. on the Friday preceding the meeting. Saturdays, Sundays and holidays may not be counted in calculating three working days. The District Clerk takes care of this agenda posting and all locations, where the agenda are posted, are listed on the bottom of each agenda. On notices, the locations may or may not be noted however it is assumed they will be posted in the same locations as an agenda.

Certification of Posting

The Incline Village General Improvement District Staff will certify that the Board of Trustees agendas were correctly posted according to the Nevada Open Meeting Law prior to the Board of Trustees meeting. This certification is included on each agenda and/or notice.

Meeting Minutes

The Nevada Open Meeting Law also requires that a public body keep written minutes of meetings. These minutes must include:

- The date, time and place of the meeting.
- Those members who are in attendance and those who are absent.
- The substance of all matters proposed, discussed or decided. In addition, at the request of any member, the minutes must reflect each member's issues and concerns on any matter. If a vote is taken, the minutes must reflect each member's vote on any matter.
- The substance of remarks made by members of the general public who address the body if so requested by that person.
- Any other information which any member of the body requests be included in the minutes.

Citizens may request to receive copies of the Board of Trustees minutes (and agendas) through the District Clerk. Such a request should be made in writing (or through e-mail) to the District Clerk. Citizens can request to receive mailing of Board of Trustees agenda packets by e-mail and/or U.S. Postal Service and the agendas by e-mail and/or U.S. Postal Service. Distribution of these items to those requesting and the Board of Trustees is in accordance with the Open Meeting Law.

The law provides that the minutes are public records and have permanent value. The minutes must be retained by the public body for five years, and then may be transferred for archival preservation. The Incline Village General Improvement District is the public body designated to retain these records. ***The minutes must be available for public inspection within 30 working days after adjournment of the meeting.*** Meetings may be recorded on audio/video tapes in addition to the written minutes. If so, the entire meeting must be recorded. The recording of the meeting must also be made available for the public inspection. The audio tape must also be retained by the public body for two years.

Meeting Protocol

Attendance

A majority for the IVGID Board of Trustees is three (3) members out of the five (5) member Board. When an item is brought before the Board, and there are three (3) members present, the item must be unanimously approved by the three (3) members present otherwise the item fails. It is each Board member's responsibility to notify the District Clerk and/or General Manager of his/her absence, from a Board meeting, in a sufficient amount of time (one month's notice is preferred) to allow for the proper planning of agenda items.

Schedule

The Board of Trustees meeting schedule is set via policy. Currently, the Board of Trustees meets on the second and last Wednesday of each month however that schedule may change from time to time. Typically, the meetings for the months of November and December are reduced to one meeting per month so as to allow the Board of Trustees and District staff to spend time with their families over the holidays.

The meetings take place at the Chateau located at 955 Fairview Boulevard in Incline Village. This building can be set up to accommodate approximately 250 members of the public and has built in audio recording equipment to facilitate our compliance with NRS statutes for audio recordings. The District also uses Livestream to broadcast its meetings however it is a complimentary item versus an NRS/Open Meeting Law requirement.

Agendizing and Removal from Agenda

Board members may request, to the Board Chair, that an item be added to the agenda. If the requested item is not to be included, an explanation should be provided to the Trustee and some type of accommodation is made. This request must be made in sufficient time to allow the item to be properly described on the agenda. All backup materials required to allow sufficient discussion of the Board item must be provided to the District Clerk in sufficient time to allow it to be included in the Board packet for both the Board's review and the general public. As an example, when the Board meeting is on the last Wednesday of the month, that meeting agenda will be posted on the Friday prior to the meeting. The District Staff and Board of Trustees reviews, as an agendized item, the Long Range Calendar which includes all the dates of when materials are required.

A Board member, at the time of the approval of the agenda during the Board meeting, may request that an item be moved from the Consent Calendar to General Business to allow for more detailed discussion, may ask that an item located on the agenda be deferred to a later time, and may ask that the position of an agenda item(s) be relocated. It is suggested that Board Members discuss their wishes prior to the Board meeting with the Board Chair so that the Board Chair is not surprised by their requests and understands the reasons behind such requests.

District Staff, at the time of the approval of the agenda during the Board meeting, is represented by the District's General Manager and as such the District General Manager will make the request to move, delay or defer any agenda items. Generally speaking, the District General Manager will only take such action when new information has been received at the last moment or the situation has changed such that the recommendation needs to be reconsidered.

Staff Role at Meetings

Senior Staff and Directors typically attend all Board of Trustees public meetings. Their presence is in support of the Board of Trustees, their agenda items and to respond to questions directed to them, at the discretion of the Board of Trustees, by the general public. These employees are exempt employees and thus no overtime costs are incurred for these individuals to be present at these meetings.

Agenda Notebooks

It is District Staff's responsibility to provide the Board of Trustees with a detailed packet for information supporting those items on the agenda. Each Trustee will be provided, typically no later than the Friday preceding the Wednesday meeting, a notebook of information supporting each agenda item as applicable. This information may also be supplied, upon request by individual Trustee, electronically i.e. in PDF format. On that same Friday, the requesting members of the public shall be mailed their packet. This process can be delayed to the Monday preceding the Wednesday meeting in event of an emergency (i.e. weather, machine failure, etc.). It is each Trustee's responsibility to ensure that they have read the materials prepared for them so that they come to each meeting prepared to discuss the items on the agenda. If they have any question or concern about the materials provided on an agenda item, they are encouraged to ask questions of the District Staff, starting with the General Manager, **prior** to the meeting. The thorough understanding of each matter on the agenda allows the Board of Trustees meeting to proceed in a timely and orderly manner.

Typically, the agenda will include various reports made by Staff or a Trustee which are relevant to those members in attendance and/or the general public, Consent Calendar items which are items that the District Staff deems as being typical, routine and non-controversial, and General Business items which are items that the Staff would like to have dialogue with the Board of Trustees or get feedback from a multitude of sources. Occasionally, a public hearing is incorporated into an agenda for the purpose of providing a time certain period of public comment on a particular topic or topics. When a public hearing is held, there are additional requirements which District Staff will fulfill.

The Board of Trustees meeting agenda is provided to the local newspaper at its request. Typically before each meeting, the District's Communication Coordinator issues a brief overview of the meeting via press release or other format.

Techniques and Tips

Agenda Tips

- The agenda should be concise, but inclusive enough to clearly identify the agenda items and allow discussion of that item.
- Posting of the agendas should be in substantial compliance with the Open Meeting Law.
- Mailing of the agendas should also be in substantial compliance with the Open Meeting Law. If the agendas are mailed within the required time frame, the intent of the law has been met. Incline Village General Improvement District is not responsible for mail delivery.
- Notes on contents of the agenda:

- *Correspondence.* Correspondence is included in the Board packet if it is received in time for its inclusion. Correspondence received after production of the Board packet is verbally noted as received and then included in the following Board packet.
- *Public Comments.* The Board of Trustees has adopted an advisory statement which is included on each agenda.

Minutes Tips

- The minutes should reflect what happened at the meeting.
- The minutes belong to the Board of Trustees and are not open to comment from the audience under the section of the agenda to approve the minutes. Comments to the minutes can be made under "Public Comments".
- The minutes should be approved in total, not as a portion. If a portion of the minutes are questioned, the entire set of minutes should not be approved until the questionable section is clarified.
- Corrections to the minutes of the past meeting are made at the current meeting; the corrections will be reflected in the current meeting's set of minutes and approved at the following meeting.
- The official (approved) minutes are on file in the Incline Village General Improvement District office and are available for public review.
- Correspondence received can be noted in the minutes, but need not be included in the contents of the minutes.
- Information commenting on an item on the agenda of a past meeting *cannot* be submitted for inclusion in the minutes after the minutes of that meeting have been approved.

Meeting Tips

Since the official business of the Board of Trustees can be conducted only at a meeting, it is important to make sure that the Board of Trustees meeting is structured to encourage public participation. If the Board of Trustees meeting is long, complicated and focused only on Board of Trustees members, then the meetings will eventually lose public participation. The following are some guidelines to follow to help ensure smooth meetings:

- Start on time.
- End at a reasonable hour.
- Follow the agenda (It is a violation of the Open Meeting Law to discuss items not appearing on the agenda.)
- Encourage the public to participate.
- Wait for recognition from the Chair before speaking.
- Ensure no one person dominates the discussion.
- Actively listen.
- Do your homework (prepare) before the meeting.
- Don't hold unnecessary meetings.
- Do not take or make matters or comments on a personal level.

Ways to Stimulate Community Participation

- Send random letters inviting community members to meetings.
- Hold regular meetings.
- Make agendas easily available.
- Invite residents to get together before community issues are considered.

- Send thank you notes to people who provide input and suggestions.
- Request community groups to designate a representative to attend meetings.
- Make meetings comfortable rather than intimidating (i.e. less formal).
- Make meetings interesting and don't drift or bog down (i.e. keep meetings short and to the point).

Meeting Room Environment

In addition to these guidelines, the meeting room environment is also crucial to a smooth meeting. Here are some items to check:

1. Room size is adequate for anticipated crowd.
2. Temperature set at comfortable level.
3. Enough seats and agendas available.
4. Adequate lighting and sound system.

Advocacy Roles

Incline Village General Improvement District Board of Trustees meetings should provide a forum that encourages candid and frank sharing of citizen concerns and issues. It is especially important that Board of Trustees meetings be conducted to allow a "neutral playing field" so all present feel comfortable sharing all sides of any issue. Board of Trustees members, in conducting a meeting, must be careful to avoid giving any perception that the meeting or sharing will be slanted or limited to the detriment of full and open sharing.

