

General Business Item G.5.

Review, discuss, and provide direction on Board communications to the community regarding meeting decisions (Requesting Trustee: Chairman Matthew Dent)

**Incline Village General Improvement District
Board of Trustees
Meeting Synopsis
Date: Wednesday, May 25, 2023
Time: 6:00 pm**

**Trustees In Attendance: Chairman Dent, Trustee Schmitz, Trustee Noble,
Trustee Tulloch and attending virtually: Trustee Tonking**

Note: Chairman Dent left the meeting at 11:10pm



**Meeting Location:
The Board Room at the Administration Building
893 Southwood Blvd. Incline Village, NV 89451**

- [Meeting Agenda](#)
- [Packet Part 1](#)
- [Packet Part 2](#)
- [Packet Part 3](#)
- [Packet Part 4](#)
- [Packet Part 5](#)

During the meeting, agenda items may have shifted. Please refer to the subject summary on each item.

[Watch Livestream recording of this meeting](#)

C. Public Comment:

In Person: Chris Nolet, Linda Kars, Harry Swenson, Gail Krolick, Aaron Katz, Judith Miller

**Via Zoom- Frank Wright, Cliff Dobler, Frank Wright
Statement by Trustee Noble**

D. Approval of the Agenda

The Trustees voted for a flexible agenda

The order of the agenda changed- please see notes below

E. Reports to the Board

1. Fiscal Year 2022/2023 - 3rd Quarter Budget Update by Director of Finance

Paul Navazio

[Link to information](#)

2. Fiscal Year 2022/2023 - 3rd Quarter CIP Popular Status Report by Director of Finance Paul Navazio

[Link to information](#)

F. Consent Calendar

Consent Calendar Item F.1- Item Moved to G11.

SUBJECT:

Review, discuss, and possibly approve a Site Use License Agreement with NV Energy

[Link to information](#)

During the Meeting:

Trustees discussed and asked questions of staff primarily related to the fee structure and the neighborhood's impacts.

Trustees instructed staff to work with NV Energy on a revised agreement to bring to a future Board meeting.

Action:

No action taken at this time- This item will be brought back to a future meeting.

Consent Calendar Item F.2:

SUBJECT:

Review, discuss and possibly approve a professional services agreement with DOWL LLC for water model services associated with the Watermain Replacement - Alder Avenue CIP# 2299WS1802

Recommendation for Action:

- 1. Approve the professional services contract with DOWL LLC for water model services associated with the Watermain Replacement - Alder Ave CIP#2299WS1802 project in the amount of \$7,000.**
- 2. Authorize the Director of Public Works to execute the contract in substantially the form presented**

[Link to information](#)

Action:

Item passes with the consent calendar.

Consent Calendar Item F.3 - Removed from the agenda

SUBJECT:

Review, discuss and possibly approve a professional services agreement with

DOWL LLC for the preparation of revised bidding documents associated with the Sewer Pump Station (SPS)

- 1. Review, discuss and possibly approve a professional services agreement with DOWL LLC, in an amount not to exceed \$42,303 for the preparation of revised bidding documents associated with the Sewer Pump Station (SPS) #1 CIP#2599DI1703 project.**
- 2. Authorize Director of Public Works to execute the contract in substantially the form presented.**

[Link to information](#)

Action:

No action taken at this time - This item will be brought back to a future meeting.

Consent Calendar Item F.4:

SUBJECT:

Review, discuss and possibly approve the Purchase Order Agreement with Utility Services Assoc. for the Leak Detection Survey.

Recommendation for Action:

- 1. Approve the purchase order agreement with Utility Services Associated for performing a leak detection survey for the amount of \$10,142.**
- 2. Authorize the Director of Public Works to execute the contract in substantially the form presented.**

[Link to information](#)

Action:

Item passes with the consent calendar.

Consent Calendar Item F.5:

SUBJECT:

Review, discuss and possibly approve a purchase and professional service agreement for the replacement of the 1979 haul rope on Red Fox ski lift.

2022/2023 Capital Improvement Project: Fund; Community Services; Division: Ski; Project #3462HE1712 Project Type; E - Capital Maintenance; Vendor: Wire Rope Service in the amount of \$72,930. Recommendation for Action: That the

Board of Trustees makes a motion to:

- 1. Approve a Purchase Agreement for a replacement haul rope; Red Fox Ski Lift – 2022/2023 Capital Improvement Project: Fund: Community Services; Division: Ski; Project # 3462HE1712; Project Type; E – Capital Maintenance; Vendor: Wire Rope Service in the amount of \$38,530.00**
- 2. Approve a Professional Service agreement for the removal and installation of the replacement haul rope; Red Fox Ski Lift – 2022/2023 Capital Improvement Project: Fund: Community Services; Division: Ski; Project # 3462HE1712; Project Type; E – Capital Maintenance; Vendor: Wire Rope Service in the amount of \$34,400.**

[Link to information](#)

Action:

Item passes with the consent calendar.

