



NOTICE OF MEETING

The special meeting of the Incline Village General Improvement District Board of Trustees will be held starting at 5:00 pm on June 23, 2023 at the Boardroom, 893 Southwood Boulevard, Incline Village, Nevada.

Public comment is allowed and the public is welcome to make their public comment via telephone (the telephone number will be posted to our website on the day of the meeting). The meeting will be available for viewing at <https://livestream.com/accounts/3411104>.

A. PLEDGE OF ALLEGIANCE*

B. ROLL CALL OF TRUSTEES*

C. INITIAL PUBLIC COMMENTS - *Unless otherwise determined, the time limit shall be three (3) minutes for each person wishing to make a public comment. Unless otherwise permitted by the Chair, no person shall be allowed to speak more than once on any single agenda item. Not to include comments on General Business items with scheduled public comment. The Board of Trustees may address matters brought up during public comment at the conclusion of the comment period but may not deliberate on any non-agendized item.*

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. GENERAL BUSINESS *(for possible action)*

1. **SUBJECT:** Review, discuss, and possibly authorize the Board of Trustees Chair to work with and execute a separation agreement at the request of General Manager Indra Winquest, while placing him on paid administrative leave pending formal separation. (Requesting Trustee: Chairman Matthew Dent)

Recommendation for Action: That the Board of Trustees review, discuss, and possibly authorize the Board of Trustees Chair to work with and execute a separation agreement at the request of General Manager Indra Winquest, while placing him on paid administrative leave pending formal separation.

F. FINAL PUBLIC COMMENTS - Limited to a maximum of three (3) minutes in duration.

G. ADJOURNMENT *(for possible action)*

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 • EMAIL: info@ivgid.org

www.yourtahoeplace.com

NOTICE OF MEETING

Agenda for the Board Meeting of June 23, 2023 - Page 2

CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before 9 a.m., Monday, June 19, 2023, a copy of this agenda (IVGID Board of Trustees Session of June 23, 2023) was delivered to the post office addressed to the people who have requested to receive copies of IVGID's agendas; copies were e-mailed to those people who have requested; and a copy was posted, physically or electronically, at the following locations in accordance with Assembly Bill 253:

1. IVGID Anne Vorderbruggen Building (893 Southwood Boulevard, Incline Village, Nevada; Administrative Offices)
2. IVGID's website (www.yourtahoeplace.com/ivgid/board-of-trustees/meetings-and-agendas)
3. State of Nevada public noticing website (<https://notice.nv.gov/>)

/s/ Susan A. Herron

Susan A. Herron

Acting District Clerk (e-mail: sah@ivgid.org/phone # 775-832-1207)

Board of Trustees: *Matthew Dent - Chairman, Sara Schmitz, Michaela Tonking, Raymond Tulloch and David Noble*

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. **IVGID'S agenda packets are available at IVGID's website, www.yourtahoeplace.com; go to "Board Meetings and Agendas".***

MEMORANDUM

TO: Board of Trustees

FROM: Matthew Dent
Chair

SUBJECT: Review, discuss, and possibly authorize the Board of Trustees Chair to work with and execute a separation agreement at the request of General Manager Indra Winquest, while placing him on paid administrative leave pending formal separation.

DATE: June 21, 2023

I. RECOMMENDATION

That the Board of Trustees review, discuss, and possibly authorize the Board of Trustees Chair to work with and execute a separation agreement and place the General Manager on paid administrative leave pending formal separation.

II. BACKGROUND

General Manager Winquest began working for the District in 2003 and has served in various capacities leading up to being appointed Interim General Manager in August of 2019 and then appointed as General Manager in July of 2020. General Manager Winquest's employment agreement is set to expire on June 30, 2024. Mr. Winquest receives annual performance evaluations from the Board of Trustees, and his 2023 annual performance evaluation was previously scheduled for June 14th. This review remains in draft form. General Manager Winquest has generally discussed his performance with all Trustees (without sharing the comments of individual Trustees with their colleagues). Given his discussions with Trustees, General Manager Winquest informed Chair Dent that based on the current circumstances, he prefers the discussion of a formal separation agreement pursuant to his contract. The General Manager feels this is the right decision for himself and his family.

This item would approve the attached term sheet and authorize the Chair to execute a separation agreement with Mr. Winquest in a form approved by the General Counsel. Mr. Winquest requested that Trustee Noble be consulted on the

term sheet. As such, Chair Dent and Trustee Noble have discussed these items with Mr. Winqest. He has approved the term sheet.

If the Board wishes to move forward with separation, it should consider placing Mr. Winqest on paid administrative leave pending execution of the agreement. Mr. Winqest is currently on vacation, and Paul Navazio is the acting General Manager. Mr. Navazio would remain acting General Manager through the June 28th Board meeting where an item will be placed on the agenda for consideration to appoint interim GM.

Lastly, please note that this item is being considered at a special meeting during Mr. Winqest's vacation as mutually agreed upon by Chair Dent and Mr. Winqest.

III. FINANCIAL IMPACT AND BUDGET

The fiscal impact of this item is set forth in the term sheet.

IV. ALTERNATIVES

Below is an alternative to the recommended action:

1. Allow Mr. Winqest to continue as General Manager. His contract would expire June 30, 2024 without further action by the Board. If so, the Board should schedule his performance evaluation for a future meeting.

V. BUSINESS IMPACT

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.

VI. ATTACHMENTS

1. Proposed Term Sheet

DRAFT TERM SHEET FOR SEPARATION AGREEMENT

-SEVERANCE: Mr. Winqest would receive severance pay equal to owed salary for the remaining term of his contract and \$36,124.03. These amounts would be paid bi-monthly in equal installments. This is currently estimated at \$269,037.73 based on July 1, 2023 separation date.

-ACCRUED LEAVE: Pursuant to District policy, Mr. Winqest would receive a lump sum payment for any accrued vacation time unused at separation and 20% of any accrued sick time unused at separation.

-WAIVER OF ALL CLAIMS: Mr. Winqest would waive all known and unknown claims against the District related to his employment, including this separation.

-NON-DISPARAGEMENT: Mr. Winqest and the District would agree to a mutual, non-disparagement clause.

-COOLING-OFF PERIOD: Mr. Winqest would agree not to seek rehire from the District or work as a consultant for the District for 18 months. If he was re-hired, any remaining severance payments would cease.

-TAX: All payments would be subject to applicable IRS withholdings and other tax requirements.

-OTHER TERMS AND CONDITIONS: The parties would include other standard terms and conditions.

To the community of Incline Village/Crystal Bay:

It has been my goal to continue as the Incline Village General Improvement District (IVGID) General Manager for many years. However and respectfully, based on current circumstances and discussions with the individual IVGID Trustees, I feel that a discussion amongst the Board of Trustees regarding potential separation is warranted pursuant to my employment contract. This is not a voluntary resignation but a recognition that a mutual separation may be in my and the District's best interest at this time.

In regards to my annual review, I will confirm that the process has been put on hold to allow for thought and discussion, which I believe is in the best interest of all parties at this time. I also want to confirm that I was made aware of the special meeting prior to it being scheduled and I understand and accept that this is a discussion amongst the members of the board and my presence is not necessary while I'm out on family vacation.

I have been humbled by the opportunity to serve the community for the past 20 years and I am so grateful for all of your support. I am blessed to manage an exemplary workforce of dedicated and passionate staff. As always, I only want what is best for the District, community and most importantly myself and my family.

Indra Winquest

IVGID General Manager