Any Trustee who is personally or financially affected by a particular issue or project being discussed should:

1. Disclose, as part of the record, his/her involvement with the issue or project and, if applicable, any financial relationship or involvement relating to or resulting from the project or issue to determine participation or withdrawal; or
2. If chairing the meeting, temporarily release Chair to the Vice Chair.
3. If it is determined that there is no conflict, since participation of an elected official is favored, then the member shall participate in all matters of the issue.
4. Should a Board of Trustee member wish more information, the District General Counsel can make available relevant conflict material(s).

A Board of Trustees member may also choose, under the above circumstances, to recuse him/herself from the Board and participate from the audience as a private citizen on the particular project or issue.

No Trustee may represent the Board of Trustees in other proceedings, orally or in writing, as advocating a particular position unless the specific topic under consideration was discussed and/or voted upon by the Board of Trustees. In making any representation, the Trustees must be careful to report on the issues and concerns - both pro and con - as presented to the Board of Trustees, in addition to any vote result.

Representation and Communication

Two equally important responsibilities of a Trustee are representation and communication.

As a Trustee, you can make unique and special contributions through the Board of Trustees participation because often times your personal well-being is deeply intertwined with that of your community. It is up to you to understand and fairly represent the views of your Incline Village and Crystal Bay constituents. You should be active in the community, have good rapport with and support from your constituents, and "keep your ear to the ground". You should be aware of the total range of viewpoints and use good judgment in providing issues and areas of concern to Incline Village General Improvement District. This is a big responsibility and can take considerable time and effort.

An equally important responsibility is developing and maintaining good communication with the Incline Village General Improvement District General Manager and Staff - particularly with the General Manager. With good communication, you will play an important part in making the District responsive to the needs of Incline Village and Crystal Bay.

Issue Management

Issue management is a tool to help you identify issues of concern that affect you and your constituents. Once you have identified these issues, then you can let the appropriate people know about the issues in a timely fashion. This ensures that you and your constituent's concerns become part of the policy-making process of the District. Developing issue management skills is an important aspect of the Board of Trustees membership. It allows you to use informally gathered information to better advise and relay concerns to the District Staff. This information allows for the Trustees to anticipate issues before they become disruptive and to become part of the process to resolve those issues. Protection of community interests, increased productivity, fewer delays and reduced costs are all benefits of early issue detection and resolution by the Trustees.

Five steps to help you manage and resolve issues are:

1. Identify issues:
Talk with your constituents about their problems or needs. Use your knowledge of the community to understand how this problem or need affects the community. Share this information with the Board membership so that later all of you will be able to gauge if proposed solutions will solve the problem or satisfy the need.
2. Communicate:
Find other people affected by this problem or need in order to hear their views. Seek out the places where people in the community meet to share ideas or to pursue common interests (e.g. the local market, the day care center, the Recreation Center, etc.) Make sure you have a good understanding of the problem or need.
3. Separate themes and ground issues:
Try to find the real issue(s) behind the problem or need. In issue management, this is known as separating issues from themes. Frequently, people complain about a problem (e.g. government is not listening to me) which hides their real need or issue (e.g. why has my road not been graded in two years?). Once you have identified the real issue, check with other people who share this problem/need to make sure you have put your thumb on the real issue (this is known as grounding the issue).

4. Develop options:
Work with the appropriate people from the community and District staff to develop different ways to resolve the issue(s). After you develop these options, make sure you once again check with the people who have the problem/need to ensure that the proposed solution will indeed satisfy their problem/need.
5. Implement and evaluate:
Work with your community and District Staff to implement the preferred option. Make sure you and the community is part of the process to resolve the issue. Afterwards, take the time to identify things that went well and those that need work to better prepare yourself for the next time.

Issues that are non-operational in nature that could affect the District will be given to the Chair who will address and disseminate to all members of the Board of Trustees and the District General Counsel. An example would be a complaint against a Trustee or a complaint regarding a District policy. If the issue involves the Chair, the Vice Chair and the District General Counsel will be informed.

District Operations

Management Overview

The Incline Village General Improvement District is managed by the General Manager who is hired and is the only contract employee of the Board of Trustees. The employment contract of the General Manager is available upon request to the District Clerk. Each year, the General Manager is given a performance evaluation by the Board of Trustees. Effective October, 2005, this performance evaluation is conducted in open, public session.

The General Manager is responsible for the District staff which consists of approximately 110 full time year round employees and 300 seasonal and part-time employees depending upon the season. There are Directors (Director of Public Works, Director of Human Resources, Director of Finance, Director of Community Services, and Parks and Recreation Director), Communications Coordinator, and one District Clerk which are direct reports to the General Manager. The General Manager is also responsible for the District General Counsel which is a contract position and does not reside in the District offices.

The following identifies the authorities delegated to the General Manager through various District documents:

1. Strategic Planning, **Policy 1.1.0**, 0.1 Initiate the Strategic Planning Process
2. Conduct Meetings of the Board of Trustees, **Policy 3.1.0**, 0.6 Rules of Proceedings, f. Contracts, g. Claims; 0.8 Agenda Preparation, 0.9 Reconsideration, 0.12 Authorization to Sign Checks, 0.13 Facsimile Signatures, 0.15 Consent Calendar and 0.17 Legislative Matters
3. **Policy Resolution No. 103** (Resolution 1475) Establishing a Policy for the Granting of Easement Across District Property
4. **Policy Resolution No. 105** (Resolution 1480) Adopting a Personnel Management Policy
5. **Policy Resolution No. 110** (Resolution 1493) Policy Statement on Community Relations Expenditures

6. **Policy Resolution No. 111** (Resolution 1494) Policy Statement on Collection of Delinquent Special Assessments
7. **Policy Resolution No. 113** (Resolution 1517) Use of Trademark by Private Businesses and Persons
8. **Policy Resolution No. 115** (Resolution 1527) Use of IVGID Boardroom
9. **Policy Resolution No. 116** (Resolution 1538) Establishing Penalty and Interest Charges on Delinquent Accounts and Collection Thereof
10. **Policy Resolution No. 120** (Resolution 1575) Group Use of Beaches
11. **Policy Resolution No. 121** (Resolution 1581) Adopting Policy and Procedure For the Settlement of Lawsuits and Related Claims
12. **Policy Resolution No. 127** (Resolution No. 1619) Complimentary Recreation Privileges
13. **Policy Resolution No. 129** (Resolution No. 1632) Relinquishment and Acquisition of Utility Easements and Encroachment Agreements
14. **Policy Resolution No. 132** (Resolution No. 1701) Fundraising/Donation Activities at IVGD Facilities
15. **Policy Resolution No. 134** (Resolution No. (not issued) Policy Governing Service of Alcoholic Beverages at IVGID Facilities
16. **Policy Resolution No. 135** (Resolution No. 1760) Temporary Dog Park at Village Green
17. **Policy Resolution No. 136** (Resolution No. (not required) Policy concerning access to District Property and the Use of District Facilities for Expression
18. **Policy Resolution No. 137** (Resolution No. 1801) Policy for the Provision of Records to the Public
19. **Policy Resolution No. 138** (Resolution No. 1849) Naming/Dedication of IVGID Facilities and Acknowledging Important Local Persons, Events or History
20. **Ordinances:**
 - a. 1 – Solid Waste
 - b. 2 – Sewer
 - c. 3 – Water
 - d. 7 – Recreation Pass
21. **Golf Complimentary Privilege Policy**

Facility/Venue Overview

The Incline Village General Improvement District owns and operates several recreational and event venues within the community. They are the Recreation Center, Incline Beach, Ski Beach, Burnt Cedar Beach, Hermit Beach, Diamond Peak Ski Resort, Mountain Golf Course, Championship Golf Course, Aspen Grove, Treatment Plant, Chateau, Skateboard Park, and various pump stations.

Included within the Nevada Revised Statutes are two chapters which are relevant to two of our venues - Chapter 455A: Skier Safety and Chapter 455B: Recreational Parks.

The main office of Incline Village General Improvement District is located at 893 Southwood Boulevard. The General Manager, Director of Human Resources, Director of Finance, Director of Community Services, and the District Clerk all have their offices in this building.

The Board of Trustees has an individual mail receptacle located within the main office where District Staff places materials for each Trustee.



Vision Statement

With a passion for quality of life and our environment, Incline Village General Improvement District will enhance the reputation of our community as an exceptional place to live, work, invest, and play.

Mission Statement

The Incline Village General Improvement District delivers exemplary recreational experiences and provides the highest level of water, sewer, and solid waste services while striving for fiscal and environmental sustainability.

Value Statement

We are dedicated people providing quality service, for our community and environment, with integrity and teamwork.

District Mantra

One District • One Team

Ordinances

The Incline Village General Improvement District has four ordinances that govern the community. They are:

- Ordinance 1: An ordinance regulating solid waste and the collection of garbage, rubbish, waste matter and refuse, and the collection, removal and disposal thereof
- Ordinance 2: An ordinance establishing rates, rules and regulations for sewer service
- Ordinance 4: An ordinance establishing rates, rules and regulations for water service
- Ordinance 7: An ordinance establishing rates, rules and regulations for recreation passes and recreation punch cards

The Public Works Department also enforces landscaping requirements, which are a subset to Ordinance 4, Article 18.

The Tahoe Regional Planning Agency (TRPA) governs the noise within our community. Chapter 23 of their regulations is what the Incline Village General Improvement District follows with respect to noise. When our community members have a concern, regarding noise, the District staff references this regulation and suggest that the community member telephone the Washoe County Sheriff for assistance.

Policies and Practices

During Fiscal Year 2007/2008, the Board of Trustees adopted a strategy, in parallel with the Government Finance Officers Association, of having policy statements and accompanying practices. Each policy statement is presented to the Board of Trustees for the adoption. The District's website has these items included on it.