Consent Calendar Item F.6 - Item Moved to G10:

SUBJECT:

Review, discuss, and potentially approve Policy 22.1.0 Disclosure of Community Groups

Recommendation for Action: That the Board of Trustees makes a motion to approve Policy 22.1.0 Disclosure of Community Groups.

[Link to information](#)

During the Meeting:

Approved with amended language

Action:

Item passes 3 - 2

Consent Calendar Item F.7:

SUBJECT:

Meeting Minutes of May 8, 2023

[Link to information](#)

Action:

Item passes with consent calendar.

G. General Business Items:

General Business Item G.1

SUBJECT:

SUBJECT: Review and Discuss the Opinion of Probable Construction Cost for GMP2 of the Export Effluent Pipeline Project (CIP #2524SS1010)

Recommendation for Action: Review and Discuss the Opinion of Probable Construction Cost for GMP2 of the Export Effluent Pipeline Project (CIP #2524SS1010)

[Link to information](#)

Action:

No action taken at this time- This item will be brought back to a future meeting.

General Business Item G. 2- Item moved to G1:

SUBJECT:

Review, discuss and possibly approve an Increase to the Project Budget for the Skate Park Enhancement Project (CIP #4378BD2202) in an amount determined by the Board and currently estimated not to exceed \$500,000

Recommendation for Action: The Board of Trustees make a motion to possibly approve funding for the Skate Park Enhancement Project (CIP #4378BD2202) in an amount determined by the Board and currently estimated not to exceed \$500,000.

[Link to information](#)

During the meeting:

The Trustees and staff discussed the potential scope of the board priority project as well as cost escalation.

Action:

Trustees provided direction to Staff to return to the Board with conceptual design and cost estimation to be discussed prior to the approval of any project.

General Business Item G. 3- Item moved to G 8:

SUBJECT:

Review, discuss and possibly approve the rebuild of three Caterpillar 950G loaders by Empire Southwest (formerly Cashman Equipment) and purchase of tire chains from Silver State International Recommendation for Action: That the Board of Trustees makes a motion to:

1. Approve a purchase order contract with Empire Southwest for the rebuild of three 2002 950G Caterpillar Loaders, in the total amount of \$675,000.00 (CIP Project Numbers 2097HE1729, 2097HE1730 and 3463HE1723).
2. Authorize the issuance of a purchase order with Silver State International for the purchase of loader tire chains for three 950G loaders (CIP 2097HE1725 and 3463HE1722).
3. Authorize the transfer of funds in the amount of \$6,352 from CIP project number 2097HE1729 to CIP project number 2097HE1725.
4. Authorize the transfer of funds in the amount of \$3,426 from CIP project number 3463HE1723 to CIP project number 3463HE1722.
5. Authorize the Director of Public Works to sign the Purchase Order Contract in substantially the form presented

[Link to Information](#)

During the meeting:

Presentation by Director Of Public Works Brad Underwood

Action:

Item passes 5 - 0

General Business Item G. 4 - Item moved to G.5:

SUBJECT:

Discussion of Resolution 1902: A Resolution Approving the Report for Collection of Recreation Standby and Service Charges for Fiscal Year 2023/2024

[Link to Information](#)

During the meeting:

Director of Finance Paul Navazio presented the options and rationale behind each option. The Trustees discussed, at length, each option and their potential impact. GM Winquest and Director Navazio fielded Trustee questions.

Action:

No action taken at this time.

General Business Item G. 5- Item moved to G.6:

SUBJECT:

SUBJECT: PUBLIC HEARING - FISCAL YEAR 2023/2024 RECREATION ROLL

[Link to Information](#)

During the meeting:

Public Comment: In person: Aaron Katz and Jack Dalton
Virtually: Cliff Dobbler, Frank Wright, and Yolanda Knack

Action:

Trustees voted to open and close the public hearing.

General Business Item G. 6- Item moved to G.7:

SUBJECT:

Review, discuss and possibly approve Resolution 1902: A Resolution Approving the Report for Collection of Recreation Standby and Service Charges for Fiscal Year 2023/2024

- 1) Set the Recreation Facility Fee and Beach Facility Fee for FY2023/24
- 2) Review, discuss and possibly approve Resolution Number 1902 which approves

the Report for Collection of Recreation Standby and Services Charges (also known as the Recreation Facility Fee and Beach Facility Fee) for Fiscal Year 2023/2024

[Link to Information](#)

[Link to Additional Information](#)

During the meeting:

The Trustees had further discussion prior to taking action on this action.

