
NOTICE OF MEETING

The regular meeting of the Incline Village General Improvement District Board of Trustees will be held starting at 6:00 PM on July 26, 2023 in 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 is (877) 853-5247 and the webinar ID 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. **CLOSED SESSION*** (for possible action) The Board may consider a motion to enter a Closed Session to consider negotiating strategy pertaining to the Operating Engineers Union (pursuant to NRS 288.220(4))
- B. **PLEDGE OF ALLEGIANCE***
- C. **ROLL CALL OF TRUSTEES***
- D. **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.*
- E. **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.
- F. **REPORTS TO THE BOARD** - Reports are intended to inform the Board and/or the public.
1. **SUBJECT:** Report on the Food and Beverage Operations of the District (Requesting Staff Members: Acting District General Manager Mike Bandelin, Director of Golf/Community Services Darren Howard and Director of Food and Beverage Bill Vandenburg) – *pages 5 - 14*
 2. **SUBJECT:** Verbal report from the Director of Human Resources Erin Feore on Staff development efforts to date
 3. **SUBJECT:** Report from the Director of Human Resources Erin Feore on the General Guidelines/Standard Operating Procedure - Harassment, Discrimination, Hostile Work Environment Claims – *pages 15 - 16*
 4. **SUBJECT:** Report brought forth by the General Manger's Advisory Committee on a Dog Park (Requesting Staff Member: Director of Parks and Recreation Shelia Leijon) – *pages 17 - 25*
- G. **CONSENT CALENDAR** (for possible action)
1. Approve Meeting Minutes of June 28, 2023 – *pages 26 - 161*
 2. Approve Meeting Minutes of July 6, 2023 – *pages 162 - 192*

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

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H. GENERAL BUSINESS (for possible action)

1. **SUBJECT:** Review, discuss and provide direction for the scope of work for the Incline Beach House Project, CIP #3973LI1302 (Requesting Staff Member: Director of Public Works Brad Underwood) – *pages 193 - 208*

Recommendation for Action: Review, discuss and provide direction for the scope of work for the Incline Beach House Project, CIP #3973LI1302.

2. **SUBJECT:** Review, discuss, and possibly approve the recommended changes to the General Manager's job description and authorize Staff to start the recruiting process (Requesting Staff Member: Director of Human Resources Erin Feore) – *pages 209 - 232*

Recommendation for Action: That the Board of Trustees approve the recommended changes to the General Manager's job description and authorize Staff to start the recruiting process for the General Manager, Director of Finance and Director of Public Works, as discussed at this meeting.

3. **SUBJECT:** Approval of the District's Form NVTC-LGF-10 (Formerly Form 4410LGF) - Indebtedness Report, as of June 30, 2023, for filing with the Nevada Department of Taxation, the Washoe County Clerk, and Washoe County Debt Management Commission.

Approval of the District's Form NVTC-LGF-11 (Formerly Form 4411LGF) - Five-Year Capital Improvement Plan, to include the IVGID-prepared Five-Year Capital Plan Summary for fiscal years 2023/24 through 2027-28, for filing with the Nevada Department of Taxation, the Washoe County Clerk and the State of Nevada Legislative Counsel Bureau.

(Requesting Staff Member: Interim Director of Finance Bobby Magee) – *pages 233 - 279*

Recommendation for Action: That the Board of Trustees make a motion to:

1) Approve the District's Form NVTC-LGF-10 - Indebtedness Report, as of June 30, 2023, and direct Staff to file the documents with the State of Nevada Department of Taxation, Washoe County Clerk and Washoe County Debt Management Commission by August 1, 2023.

That the Board of Trustees make a motion to:

2) Approve the District's Form NVTC-LGF-11 - Five Year Capital Improvement Plan, as of July 1, 2023, the related IVGID-prepared Five Year Capital Plan Summary for the fiscal years starting July 1, 2023 for filing with the Nevada Department of Taxation, the Washoe County Clerk and the State of Nevada Legislative Counsel Bureau by August 1, 2023.

4. **SUBJECT:** Review, discuss, and provide feedback regarding the updated Board of Trustees Frequently Asked Questions to be shared with the community and on the District website (Requesting Trustee: Chairman Matthew Dent) – *pages 280 - 285*

Recommendation for Action: That the Board of Trustees makes a motion to approve the updated Board of Trustees Frequently Asked Questions (FAQs), as presented, to be shared with the community and on the District website.