Resolutions

The District Clerk of the Incline Village General Improvement District maintains the Resolution Log for the District. Currently, the District has a list of over 1,800 resolutions. Resolutions are issued for a myriad of reasons; adoption of a seal (Resolution 2), addition of powers (Resolution 185), dedication of the Administration Building (Resolution 1740), Approval of the Recreation Standby and Service Charges (Resolution 1741) as examples.

As time progresses, technology advances take place, and, in general, operating situations change, the District Staff amends resolutions to fit these changes. These amendments and new resolutions come before the Board of Trustees for ratification and support.

Strategic Management Plan

The Incline Village General Improvement District has a Strategic Plan. It is a living document that is revised and refined with changing conditions, acquisitions, industry practices, etc. It is under the direction of the General Manager that this plan is followed. A copy of the Strategic Plan for the Incline Village General Improvement District is on its website.

Websites

The Incline Village General Improvement District has a host of interconnected websites (golfincline.com; diamondpeak.com; insideivgid.org; ivgid.org; etc.) for its different venues and departments. The home website, for the District, is yourtahoeplace.com. At this website, the Trustees and community will find a multitude of useful information including contact information, District calendar and various links. Each Trustee has a photograph and contact information located at this website. This allows the community to have 24-hour access to the Trustees, via e-mail, and for our new residents and visitors. Trustees are required to annually file a financial disclosure statement which is available at the Nevada Secretary of State website.

Document Retention

The District maintains a multitude of documents in retention in accordance with its approved, by the State of Nevada, document retention schedule. One of the primary locations, accessed by the District Clerk and other selected key District Staff, is IVGID Archives. At this network server location, the Board of Trustees agendas, minutes and agenda packets are scanned and kept. The audio tapes of the Board of Trustees meetings and other public meetings are kept by the District Clerk in a secured cabinet at the Administrative offices. The tapes are destroyed in accordance with the document retention schedule. Another location, administered by members of the Finance, Accounting and Information Technology team, is the parcel master files.

Intranet

The Incline Village General Improvement District, in July of 2005, launched an intranet which is an internal website for District employees only. This website can be accessed, using internal District computers by using the web address of www.insideivgid.com. This intranet is an intuitive tool where District Staff can access forms, calendars, telephone directories, etc. Its expansion is dependent upon the need of information for the District Staff and it is administered by the Information Technology team.

Recreation and Beach Fees

The recreation and beach fees are used to support the various recreational venues available to the property owners and residents of Incline Village/Crystal Bay community which is annually charged and billed on the Washoe County property tax bills. Billing the recreation and beach fees, on the Washoe County property tax bill, is a cost effective method to keep the cost of administering the recreation and beach fees down. Each fiscal year, a Recreation and Beach Fee table is prepared. There are approximately 8,222 billable parcels/units within Incline Village and Crystal Bay.

Purchasing

Nevada Revised Statutes Chapters 332 and 338 discusses, in detail, the requirements for local government purchasing.

Budgets – Operating

Each year, Staff prepares a detailed calendar outlining all operating and capital tasks and important milestones to be met by Staff and the Board during the budget process. The budget process can begin as early as November and it is statutorily required to conclude by the end of May. The Board of Trustees takes an active role in the budget process and is asked to attend several Board budget workshops to ensure the Board of Trustees understands all aspects of the budget process. These budget workshops are typically held on the first Thursday meeting and additional workshops are scheduled, as needed, by the Board and Staff. This occurs during the last meeting of the month when the Board of Trustees and Staff review the Long Range Calendar. While it is rare, occasionally Saturday meetings are convened. All meetings are all held in accordance with the Open Meeting Law and the public is invited to attend. In May, the Board of Trustees must hold public hearings for the (1) operating and capital budget and (2) proposed recreation and beach fee. Later on, in the same meeting, the Board adopts the applicable fiscal year operating and capital budget as well as adopting the recreation and beach fees.

Budgets – Capital Improvement

The Incline Village General Improvement District Capital Improvement Plan (CIP) is an important planning tool that is used to link the District's physical development planning with fiscal planning. The CIP lists the projects needed to preserve the significant investment the District already has in infrastructure, as well as improvements needed to spur community economic growth and development.

The CIP document is a policy guide and is not intended to replace future District budget decisions. The District has in place a CIP Review Team which reviews the recommendations and requests for CIP Projects made by department/division staff.

There are two general categories for CIP projects:

1. small improvement projects and major maintenance needs which compete for revenue in the annual budget cycle; and
2. major projects requiring the expenditure of public funds (above annual operating expenses) for the purchase, construction or replacement of physical infrastructure in our community.

A CIP project can include the following:

- **Land:** land, easements and rights-of-way
- **Structures:** feasibility studies, construction costs, architectural, engineering, legal and related expenses; major renovation or additions
- **Equipment:** equipment to serve a new facility or replaces existing equipment in facilities (e.g. furniture, fleet vehicles, library books or computer systems)
- **Other Expenditures:** cost-sharing arrangements between the District and outside parties; purchase of water rights, etc.

The Trustees are involved in the CIP process as they review the data sheets submitted as part of the budget process.

Holiday Schedule

The District Staff enjoys eleven holidays each year - New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Nevada Day, Veterans' Day, Thanksgiving Day, Family Day (the day after Thanksgiving) and Christmas Day.

Employee Meetings

All Employee meetings are held twice each year – typically December and August. These meetings celebrate the achievements of the District employees.

Safety Week

Safety Week is generally held the third week of October and is comprised of each employee conducting area safety checklists, watching videos and participating in other related events. This program is lead by the District Safety Officer who is supported by the Safety Committee members.

Venue Seasonal Operating Dates

Diamond Peak Ski Resort opening is weather dependent but generally opens early in December.

The Championship and Mountain Golf Courses openings are also weather dependent but generally they open late May with the Mountain Golf Course opening one week after the opening of the Championship Golf Course.

The Tennis Center opens early May and closes mid-October.

The Recreation Center is open year round.

Policies and Procedures

The Incline Village General Improvement District has policy and procedures in effect. Policies and procedures are those items which have a District wide effect on general business practices. These are located on the District website under “Resources”.

RESOLUTION NO. 1482

A RESOLUTION FURTHER AMENDING
RESOLUTION NO. 1, AS AMENDED; AND
REPEALING RESOLUTION NO. 1290

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

RESOLVED, by the Board of Trustees of the Incline Village General Improvement District, Washoe County, Nevada, as follows:

WHEREAS, on June 1, 1961, the Board of Trustees of the District adopted its Resolution No. 1, entitled "A Resolution Fixing the Time and Place of the Regular Meeting of the Board of Trustees of the Incline Village General Improvement District, and Providing the Manner in which Special Meetings of said District May be Called, Designating an Official Mailing Address, and Establishing the Order of Business and Rules for Its Proceedings;" and

WHEREAS, on October 30, 1962, and several times thereafter, this Board has adopted resolutions amending said Resolution No. 1; and

WHEREAS, this Board desires again to amend said Resolution No. 1 to conform to the Nevada Open Meeting Law and in other respects; and

WHEREAS, on August 11, 1977, the Board of Trustees of the District adopted its Resolution No. 1290, entitled "A Resolution Authorizing the Use of Facsimile Signatures for the Disbursement of Funds from the District's Various Bank Accounts;" and

WHEREAS, on November 29, 1979, and on January 13, 1983, this Board has adopted resolutions amending said Resolution No. 1290; and

WHEREAS, this Board deems it appropriate that the authorization contained in Resolution No. 1290, be included as part of Resolution No. 1, as amended; and

WHEREAS, this resolution supersedes Resolution No. 1 and all prior resolutions amending Resolution No. 1; and

WHEREAS, this Board deems it appropriate to set forth in its entirety said Resolution No. 1, as amended to date:

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED that Resolution No. 1, as heretofore amended or as hereby amended in the manner above described now reads:

"1. REGULAR MEETINGS. The regular meetings of the Board of Trustees of the Incline Village General Improvement District shall hereafter be held on the second (2nd) Thursday of each and every calendar month at the hour of 7:00 o'clock p.m. and on the last Thursday of each and every calendar month at the hour of 7:00 o'clock p.m.

2. SPECIAL MEETINGS. Special meetings of the Board of Trustees shall be held upon call of the Chairman of the Board or of a majority of the members thereof, by delivering personally or by mail or other notice to each member. Notice of all meetings shall be given in conformity with the provisions of Nevada Revised Statutes 241.020.

3. MEETING PLACE. All meetings of the Board of Trustees shall be held at the regular meeting place within the District, unless they shall adjourn to or fix another place of meeting in a notice to be given thereof, or unless prevented by flood, fire or other disaster. Said regular meeting place, which shall be the principal place of business of the District, is hereby fixed and established at 893 Southwood Boulevard within the District.

4. HOLIDAYS. In the event that any day fixed for a regular meeting of the Board shall fall upon a holiday, that meeting shall be cancelled unless the meeting is rescheduled by the Board.

5. ORDER OF BUSINESS. The order of business at the regular meetings of said Board shall be substantially as follows:

- a) Roll call
- b) Approval of minutes
- c) Approval of agenda
- d) Public hearings
- e) General business
- f) Reports
- g) Approval of bills
- h) Adjournment

The order of business may be revised by the General Manager upon consultation with the Chairman, where necessary to accomplish the efficient conduct of a meeting.