Action:

***Parcels without beach access will not be assessed a Facility Fee for 2023/2024**

***Parcels without beach access will not have access to Recreation Punch Cards (as the value would be \$0.00).**

***Parcels with Beach Assessed a \$455.00 Beach Facility Fee**

***For parcels without beach access, Recreation Pass holders have access to District venues (except Beaches) at discounted Recreation Pass holder rates.**

***Parcels with beach access have Punch Cards values set at \$91.00 (1/5 of the \$455 Beach Facility Fee) for 2023/2024.**

***Punch Cards allocated to parcels with beach access can be used at any venue consistent with [Ordinance 7](#).**

Item passes 3 - 2

General Business Item G. 7- Item moved to G.2:

SUBJECT:

Discussion of Incline Village General Improvement District Final Budget for FY2023-24, State of Nevada Form 4404LGF, and related FY2023-24 Central Service Cost Allocation, Recreation Facility Fee and Beach Facility Fee, Authorized Staffing Levels, and Fiscal Year 2023-24 Capital Improvement Project Budget

[Link to Information](#)

During the meeting:

Presentation by GM Indra Winquest and Director of Finance Paul Navazio. Updated preliminary budget information was provided to the Trustees in relation to the requested revisions made per Trustee direction, as well as, additional further refinements by staff.

Action:

No action taken at this time

General Business Item G. 8- Item moved to G.3:

SUBJECT:

SUBJECT: PUBLIC HEARING - FISCAL YEAR 2023/2024 BUDGET

[Link to Information](#)

During the meeting:

In-Person Public Comment: Aaron Katz

Virtually: Cliff Dobler & Frank Wright

Action:

Trustees voted to open and close the public hearing.

General Business Item G. 9- Item moved to G.4:

SUBJECT:

Adoption of Incline Village General Improvement District Final Budget for FY2023-24, State of Nevada Form 4404LGF, and related FY2023-24 Central Service Cost Allocation, Recreation Facility Fee and Beach Facility Fee, Authorized Staffing Levels, and Fiscal Year 2023-24 Capital Improvement Project Budget (Requesting Staff Member: Director of Finance Paul Navazio) Recommendation for Action: 1. Approval of the Central Services Cost Allocation Plan for Fiscal Year 2023-2024 allocating a total of \$1,956,300 in costs from the General Fund to the Utility Fund, Community Services Funds and Beach Fund 2. Approval of the Incline Village General Improvement District's Final Budget for Fiscal Year 2023- 2024 (Form 4404LGF) as prescribed by the State of Nevada Department of Taxation 3. Approval of Fiscal Year 2023-24 Authorized Staffing Levels 4. Approval of the Incline Village General Improvement District's Capital Improvement Program Budget for Fiscal Year 2023-2024

[Link to Information](#)

[Link to supplemental pages](#)

During the meeting:

The Trustees held further discussion prior to taking action.

Action:

Item passes 5 - 0 with amendments to the 2023- 2024 Budget as directed by the Board, as well, as a requirement for staff to work with Board Treasurer Tulloch on the final review of the budget forms to be submitted to the Nevada Department of Taxation.

General Business Item G. 10- Item moved to G.9:

SUBJECT:

Final review and discussion of the District General Manager evaluation process for period 2022-2023

[Link to Information](#)

During the meeting:

The director of Human Resources Erin Feore presented the updated memo and fielded any Trustee questions.

Trustees are to get evolution to HR director by June 5th or 6th

Set the evaluation date for June 14th

Action:

GM Evaluation date set for June 14th

H. Redactions for pending public records requests

[Link to Information](#)

I. Long Range Calendar

GM Winquest presented the long-range calendar and the Trustees provided additional feedback and directions to revise the long-range calendar.

K. Board of Trustees Update

- Trustee Tulloch met with the Director of Public Works and Waste

Management Staff regarding a potential amendment to the franchise agreement.

- Trustee Schmitz- provided an update on the review of contracts.

**K. Public Comment:
Virtually: Frank Wright & Cliff Dobler**

L. The meeting was adjourned at 11:25pm

[Click here to watch the Livestream recording of the meeting](#)

Please email communications@ivgid.org with your feedback on this meeting summary to help improve this communication.

Incline Village General Improvement District
893 Southwood Blvd. Incline Village, NV 89451

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