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5. **SUBJECT:** Review, discuss, and possibly approve the training with Government Sciences Group, Inc. in the not to exceed amount of \$10,500. (Requesting Trustee: Chairman Matthew Dent) – **pages 286 - 289**

Recommendation for Action: Review, discuss, and possibly approve the training with Government Sciences Group, Inc. in the not to exceed amount of \$10,500.

6. **SUBJECT:** Review, discuss and possibly appoint Mike Bandelin as Interim General Manager, authorize a temporary salary adjustment and define length of intended service in this new role (Requesting Trustee: Chairman Matthew Dent) – **page 290**

Recommendation for Action: That the Board of Trustees review, discuss, and possibly appoint Mike Bandelin as Interim General Manager and authorize a temporary annual salary adjustment of \$220,000 for Mr. Bandelin, effective July 5, 2023

7. **SUBJECT:** Review, discuss and possibly prioritize and provide direction to Staff for the incomplete goals identified by the prior Board of Trustees and budgeted initiatives from the 2021-23 Strategic Plan (Requesting Trustee: Trustee Sara Schmitz) – **pages 291 - 323**

Recommendation for Action: Review, discuss and possibly prioritize and provide direction to Staff for the incomplete goals identified by the prior Board of Trustees and budgeted initiatives from the 2021-23 Strategic Plan

8. **SUBJECT:** Review, discuss and possibility approve the Moss Adams consulting engagement not to exceed \$90,000 for the Point of Sale System assessment and roadmap formulation and appropriate funds for the project from the Community Services excess fund balance or direct Trustee Schmitz to refine the original RFP for the Point of Sale assessment and solicit bids for the board's future review and consideration. (Requesting Trustee: Trustee Sara Schmitz) – **pages 324 - 331**

Recommendation for Action: The Board makes a motion to do one of the following (1) Approve the Moss Adams Proposal, request legal counsel create a contract addendum AND appropriate funds from the Community Services Fund balance in the amount of \$90,000 -or- (2) Request a RFP be prepared and solicited in a similar manner to the Management Consulting engagement, but specific to the Point of Sale system assessment.

- I. REDACTIONS FOR PENDING PUBLIC RECORDS REQUESTS (for possible action)
- J. LONG RANGE CALENDAR
 - 1. Long Range Calendar – **pages 332 - 336**
- K. BOARD OF TRUSTEES UPDATE
- L. FINAL PUBLIC COMMENTS - Limited to a maximum of three (3) minutes in duration.
- M. ADJOURNMENT (for possible action)

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CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before 9:00 a.m., Friday, July 21, 2023, a copy of this agenda (IVGID Board of Trustees Session of July 26, 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.yourtahoepalace.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.yourtahoepalace.com; go to "Board Meetings and Agendas".***

MEMORANDUM

TO: Board of Trustees

FROM: Mike Bandelin
Acting General Manager

Darren Howard
Director of Golf/Community Services

SUBJECT: Report on the Food and Beverage Operations of the District

RELATED STRATEGIC PLAN: Long Range Principle #1 – Service and Long Range Principle #3 – Finance

PLAN INITIATIVE(S) Long-term Initiatives 1. Prepare annual budgets that demonstrate the balance of allocated resources with service expectations, and the capability to deliver.

DATE: July 26, 2023

This item is a report item therefore there is no action required.

Staff would appreciate the opportunity to discuss with the Board the Food and Beverage model that the District has operated under for the past two decades which is that the Food and Beverage, as a whole, has returned a profit to the District.

I. BACKGROUND AND DISCUSSION

A financial analysis of the District's Golf venues was provided to the Board of Trustees at their meeting on May 8, 2023. The presentation included a financial chart specific to the Championship and Mountain golf course venues for food and beverage. The financial chart, specific to the Championship and Mountain golf course venues, provided information related to the loss of revenue in FY 2021/22 of \$161,529 for the 5 months averaging about \$1,000 for each operating day as well as a FY 2022/23 projected loss of \$135,747 for 5 months of the operation, averaging about \$900 a day. Once again, this was specific to the Championship and Mountain golf course venues.

Overall, Food and Beverage operations, across all activities within the Community Services recreation venues, have shown an annual average positive net revenue for the past 5 fiscal years of \$381,728 including an average operating margin of 12.66%. This is in line with prior Board's direction, for operations of all food and beverage venues, and has been successful during the COVID pandemic and the intense wildfires within the Tahoe basin which resulted in smoke events.