6. RULES OF PROCEEDINGS.

a. Public Meetings. All meetings of the Board shall be in accordance with NRS 241, the Nevada Open Meeting Law.

b. Quorum. A majority of the Board of Trustees shall constitute a quorum for the transaction of business.

c. Method of Action. The Board of Trustees shall act only by ordinance, resolution, motion or contract, which, to become effective, shall be adopted by the affirmative vote of at least a majority of its members present in public meeting, unless otherwise provided by statutes.

d. Recording Vote. Except where action shall be taken by the unanimous vote of all trustees present and voting, the ayes and noes shall be taken on all actions had and entered upon the minutes. All Trustees shall have the equal right to vote, make and second motions.

e. Ordinances. The enacting clause of all ordinances passed by the Board shall be in these words: "Be it ordained by the Board of Trustees of the Incline Village General Improvement District, as follows:." All ordinances shall be signed by the Chairman of the Board of Trustees and attested by the Secretary.

f. Contracts. All contracts, deeds, warrants, releases, receipts and documents approved or awarded by the Board shall be signed in the name of the District by the Chairman and countersigned by the Secretary, unless authorization to sign is given to another person by the Board. In the absence of the Chairman or Secretary, another member of the Board may sign.

g. Robert's Rules. In all other regards, such meetings shall be substantially conducted in conformity with Robert's Rules of Order.

h. Agenda Preparation. The General Manager is responsible for preparing the agenda for each meeting. The General Manager shall schedule for consideration by the Board any matter requested to be placed on the agenda by a Trustee. If a person or party wishes to have a matter considered by the Board, a written request should be submitted to the General Manager, in advance of the meeting, allowing enough time for staff research. The amount of advance time required will be determined by the General Manager, based upon Board policy, administrative procedure, and the facts in each instance. Unless directed otherwise by the Board, the General Manager may delay consideration of an item, based upon the length of an agenda, need for coordination with other agenda items, meeting efficiency, or other considerations.

i. Public Participation. Comments shall be solicited from the public on each item scheduled for consideration by the Board. When comments from the public are solicited, the Board or Board chairperson may set a time limit on any presentation by a member of the audience. Unless otherwise permitted by the chair, no person shall be allowed to speak more than once on any single agenda item.

j. Officers of the Board. The officers of the Board shall be elected as provided by NRS 318.085 and shall consist of a Chairman of the Board, Vice Chairman of the Board, and Secretary. The Chief Financial Officer of the District shall hold the office of Treasurer. The term of office shall be for one (1) year or until a reorganization of the Board is required.

k. Authorization to Sign Checks. The officers of the Board and General Manager of the District are hereby authorized to sign checks drawn on the various bank accounts of the District. It shall be required that at least two (2) signatures are affixed to any check drawn on such accounts. A list of checks, exceeding \$2,500, except payroll, shall be presented to the Board at each meeting for their review.

1. Facsimile Signatures. The banks with which the District does business are authorized and directed to honor checks drawn on the various bank accounts of the District, when bearing any two facsimile signatures of the officers of the Board and General Manager of the District, after their manual signatures are filed with the Secretary of State, in conformance with NRS 351.030.

m. Pre-Payment. The Board hereby authorizes pre-payment of contractual obligations, payroll obligations, and obligations that would be subject to penalty or loss of discount, if not paid prior to the next regular meeting of the Board, subject to reporting such pre-payments at the next regularly scheduled meeting."

IT IS FURTHER ORDERED, that Resolution No. 1290, adopted on August 11, 1977, and amended on November 29, 1979, and January 13, 1983, is hereby repealed.

* * * * *


I hereby certify that the foregoing is a full, true and correct copy of a resolution duly passed and adopted at a regularly held meeting of the Board of Trustees of the Incline Village General Improvement District on the 31st day of January, 1985, by the following vote:

AYES, and in favor thereof, Trustees:

Bobbie Gang, Jane Maxfield, Greg McKay,
Pam Wight, Bob Wolf

NOES, Trustees: None

ABSENT, Trustees: None


Secretary

POLICY AND PROCEDURE RESOLUTION NO. 100
AS AMENDED JANUARY 9, 1986

RESOLUTION NO. 1508

A RESOLUTION FURTHER AMENDING
RESOLUTION NO. 1, AS AMENDED

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

*Amended again
Jan 14, 1988*

RESOLVED, by the Board of Trustees of the Incline Village General Improvement District, Washoe County, Nevada, as follows:

WHEREAS, on June 1, 1961, the Board of Trustees of the District adopted its Resolution No. 1, entitled "A Resolution Fixing the Time and Place of the Regular Meeting of the Board of Trustees of the Incline Village General Improvement District, and Providing the Manner in Which Special Meetings of Said District May be Called, Designating an Official Mailing Address, and Establishing the Order of Business and Rules for Its Proceedings;" and

WHEREAS, on October 30, 1962, and several times thereafter, this Board has adopted resolutions amending said Resolution No. 1; and

WHEREAS, the Board of Trustees desires again to amend said Resolution No. 1 to eliminate the requirement that the office of Treasurer of the Board be held by the Chief Financial Officer of the District, and to add a provision that would allow the Board to authorize a change in the procedure for payment of bills, if necessary.

WHEREAS, this resolution supersedes Resolution No. 1 and all prior resolutions amending Resolution No. 1; and

WHEREAS, this Board deems it appropriate to set forth in its entirety said Resolution No. 1, as amended to date;

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED that Resolution No. 1, as heretofore amended or as hereby amended in the manner above described, now reads:

"1. REGULAR MEETINGS. The regular meetings of the Board of Trustees of the Incline Village General Improvement District shall hereafter be held on the second (2nd) Thursday of each and every calendar month at the hour of 7:00 p.m. and on the last Thursday of each and every calendar month at the hour of 7:00 o'clock p.m.

2. SPECIAL MEETINGS. Special meetings of the Board of Trustees shall be held upon call of the Chairman of the Board or of a majority of the members thereof, by delivering personally or by mail or other notice to each member. Notice of all meetings shall be given in conformity with the provisions of Nevada Revised Statutes 241.020.

3. MEETING PLACE. All meetings of the Board of Trustees shall be held at the regular meeting place within the District, unless they shall adjourn to or fix another place of meeting in a notice to be given thereof, or unless prevented by flood, fire or other disaster. Said regular meeting place, which shall be the principal place of business of the District, is hereby fixed and established at 893 Southwood Boulevard within the District.

4. HOLIDAYS. In the event that any day fixed for a regular meeting of the Board shall fall upon a holiday, that meeting shall be cancelled unless the meeting is rescheduled by the Board.

5. ORDER OF BUSINESS. The order of business at the regular meetings of said Board shall be substantially as follows:

- a) Roll call
- b) Approval of minutes
- c) Approval of agenda
- d) Public hearings
- e) General business
- f) Reports
- g) Approval of bills
- h) Adjournment

The order of business may be revised by the General Manager upon consultation with the Chairman, where necessary to accomplish the efficient conduct of a meeting.

6. RULES OF PROCEEDINGS.

a. Public Meetings. All meetings of the Board shall be in accordance with NRS 241, the Nevada Open Meeting Law.

b. Quorum. A majority of the Board of Trustees shall constitute a quorum for the transaction of business.

c. Method of Action. The Board of Trustees shall act only by ordinance, resolution, motion or contract, which, to become effective, shall be adopted by the affirmative vote of at least a majority of its members present in public **meeting, unless** otherwise provided by statutes.

d. Recording Vote. Except where action shall be taken by the unanimous vote of all trustees present and voting, the

ayes and noes shall be taken on all actions had and entered upon the minutes. All Trustees shall have the equal right to vote, make and second motions.

e. Ordinances. The enacting clause of all ordinances passed by the Board shall be in these words: "Be it ordained by the Board of Trustees of the Incline Village General Improvement District, as follows:." All ordinances shall be signed by the Chairman of the Board of Trustees and attested by the Secretary.

f. Contracts. Contracts entered into by the District in any aggregate amount exceeding \$10,000.00 must be approved by the Board of Trustees. All contracts, deeds, warrants, releases, receipts and documents approved or awarded by the Board shall be signed in the name of the District by the Chairman and countersigned by the Secretary, unless authorization to sign is given to another person by the Board. In the absence of the Chairman or Secretary, another member of the Board may sign. Contracts involving an aggregate amount of \$10,000.00 or less, which are not subject to the formal bid requirements of the Nevada Revised Statutes, may be authorized, approved and executed by the General Manager of the District or his designee, unless otherwise ordered by the Board of Trustees.

g. Robert's Rules. In all other regards, such meetings shall be substantially conducted in conformity with Robert's Rules of Order.

h. Agenda Preparation. The General Manager is responsible for preparing the agenda for each meeting. The General Manager shall schedule for consideration by the Board any matter requested to be placed on the agenda by a Trustee. If a person or party wishes to have a matter considered by the Board, a written request should be submitted to the General Manager, in advance of the meeting, allowing enough time for staff research. The amount of advance time required will be determined by the General Manager, based upon Board policy, administrative procedure? and the facts in each instance. Unless directed otherwise by the Board, the General Manager may delay consideration of an item, based upon the length of an agenda, need for coordination with other agenda items, meeting efficiency, or other considerations. In any conflict between the provisions of this paragraph and that of paragraph i, paragraph i shall govern.

i. Reconsideration. Reversal, or substantial modification, of any item by the Board of Trustees within six months of the meeting date at which the action was taken, will only be considered by the Board under the procedures established in this paragraph. After six months, the provisions of paragraph h shall be controlling. The General Manager may request reconsideration of any action of the Board, and place reconsideration of the action before the Board, if the General

Manager determines that the action compromises the efficiency of operations or otherwise impairs the effective management of IVGID. A Board action may also be scheduled for reconsideration with the concurrence of at least three Trustees, such concurrence expressed in a Board meeting or filed in the form of a request to the Executive Secretary to the Board, in writing. Written requests for reconsideration by any other person or party, including members of the general public, will be distributed to the Trustees but shall not be placed on the Board agenda, without the concurrence of at least three Trustees, as provided above. If the original action was taken after a public hearing, a second hearing shall be held in conjunction with any reconsideration. Once placed on the agenda under the procedure established herein, the Board may rescind, modify, reaffirm, or take no action on the item, in the same manner it would take action on any other new or old business.

j. **Public Participation.** Comments shall be solicited from the public on each item scheduled for consideration by the Board. When comments from the public are solicited, the Board or Board chairperson may set a time limit on any presentation by a member of the audience. Unless otherwise permitted by the Chair, no person shall be allowed to speak more than once on any single agenda item.

k. **Officers of the Board.** The officers of the Board shall be elected as provided by NRS 318.085 and shall consist of a Chairman of the Board, Vice Chairman of the Board, Treasurer, and Secretary. The term of office shall be for one (1) year or until a reorganization of the Board is required.

l. **Authorization to Sign Checks.** The General Manager and the officers of the Board are hereby authorized to sign checks drawn on the various bank accounts of the District. It shall be required that at least two (2) signatures are affixed to any check drawn on such accounts. A list of checks, exceeding \$2,500, except payroll, shall be presented to the Board at each meeting for their review and approval, unless otherwise ordered by the Board.

m. **Facsimile Signatures.** The banks with which the District does business are authorized and directed to honor checks drawn on the various bank accounts of the District, when bearing any two facsimile signatures of the officers of the Board and General Manager of the District, after their manual signatures are filed with the Secretary of State, in conformance with NRS 351.030.

n. **Pre-payment.** The Board hereby authorizes pre-payment of contractual obligations, payroll obligations, and obligations that would be subject to penalty or loss of discount, if not paid prior to the next regular meeting of the Board,

RESOLUTION NO. 1508

A RESOLUTION FURTHER AMENDING
RESOLUTION NO. 1, AS AMENDED

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

RESOLVED, by the Board of Trustees of the Incline Village General Improvement District, Washoe County, Nevada, as follows:

WHEREAS, on June 1, 1961, the Board of Trustees of the District adopted its Resolution No. 1, entitled "A Resolution Fixing the Time and Place of the Regular Meeting of the Board of Trustees of the Incline Village General Improvement District, and Providing the Manner in Which Special Meetings of Said District May be Called, Designating an Official Mailing Address, and Establishing the Order of Business and Rules for Its Proceedings;" and

WHEREAS, on October 30, 1962, and several times thereafter, this Board has adopted resolutions amending said Resolution No. 1; and

WHEREAS, the Board of Trustees desires again to amend said Resolution No. 1 to eliminate the requirement that the office of Treasurer of the Board be held by the Chief Financial Officer of the District, and to add a provision that would allow the Board to authorize a change in the procedure for payment of bills, if necessary.

WHEREAS, this resolution supersedes Resolution No. 1 and all prior resolutions amending Resolution No. 1; and

WHEREAS, this Board deems it appropriate to set forth in its entirety said Resolution No. 1, as amended to date;

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED that Resolution No. 1, as heretofore amended or as hereby amended in the manner above described, now reads:

1. **REGULAR MEETINGS.** The regular meetings of the Board of Trustees of the Incline Village General Improvement District shall hereafter be held on the second (2nd) Thursday of each and every calendar month at the hour of 7:00 p.m. and on the last Thursday of each and every calendar month at the hour of 7:00 o'clock p.m.

2. **SPECIAL MEETINGS.** Special meetings of the Board of Trustees shall be held upon call of the Chairman of the Board or of a majority of the members thereof, by delivering personally or by mail or other notice to each member. Notice of all meetings shall be given in conformity with the provisions of Nevada Revised Statutes 241.020.

3. **MEETING PLACE.** All meetings of the Board of Trustees shall be held at the regular meeting place within the District, unless they shall adjourn to or fix another place of meeting in a notice to be given thereof, or unless prevented by flood, fire or other disaster. Said regular meeting place, which shall be the principal place of business of the District, is hereby fixed and established at **893** Southwood Boulevard within the District.

4. **HOLIDAYS.** In the event that any day fixed for a regular meeting of the Board shall fall upon a holiday, that meeting shall be cancelled unless the meeting is rescheduled by the Board.

5. **ORDER OF BUSINESS.** The order of business at the regular meetings of said Board shall be substantially as follows:

- a) Roll call
- b) Approval of minutes
- c) Approval of agenda
- d) Public hearings
- e) General business
- f) Reports
- g) Approval of bills
- h) Adjournment

The order of business may be revised by the General Manager upon consultation with the Chairman, where necessary to accomplish the efficient conduct of a meeting.

6. **RULES OF PROCEEDINGS.**

a. **Public Meetings.** All meetings of the Board shall be in accordance with NRS 241, the Nevada Open Meeting Law.

b. **Quorum.** A majority of the Board of Trustees shall constitute a quorum for the transaction of business.

c. **Method of Action.** The Board of Trustees shall act only by ordinance, resolution, motion or contract, which, to become effective, shall be adopted by the affirmative vote of at least a majority of its members present in public meeting, unless otherwise provided by statutes.

d. **Recording Vote.** Except where action shall be taken by the unanimous vote of all trustees present and voting, the

ayes and noes shall be taken on all actions had and entered upon the minutes. All Trustees shall have the equal right to vote, make and second motions.

e. **Ordinances.** The enacting clause of all ordinances passed by the Board shall be in these words: "Be it ordained by the Board of Trustees of the Incline Village General Improvement District, as follows:." All ordinances shall be signed by the Chairman of the Board of Trustees and attested by the Secretary.

f. **Contracts.** Contracts entered into by the District in any aggregate amount exceeding \$10,000.00 must be approved by the Board of Trustees. All contracts, deeds, warrants, releases, receipts and documents approved or awarded by the Board shall be signed in the name of the District by the Chairman and countersigned by the Secretary, unless authorization to sign is given to another person by the Board. In the absence of the Chairman or Secretary, another member of the Board may sign. Contracts involving an aggregate amount of \$10,000.00 or less, which are not subject to the formal bid requirements of the Nevada Revised Statutes, may be authorized, approved and executed by the General Manager of the District or his designee, unless otherwise ordered by the Board of Trustees.

g. **Robert's Rules.** In all other regards, such meetings shall be substantially conducted in conformity with Robert's Rules of Order.

h. **Agenda Preparation.** The General Manager is responsible for preparing the agenda for each meeting. The General Manager shall schedule for consideration by the Board any matter requested to be placed on the agenda by a Trustee. If a person or party wishes to have a matter considered by the Board, a written request should be submitted to the General Manager, in advance of the meeting, allowing enough time for staff research. The amount of advance time required will be determined by the General Manager, based upon Board policy, administrative procedure, and the facts in each instance. Unless directed otherwise by the Board, the General Manager may delay consideration of an item, based upon the length of an agenda, need for coordination with other agenda items, meeting efficiency, or other considerations. In any conflict between the provisions of this paragraph and that of paragraph i, paragraph i shall govern.

i. **Reconsideration.** Reversal, or substantial modification, of any item by the Board of Trustees within six months of the meeting date at which the action was taken, will only be considered by the Board under the procedures established in this paragraph. After six months, the provisions of paragraph h shall be controlling. The General Manager may request reconsideration of any action of the Board, and place reconsideration of the action before the Board, if the General

Manager determines that the action compromises the efficiency of operations or otherwise impairs the effective management of IVGID. A Board action may also be scheduled for reconsideration with the concurrence of at least three Trustees, such concurrence expressed in a Board meeting or filed in the form of a request to the Executive Secretary to the Board, in writing. Written requests for reconsideration by any other person or party, including members of the general public, will be distributed to the Trustees but shall not be placed on the Board agenda, without the concurrence of at least three Trustees, as provided above. If the original action was taken after a public hearing, a second hearing shall be held in conjunction with any reconsideration. Once placed on the agenda under the procedure established herein, the Board may rescind, modify, reaffirm, or take no action on the item, in the same manner it would take action on any other new or old business.

j. Public Participation. Comments shall be solicited from the public on each item scheduled for consideration by the Board. When comments from the public are solicited, the Board or Board chairperson may set a time limit on any presentation by a member of the audience. Unless otherwise permitted by the Chair, no person shall be allowed to speak more than once on any single agenda item.

k. Officers of the Board. The officers of the Board shall be elected as provided by NRS 318.085 and shall consist of a Chairman of the Board, Vice Chairman of the Board, Treasurer, and Secretary. The term of office shall be for one (1) year or until a reorganization of the Board is required.

l. Authorization to Sign Checks. The General Manager and the officers of the Board are hereby authorized to sign checks drawn on the various bank accounts of the District. It shall be required that at least two (2) signatures are affixed to any check drawn on such accounts. A list of checks, exceeding \$2,500, except payroll, shall be presented to the Board at each meeting for their review and approval, unless otherwise ordered by the Board.

m. Facsimile Signatures. The banks with which the District does business are authorized and directed to honor checks drawn on the various bank accounts of the District, when bearing any two facsimile signatures of the officers of the Board and General Manager of the District, after their manual signatures are filed with the Secretary of State, in conformance with NRS 351.030.

n. Pre-payment. The Board hereby authorizes pre-payment of contractual obligations, payroll obligations, and obligations that would be subject to penalty or loss of discount, if not paid prior to the next regular meeting of the Board,

subject to reporting such pre-payments at the next regularly scheduled meeting.

o. Attorney - Client Discussion. By majority vote at an open meeting, the Board may exclude members of the general public from a discussion with its attorney(s) and appropriate staff members, on matters pertaining to litigation, or other matters of an adversary nature which may lawfully be discussed in closed sessions under the attorney-client privilege. Notice that the Board may consider a motion to enter a closed session shall be posted in advance with the agenda for the meeting. A tape recording of the meeting shall be taken, and minutes of the closed portion of such meeting shall be taken and approved, and shall be retained, under appropriate security by the Executive Secretary, in a confidential manner and may only be reviewed by all Trustees, the Attorney, General Manager, and others who were present at the closed meeting. Upon resolution of the matter giving rise to the closed meeting, the Attorney shall notify the Executive Secretary, who shall release the tape recording and minutes from confidential status and place them with the records of the regular proceedings of the Board. (Added by Resolution No. 1544, August 27, 1987)

* * * * *

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly passed and adopted at a regularly held meeting of the Board of Trustees of the Incline Village General Improvement District on the 9th day of January, 1986, by the following vote:

AYES, and in favor thereof, Trustees: Bobbie Gang, Jane Maxfield, Greg McKay, Pam Wight, Bob Wolf

NOES, Trustees: None

ABSENT, Trustees: None

 /s/
Secretary

subject to reporting such pre-payments at the next regularly scheduled meeting."