Attachment A

Fiscal Year 2017/2018

Shows a positive net income for each venue except for Incline Beach. Additionally, it shows, Food and Beverage as a whole, producing a net income of \$508,722 which is \$95,868 over, to the positive, of the budgeted amount. Additionally, both of the golf course venues were over their budgeted net income amounts.

Attachment B

Fiscal Year 2018/2019

Shows a positive net income for each venue. Additionally, it shows, Food and Beverage as a whole, producing a net income of \$581,386 which is \$100,464 over, to the positive, of the budgeted amount. In this fiscal year, the Championship Golf Course was slightly under its budgeted target however the Mountain Golf Course was significantly over its budgeted target.

Attachment C

Fiscal Year 2019/2020

Shows a positive net income for each venue except for the Championship Golf Course. Additionally, it shows, Food and Beverage as a whole, producing a net income of \$374,382 which is \$6,598 under the budgeted amount however still in the positive.

Attachment D

Fiscal Year 2020/2021

In March of 2020, the country became aware of the COVID pandemic. This report shows the impacts of this pandemic in stark black and white. Feeding into the pandemic was the fires and the impacts of smoke. The food and beverage

operation, as a whole, did produce a positive outcome however it was significantly less than budgeted. However, the District did not budget for a pandemic.

Attachment E

Fiscal Year 2021/2022

As the country continued to grapple with COVID and we still had air quality issues, the improvement in events helped the Food and Beverage actual result in a positive number and while off from budget, overall, not too bad. And this was a significant jump from 2020/2021. As a reminder, Burnt Cedar didn't open at all for food and beverage services.

Attachment F

Fiscal Year 2022/2023

The COVID pandemic ends and recovery begins. Food costs skyrocket and recruitment continues to be a challenge. This report is an unofficial report but we wanted to include it in the spirit of transparency.

II. CONCLUSION

During the past 6 years of reports included within this report, Food and Beverage as whole has always produced a positive net income. And why is that? Because the model was set up that as our seasons ebb and flow, challenges are encountered that are unique to that venue's operating season, and as costs escalate, overall, this business unit, **as a whole**, has produced positive net income. We have also tweaked the model ever so slightly and one of those tweaks is that we have inched up to the present condition of having 3 full time year round benefitted positions to encourage stability and continuity in the demands of this type of service. We have been consistent in not competing with our local businesses but rather complement our operations that we provide to our community. We have also managed to recruit and retain 15 part time year round staff that moves from venue to venue without incurring the cost and effort of seasonal recruitment. This year, we have felt confident enough to step up to the plate and provide beach food and beverage services once again; another tweak to the model. With the recent report on events, included in the District General Manager's report for the last meeting, Staff feels that there is an opportunity for a discussion with some of our regular customers as to their contributions to our being a success and Staff is committed to undertaking those hard conversations.

Food and beverage operations are a complimentary service provided to our community at our venues. It enhances the experience of enjoyment and pleasure at each of our venues. Whether it be, as just two examples, enjoying a cold adult beverage at our ski resort after a long day of skiing or having a Sunset salad at the Grille after a round of golf, it is a service that venues of these types provide to their users.

III. DECISION POINT(S) NEEDED FROM THE BOARD OF TRUSTEES

1. Does the Board of Trustees agree that the model we have been using, to date, works?
2. If the current model doesn't work, what type of model would the Board of Trustees like to see implemented and on what timeline?