* * * * *

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly passed and adopted at a regularly held meeting of the Board of Trustees of the Incline Village General Improvement District on the 9th day of January, 1986, by the following vote:

AYES, and in favor thereof, Trustees: Bobbie Gang, Jane Maxfield, Greg McKay, Pam Wight, Bob Wolf

NOES, Trustees: None

ABSENT, Trustees: None


Secretary

POLICY AND PROCEDURE RESOLUTION NO. 100
AS AMENDED JANUARY 14, 1988

RESOLUTION NO. 1

A RESOLUTION FIXING THE TIME AND PLACE OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT, AND PROVIDING THE MANNER IN WHICH SPECIAL MEETINGS OF SAID DISTRICT MAY BE CALLED, DESIGNATING AN OFFICIAL MAILING ADDRESS, AND ESTABLISHING THE ORDER OF BUSINESS AND RULES FOR ITS PROCEEDINGS

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

RESOLVED, by the Board of Trustees of the Incline Village General Improvement District, Washoe County, Nevada, as follows:

1. REGULAR MEETINGS. The regular meetings of the Board of Trustees of the Incline Village General Improvement District shall hereafter be held on the second (2nd) Thursday of each and every calendar month at the hour of 7:00 p.m. and on the last Thursday of each and every calendar month at the hour of 7:00 o'clock p.m.

2. SPECIAL MEETINGS. Special meetings of the Board of Trustees shall be held upon call of the Chairman of the Board or of a majority of the members thereof, by delivering personally or by mail or other notice to each member. Notice of all meetings shall be given in conformity with the provisions of Nevada Revised Statutes 241.020.

3. MEETING PLACE. All meetings of the Board of Trustees shall be held at the regular meeting place within the District, unless they shall adjourn to or fix another place of meeting in a notice to be given thereof, or unless prevented by flood, fire or other disaster. Said regular meeting place, which shall be the principal place of business of the District, is hereby fixed and established at 893 Southwood Boulevard within the District.

4. HOLIDAYS. In the event that any day fixed for a regular meeting of the Board shall fall upon a holiday, that meeting shall be cancelled unless the meeting is rescheduled by the Board.

5. ORDER OF BUSINESS. The order of business at the regular meetings of said Board shall be substantially as follows:

- a) Roll call
- b) Approval of minutes

- c) Approval of agenda
- d) Public hearings
- e) General business
- f) Reports
- g) Approval of bills
- h) Adjournment

The order of business may be revised by the General Manager upon consultation with the Chairman, where necessary to accomplish the efficient conduct of a meeting.

6. RULES OF PROCEEDINGS.

a. Public Meetings. All meetings of the Board shall be in accordance with NRS 241, the Nevada Open Meeting Law.

b. Quorum. A majority of the Board of Trustees shall constitute a quorum for the transaction of business.

c. Method of Action. The Board of Trustees shall act only by ordinance, resolution, motion or contract, which, to become effective, shall be adopted by the affirmative vote of at least a majority of its members present in public meeting, unless otherwise provided by statutes.

d. Recording Vote. Except where action shall be taken by the unanimous vote of all trustees present and voting, the ayes and noes shall be taken on all actions had and entered upon the minutes. All Trustees shall have the equal right to vote, make and second motions.

e. Ordinances. The enacting clause of all ordinances passed by the Board shall be in these words: "Be it ordained by the Board of Trustees of the Incline Village General Improvement District, as follows:." All ordinances shall be signed by the Chairman of the Board of Trustees and attested by the Secretary.

f. Contracts. Contracts entered into by the District in any aggregate amount exceeding \$10,000.00 must be approved by the Board of Trustees. All contracts, deeds, warrants, releases, receipts and documents approved or awarded by the Board shall be signed in the name of the District by the Chairman and countersigned by the Secretary, unless authorization to sign is given to another person by the Board. In the absence of the Chairman or Secretary, another member of the Board may sign. Contracts involving an aggregate amount of \$10,000.00 or less, which are not subject to the formal bid requirements of the Nevada Revised Statutes, may be authorized, approved and executed by the General Manager of the District or his designee, unless otherwise ordered by the Board of Trustees.

g. Robert's Rules. In all other regards, such meetings shall be substantially conducted in conformity with Robert's Rules of Order.

h. Agenda Preparation. The General Manager is responsible for preparing the agenda for each meeting. The General Manager shall schedule for consideration by the Board any matter requested to be placed on the agenda by a Trustee. If a person or party wishes to have a matter considered by the Board, a written request should be submitted to the General Manager, in advance of the meeting, allowing enough time for staff research. The amount of advance time required will be determined by the General Manager, based upon Board policy, administrative procedure, and the facts in each instance. Unless directed otherwise by the Board, the General Manager may delay consideration of an item, based upon the length of an agenda, need for coordination with other agenda items, meeting efficiency, or other considerations. In any conflict between the provisions of this paragraph and that of paragraph i, paragraph i shall govern.

i. Reconsideration. Reversal, or substantial modification, of any item by the Board of Trustees within six months of the meeting date at which the action was taken, will only be considered by the Board under the procedures established in this paragraph. After six months, the provisions of paragraph h shall be controlling. The General Manager may request reconsideration of any action of the Board, and place reconsideration of the action before the Board, if the General Manager determines that the action compromises the efficiency of operations or otherwise impairs the effective management of IVGID. A Board action may also be scheduled for reconsideration with the concurrence of at least three Trustees, such concurrence expressed in a Board meeting or filed in the form of a request to the Executive Secretary to the Board, in writing. Written requests for reconsideration by any other person or party, including members of the general public, will be distributed to the Trustees but shall not be placed on the Board agenda, without the concurrence of at least three Trustees, as provided above. If the original action was taken after a public hearing, a second hearing shall be held in conjunction with any reconsideration. Once placed on the agenda under the procedure established herein, the Board may rescind, modify, reaffirm, or take no action on the item, in the same manner it would take action on any other new or old business.

j. Public Participation. Comments shall be solicited from the public on each item scheduled for consideration by the Board. When comments from the public are solicited, the Board or Board chairperson may set a time limit on any presentation by a member of the audience. Unless otherwise permitted by the Chair,

no person shall be allowed to speak more than once on any single agenda item.

k. Officers of the Board. The officers of the Board shall be elected as provided by NRS 318.085 and shall consist of a Chairman of the Board, Vice Chairman of the Board, Treasurer, and Secretary. The term of office shall be for one (1) year or until a reorganization of the Board is required.

l. Authorization to Sign Checks. The General Manager and the officers of the Board are hereby authorized to sign checks drawn on the various bank accounts of the District. It shall be required that at least two (2) signatures are affixed to any check drawn on such accounts. A list of checks, exceeding \$2,500, except payroll, shall be presented to the Board at each meeting for their review and approval, unless otherwise ordered by the Board.

m. Facsimile Signatures. The banks with which the District does business are authorized and directed to honor checks drawn on the various bank accounts of the District, when bearing any two facsimile signatures of the officers of the Board and General Manager of the District, after their manual signatures are filed with the Secretary of State, in conformance with NRS 351.030.

n. Payment of Bills. A summary roll of accounts payable shall be presented to the Board at a public meeting for review and approval, prior to payment of obligations. During any period when more than three weeks passes between regular meeting of the Board, the General Manager is hereby authorized to approve accounts payable directly, provided that the summary roll is distributed to individual Trustees at least three days in advance of the General Manager's approval. The Board hereby authorizes pre-payment of contractual obligations, payroll obligations, and obligations that would be subject to penalty or loss of discount, if not paid prior to the next regular meeting of the Board, subject to reporting such pre-payments at the next regularly scheduled meeting.

(Amended 1/14/88)

* * * * *



-
-
- [IVGID](#)
- [Ski](#)
- [Golf](#)
- [Lake Tahoe Weddings & Events](#)
- [Parks & Rec](#)
- [Public Works](#)
- [Jobs](#)

ABOUT
IVGID

DEPARTMENTS

BOARD OF
TRUSTEES

RESOURCES

FINANCIAL
TRANSPARENCY

TALK2IVGID

HOME > IVGID > FINANCIAL TRANSPARENCY

Financial Transparency

In an effort to enhance transparency in financial reporting, IVGID is offering an interactive reporting tool that allows citizens to explore IVGID's financial data online in various graphical formats selected by the user. OpenGov, a company specializing in data accessibility, pioneered this online application.

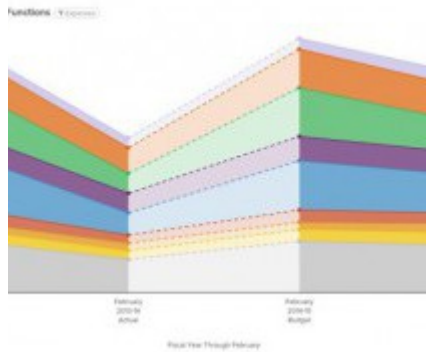
This [OpenGov Data Tool](#) provides you the opportunity to view, filter, and analyze financial data for IVGID.

OPENGOV DATA TOOL

Drill down into the District's Financial details with the OpenGov

Data Tool.

- OpenGov Tutorial (pdf)
- OpenGov Tutorial (video)



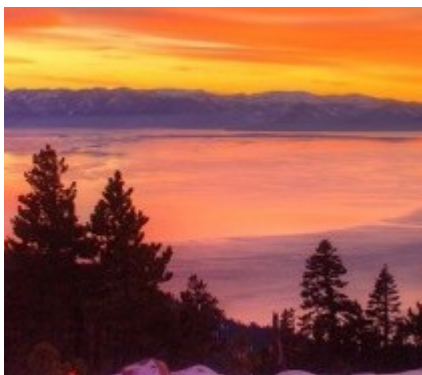
→ OpenGov Data Tool

Our financial data made easier to access, understand, and share.



→ Legend of Our Account Structure

This legend will be especially helpful in understanding the coding on our Weekly Payment of Bills located on our website.



→ Budget

[Download annual operating budget reports](#)



→ 5 Year Capital Project Summary

[Five Year Project Summary](#)



→ Weekly Payment of Bills

[You Can Find Our Weekly Bill Payments Here](#)



→ Monthly District Financials

[IVGID's Monthly District Financial Reports](#)



→ Capital Improvement Projects

[View Our Capital Improvement Projects](#)



→ Comprehensive Annual Financial Report

[Download audit financial reports](#)



→ Debt Management Policy

[IVGID's Debt Management Policy](#)



[Board Meetings & Agendas](#)

- [IVGID Quarterly](#)
- [Employment](#)

- [CBIV Community Engagement](#)

Special Announcements

- [Construction Updates](#)
- [IVGID Quarterly June 2019](#)
- [Looking for a job?](#)
- [Diamond Peak Master Plan Update](#)
- [Beach Facilities Study Presentation](#)
- [Renew Your Punch Cards Here](#)
- [Community Services Master Plan](#)
- [Financial Transparency](#)

Questions? Reach us

775-832-1100

info@ivgid.org

SIGN UP FOR EMAILS



CONTACT US 877.468.4397

-

[About IVGID](#)

- [Contact IVGID](#)
- [Mission & Vision](#)
- [Recreation Privileges](#)
- [History of IVGID](#)
- [Media Center](#)

-

[Departments](#)

- [Administration](#)
- [Senior Management Team](#)
- [Diamond Peak Ski Resort](#)
- [Facilities and Weddings](#)
- [Food & Beverage](#)

-

[Board of Trustees](#)

- [Meetings & Agendas](#)
- [Streaming Video](#)
- [Board Members](#)
- [Archived Agendas and Packets](#)

-

[Resources](#)

- [Bidding Opportunities](#)
- [IVGID Quarterly](#)
- [IVGID Ordinances](#)

- [District Strategic Plan](#)
- [Community Services Master Plan](#)

•

[Financial Transparency](#)

- [OpenGov Data Tool](#)
- [Legend of Our Account Structure](#)
- [Budget](#)
- [5 Year Capital Project Summary](#)
- [Weekly Bill Payments](#)

•

[Talk2IVGID](#)

- [Knowledge Base Faq's](#)

- [Privacy Statement](#)
- [Terms of Use](#)
- [Media Center](#)
- [Employment](#)
- [Contact Us](#)
- [News](#)
- [Events](#)
- [Sitemap](#)
- 893 Southwood Blvd, Incline Village, NV 89451
- 877.468.4397
- [Website by KPS3](#)

© Incline Village General Improvement District (IVGID)

MINUTES

REGULAR MEETING OF AUGUST 28, 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, August 28, 2019 at 12 noon at the Chateau located at 955 Fairway Boulevard, Incline Village, Nevada.

A. 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, Director of Golf/Community Services Darren Howard, Director of Human Resources Dee Carey, General Manager Diamond Peak Ski Resort Mike Bandelin, and Director of Finance Gerry Eick.

Members of the public present were Cliff Dobler, Andy Whyman, and others.

(15 individuals in attendance at the start of the meeting which includes Trustees, Staff, and members of the public.)

B. PUBLIC COMMENTS

Cliff Dobler read from a prepared statement which is attached hereto.

C. APPROVAL OF AGENDA (for possible action)

Chairwoman Wong asked for any changes to the agenda; no changes were made and the agenda was approved as submitted.

E. GENERAL BUSINESS (for possible action)

- E.1. Review, Discuss, and Possibly Authorize Multiple Contracts for the Water Pump Station 2-1 Improvements Project; 2018/2019 Capital Improvement Project: Fund: Public Works; Division: Water; Project # 2299DI1702; Vendors: San Joaquin Electric Inc., in the amount of \$291,000 and Jacobs Engineering in the amount of \$25,000 (Requesting Staff Member: Director of Public Works Joe Pomroy)**

Director of Public Works Joe Pomroy gave an overview of the submitted memorandum.

Trustee Morris said that he knows that we have been talking about this project for a while but that there is a big disparate from the estimate and there is no explanation about that huge difference so can Staff expand on that. Director of Public Works Pomroy said that the project was developed in late 2017/early 2018 under the direction of previous Staff who scoped out the project for a full electrical line up. Most of the difference is about scoping versus design and accounting for all the contingencies. There was a short design schedule and bidding versus time lag. There was sufficient budget to account for anything that we needed to do but we had a very narrow scope. Often, we create data sheets before design. There is about a \$350,000 difference and Staff will probably spend about \$400,000 when it is all complete. Trustee Morris said it is helpful to know those things ahead of time so we don't have to ask that question. So this is about budgeting being done some time ago and while it is positive news sometimes it is the converse and we get called out so the more we can do to keep track, the better. Was there not any way to be aware of being significantly under budget and having an opportunity to think about those funds. Director of Public Works Pomroy said Staff contemplated it as 2018/2019 and kicked off the design in July. This is a 2018/2019 data sheet and in dealing with current staffing, we had to delay the design as we just weren't flexible or nimble enough to do this last July or August so we didn't start this until January. Staff tries to be flexible and move projects along but this is where this one landed.

Trustee Horan said that he agrees with Trustee Morris and that it is nice to be under budget. What do we do with the money that is unspent – the memorandum says that it goes into reserves and that brings up the issues of the past with capital improvement projects and carry over and reallocation. This project presents another opportunity to take a look at that subject again because just to say it goes back to reserves is too general and we should be more specific. He understands that on budgeting, we need to be careful because we are run by our budget with the State and our expenses and that the State is not concerned with revenue and that we want to be careful with our expenses and going over. There are a lot of different opinions on capital improvement projects and this is a good opportunity to have our Interim District General Manager take a look at that and how they are managed and how we see those again. He has no recommendation but he would like to take the opportunity to take another crack at presenting the

capital improvement projects. He supports this project but is concerned about accounting for the funds not being spent on this project. Director of Public Works Pomroy said if you wind back to the rate study and working capital and target funds and if Staff is meeting both Board policies by looking at the net position etc. and it is then that the unspent funds go back into that and the rates get set. Any unspent money or when the District gets extra connection fees, all that goes into the Utility Fund and as the rate study gets done, it gets calculated into that policy and then the rates get set to meet expenses. It gets recalculated on an annual basis and that is why we have an annual rate study because the totals get adjusted. We have talked about this before and this is what would happen with the \$250,000 as there would be no more spending and then we would look at the carry forward and then recalculate everything for the rate study.

Chairwoman Wong said that there needs to be a discussion about capital improvement projects and capital improvement project reporting and that the Board should discuss that at a future meeting. Trustee Horan said that he agrees and that he would like Staff to come back and give us something to review. Chairwoman Wong said she would like to do both as she and Trustee Dent met and came up with a proposal of where to go so she would like to pick that up and use it as a starting point.

Trustee Dent said that this is a good discussion today. When it comes to policy, he would like to dive into that a little bit deeper than reporting. The District doesn't have a reserve policy so let's discuss a policy and be proactive and start to plan for our infrastructure. It is nice to see a savings from what we have budgeting but just a few months ago we were seeing between forty and fifty percent over budget and now we are one hundred percent under budget. We need to figure out a way to get a little bit better as he agrees with Trustee Morris. This memorandum seems so sloppy and it is missing information such as the Engineer's estimate; do you have it. Director of Public Works Pomroy said yes, it is in the invitation to bid. Trustee Dent asked why wasn't it included. Director of Public Works Pomroy said it was missed. Trustee Dent said so for Fiscal Year 2018/2019, you put in \$700,000 in the budget but you had an \$800,000 budget and just days ago he learned that you spent around \$9,000 so where is the remaining \$90,000 and what was it spent on. Director of Public Works Pomroy said that the first \$100,000 was spent on the design phase and \$700,000 is for the construction phase. Trustee Dent said so you spent \$90,000 on design. Director of Public Works Pomroy said yes and that was approved as it was below the Board threshold. Trustee Dent said that Mr. Dobler just handed him the contract and it was

for \$30,000 so he would like to put something on the agenda to discuss where the funds are being spent and to have some oversight.

Chairwoman Wong said so there is a design phase and a construction phase and so is that two separate projects or one project that really does have a total value of \$450,000. Director of Public Works Pomroy said that this memorandum is on the construction phase and the expenses going against it. The previous \$100,000 was for the design phase and that was finished out at the end of June and that those funds are aggregated into one project number thus the design and construction are one project and there was \$800,000 budgeted for this one project. Staff can prepare their memorandums with amounts spent on pre-design, design, construction, etc. as there are multiple ways to bring it back to the Board of Trustees. It can be done contract specific or project specific as Staff is happy to do either one. This one before the Board is construction phase and we could do one with it stating here is the project and total life of the project and everything spent because there are some things that don't come before the Board for their approval because they are within Staff's authority level. Chairwoman Wong said that helps with giving some context and that she thinks that would be helpful to have that overall description of the project as it would give us the ability to see the project from start to finish and what we need to do and then what we are approving right now. It will also give us better visibility. At the bottom of the data sheet, there is a vertical pump replacement which is part of this project so how does that fit in with what we are approving right now. Director of Public Works Pomroy said that the data sheets are written to specific facilities and right now we are in 2019/2020 and then we will be in 2020/2021 and so two years from now we will replace the pumps and the data sheet is the record of a project at a specific location. There might be three or four projects in one data sheets and he gave an example of a ski lift, then a watermain, and then one for the wastewater treatment plan. Chairwoman Wong said that it helps to have the explanation and she thinks that is where we are all struggling as we have different projects under a main project and that it is broken down into subprojects. We are having that issue with the effluent export pipeline as she can't discern the different ones as there are discrete portions that start and end and start and end and maybe this is part of the larger discussion but she thinks that all of the Board members are struggling with this in terms of these projects.

Trustee Callicrate said that he agrees and that this is a great opportunity to get this on a future agenda as it is one of the issues that we have all been talking about, scopes, etc. and it is confusing to the Board and the

community in general. It would alleviate a lot of the push back or can do so depending on what the projects and subprojects are called. Great idea for a future agenda item on how we want these to look like and the effluent export pipeline is a classic example.

Trustee Horan said he thought he heard you say that the design portion was approved under Staff authority; Director of Public Works Pomroy said yes, it was \$30,000. Trustee Horan said why is not under the entire approval process when approving the whole concept and the design phase being a part of that project. Director of Public Works Pomroy said that design is part of the project and that it is an earlier phase. Each project is in the capital improvement plan process that goes before Board and the whole project is approved once the Board approves and the project is then kicked off and then as parts happen it meets either the Staff or Board level of approval. This design contract was under \$50,000 which is within Staff authority. If the project is approved by the Board during the budgeting process, then Staff does the project. Trustee Horan said that he was insinuating that anything devious was going on rather he was just struggling with the grouping. Director of Public Works Pomroy said that Staff could create three or four data sheets and do so by year and that we have gone back and forth with that option and we have grouped the projects with a total timeline. It is just about how the Board would like to see it as Staff has done it both ways before and he is happy to engage in that discussion.

Trustee Dent asked about the lead time to switch gears and why was it kicked out; this is not going to take place for five or six months – is that correct? Director of Public Works Pomroy said yes and they will be on site first of February. Trustee Dent asked how long did the design take. Director of Public Works Pomroy answered from January through June and then it was advertised on July 5.

Trustee Morris said that the discussion about the overall project and the piece that is before us for any given decision hopefully we will have that as a separate Board item as we don't have all the details. We, the Board, approved a \$100,000 project first then a \$700,000 one – is that correct? Director of Public Works Pomroy said that there was an original project for \$100,000 in 2016/2017 or 2017/2018; he doesn't have that data sheet before him. Trustee Morris said that this is not about the numbers rather it is more about concept. The Board did approve \$100,000 as a budget but Staff only spent \$50,000 and he recognizes that he is grabbing numbers out of the air but that there is not any report on what happened to that remaining

money. This Board wants to make sure that we have an awareness of the entire project which would be good for clarity and completeness. Director of Public Works Pomroy said that he will give the Board a road test for the upcoming sewer pump station. It is a project that has occurred over multiple years with various projects and he will be able to give you that memorandum for the October 30 meeting and then the Board can tell Staff what you like. Hopefully, Staff will present a more thorough memorandum and then the Board can make the changes they desire so Staff will put this into action right away and we will give you a live example right away.

Trustee Morris made a motion to:

1. Award a construction contract to San Joaquin Electric Inc. in the amount of \$291,000 for the Water Pump Station 2-1 Improvements Project.
2. Authorize Chair and Secretary to execute the contract with San Joaquin Electric 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 – \$29,000.
4. Authorize Staff to enter into an Additional Task Order with Jacobs Engineering totaling \$25,000 for services during construction of the project.

Trustee Horan seconded the motion. Chairwoman Wong asked for further comment.

Trustee Dent said that this is the sloppiest and most incomplete memo he has seen as there is no engineer's estimate, no critical timeline, budget is wrong, etc. so he will not be supporting this motion.

Hearing no further comments, Chairwoman Wong called the question. Trustee Callicrate, Horan, Morris and Wong voted in favor of the motion and Trustee Dent voted opposed. The motion passed.

Trustee Callicrate left the meeting at 12:37 p.m. due to an emergency.

E.2. Golf Cart Analysis – Lithium Battery Benefits versus Gas/Acid Batteries; (Requesting Staff Member: Director of Golf Darren Howard)

Director of Golf Darren Howard gave an overview of the submitted materials which included distributing two corrected pages to the PowerPoint presentation.

Chairwoman Wong said that this was a preview of a contract that we could be approving at our next Board meeting. Director of Golf Howard said that is correct and that the request for bids went out yesterday. This is just an education on why we should go with lithium batteries.

Trustee Morris asked if we were requesting bids for both battery and gas carts. Director of Golf Howard said yes. Trustee Morris asked if the results were due at the next meeting and do we have this in budget for replacement this year. Director of Golf Howard said yes. Trustee Morris said he is a definite supporter about the environment and if there were a small delta, it would be good thing.

Chairwoman Wong said just out of curiosity, could you provide the lowest bid for the gas and battery operated carts in the packet. Director of Golf Howard said yes and that he didn't include acid because of strain, etc.

Trustee Morris said a little while back there was a discussion about keeping gas powered carts at the Mountain Golf Course because of power issues so he is assuming that the battery power has improved. Director of Golf Howard said absolutely and that is because lithium has more power. Staff has tested it at the Mountain Golf Course and we would not go with acid battery.

F. 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.

Cliff Dobler said let's put our thinking caps on here as we did a Community Services Master Plan and did we put together a complete plan. Did we address all the maintenance, etc.? Do we have a master plan that was done seven years ago that needs to be updated? What about all the lots we have? What about the lots that were transferred? What about the lot that was rezoned in 2006 and done so to house IVGID employees? We got that piece of land rezoned thirteen years ago and what are we going to do with it. Here is an idea – give it to a developer who

can go apply for some Federal tax credit which Washoe County will have to give to us because they are required to do so. We shouldn't have done nothing as we have a half-baked plan here. And what about the pond up the highway – do you have a plan for that piece of property. There was big savings at the Mountain Golf Course Clubhouse, saved \$337,000, so you need to reduce that budget so that the General Manager won't spend it on other things.

G. ADJOURNMENT

The meeting was adjourned at 12:46 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 Cliff Dobler – 1 page – Written Public Comments by Cliff Dobler –
Board of Trustee Meeting 8-27-2019

At the beginning of the IVGID website titled "About IVGID" it is stated that the elected Board of Trustees, which acting on behalf of the electorate, sets policy and determines strategies for accomplishing its charter. One important policy should be to establish cash reserves which would be available in case of emergencies, a downturn in business, poor weather or bad management of resources.

Water and sewer is delivered by a \$600,000,000 infrastructure and should have a policy for CASH reserves. Instead there is no policy. This Board relies on Policy and Practice 7.1.0 and 7.2.0 titled "Appropriate Level of Fund Balance" which relates to Special Revenue Funds only. The Utility Fund is included in the Policy and Practice, however, the Utility Fund is neither a Special Revenue Fund nor has a fund balance. The Policy and Practice only addresses operations and does not even consider capital projects or debt service. So there is NO reserve policy for the Utility Fund.

There is also Policy and Practice 19.1 and 19.2 which addresses an Appropriate Level of Working Capital. These relate to the Utility Fund but does not address reserves. Instead it establishes a certain amount of Working Capital at a point in time which can be dramatically changed in the next minute by investing in long term assets. These are nothing more than Balance Sheet "window dressing". The practice also requires that money being collected for multiyear capital projects should be considered but has been ignored several times by Mr. Eick.

Based on a \$600,000,000 Utility infrastructure, and assuming the infrastructure would last for 100 years, then at least \$6,000,000 should be reserved annually for capital spending. Instead, in order to keep utility rates low only about \$3,800,000 was budgeted annually over the past five years and the drain began. At June 30, 2018, the Utility Fund had only \$1,028,000 in unrestricted net position after setting aside cash for committed projects including the effluent pipeline. \$1 million for a \$600,000,000 infrastructure. Estimated 2019 and the 2020 budget drains off more money.

How much should be the annual budget for utility capital projects and reserves? Who knows? Trustee Dent suggested a Reserve Study which was immediately shunned by three board members. Pinkerton indicated that most Utility Companies perform reserve studies. Why not IVGID? Maybe to hide embarrassment because utility rates would have to rise. Pinkerton stated utility rates would have to rise by 40% if proper accounting for the Effluent Pipeline was kept. Instead the Pipeline money has been redirected to other projects.

What about the Community Services Fund? Policy and Practice 7.1 and 7.2 indicates the Appropriate Level of Fund Balance should be about \$4,481,000 So having a fund balance \$13,183,000 at the end of fiscal year 2019 might be considered quite INAPPROPRIATE. Should this Board have had an agenda item on such a large discrepancy? I sit before a no action Board.

DATE	DAY OF THE WEEK	TIME	LOCATION	MEETING	ITEMS SLATED FOR CONSIDERATION
10/30	Wednesday	6 p.m.	Chateau	2019 Regular Board Meeting <i>TRUSTEE MORRIS WILL BE CALLING IN</i>	Interim General Manager Goals and Objectives Tennis Center Renovation review and prioritization of small, medium and large options with selection
11/13	Wednesday	6 p.m.	Chateau	Regular Board Meeting <i>TRUSTEE CALLICRATE WILL BE CALLING IN</i>	Construction Contract Award: SPS-1 Improvements Project Construction Contract Award: WRRF Aeration Improvements Project Burnt Cedar Pool Renovation discussion Incline Beach House improvement project discussion
12/11	Wednesday	6 p.m.	Chateau	Regular Board Meeting	Adoption of Audit
				2020	
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