Attachment A

**Incline Village General Improvement District
Fiscal Year 2017 - 2018
Food and Beverage Sources and Uses**

Sources	Champ		Mountain		Ski Lodge		Snowflake		Incline Beach		Burnt Cedar		All F&B	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenue Total	\$1,441,575	\$1,145,600	\$116,242	\$94,500	\$1,223,222	\$1,175,700	\$266,332	\$214,900	\$20,416		\$23,810		\$3,091,596	\$2,630,700
Uses														
Wages	498,100	358,400	24,892	30,446	335,633	329,491	58,541	56,436	8,461		6,607		932,233	774,773
Benefits	119,482	114,358	4,144	4,263	111,144	130,243	10,827	5,283	1,338		990		247,925	254,148
Total Personnel Cost	\$617,582	\$472,758	\$29,036	\$34,709	\$446,777	\$459,734	\$69,368	\$61,719	\$9,799		\$7,597		\$1,180,159	\$1,028,921
Services & Supplies	175,183	190,870	15,508	28,434	150,240	126,921	12,670	27,550	10,890		8,854		373,346	373,775
Utilities	23,234	29,900	5,742	4,200	42,578	25,700	2,251	2,950					73,804	62,750
Cost of Goods Sold	428,350	337,500	27,623	26,200	375,576	328,700	75,057	60,000	4,738		5,383		916,729	752,400
Depreciation	11,335		481		24,526		2,495						38,837	-
Total Uses	\$1,255,685	\$1,031,028	\$78,389	\$93,543	\$1,039,697	\$941,055	\$161,841	\$152,219	\$25,427		\$21,834		\$2,582,874	\$2,217,846
Net Income	\$185,890	\$114,572	\$37,852	\$957	\$183,525	\$234,645	\$104,490	\$62,681	(\$5,011)		\$1,976		\$508,722	\$412,854
KPIs														
Operating Margin	13%	10%	33%	1%	15%	20%	39%	29%	-25%		8%		16%	16%
Golf rounds/skier/beach visits	22,331	22,850	16,940	16,500	120,847	110,000	120,847	110,000	87,066		68,574			
Revenue per round/visit	64.55	50.14	6.86	5.73	10.12	10.69	2.20	1.95	0.23		0.35			
Expenses per round/visit	56.23	45.12	4.63	5.67	8.60	8.56	1.34	1.38	0.29		0.32			
Net Revenue per round/visit	8.32	5.01	2.23	0.06	1.52	2.13	0.86	0.57	(0.06)		0.03			
Guest checks	23,111	22,753	5,221	16,400	69,395	107,300	16,545	107,300	1,390		1,450			
Revenue per check	\$27.04	\$14.00	\$16.94	\$5.75	\$14.21	\$5.37	\$18.60	\$1.32	\$15.64		\$18.43			
Number operating days	155	155	140	140	123	123	123	123	184		184		365	365
Revenue per day	9,300	7,391	830	675	9,945	9,559	2,165	1,747	111		129		8,470	7,207
Expenses per day	8,101	6,652	560	668	8,453	7,651	1,316	1,238	138		119		7,076	6,076
Net total per day	1,199	739	270	7	1,492	1,908	850	510	(27)		11		1,394	1,131
Labor %	43%	41%	25%	37%	37%	39%	26%	29%	48%		32%		38%	39%
COGS%	30%	29%	24%	28%	31%	28%	28%	28%	23%		23%		30%	29%
% of Total F&B revenue	47%	44%	4%	4%	40%	45%	9%	8%	1%		1%			
% of total F&B net income	37%	28%	7%	0%	36%	57%	21%	15%	-1%		0%			
% of Total F&B wages	20%	18%	1%	1%	14%	17%	2%	2%	0%		0%			

Attachment B

**Incline Village General Improvement District
Fiscal Year 2018 - 2019
Food and Beverage Sources and Uses**

Sources	Champ		Mountain		Ski Lodge		Snowflake		Incline Beach		Burnt Cedar		All F&B	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenue Total	\$1,330,736	\$1,338,700	\$95,162	\$95,600	\$1,475,883	\$1,518,300	\$408,722	\$221,100	\$149,538	\$151,200	\$148,575	\$157,900	\$3,608,615	\$3,482,800
Uses														
Wages	484,647	484,746	23,037	36,009	434,221	433,945	78,379	57,700	24,657	38,944	35,573	38,944	1,080,514	1,090,288
Benefits	121,771	139,076	3,794	5,074	137,330	134,908	15,610	10,015	3,226	4,532	4,048	4,532	285,779	298,137
Total Personnel Cost	\$606,418	\$623,822	\$26,831	\$41,083	\$571,551	\$568,853	\$93,989	\$67,715	\$27,883	\$43,476	\$39,621	\$43,476	\$1,366,293	\$1,388,425
Services & Supplies	188,138	179,682	18,762	28,689	172,964	162,283	33,029	18,217	28,166	44,571	47,749	48,201	488,809	481,643
Utilities	20,671	30,900	4,976	5,160	40,410	29,495	2,574	5,260	918	930	3,626	4,475	73,176	76,220
Cost of Goods Sold	409,673	404,300	22,460	21,040	417,414	421,300	110,726	107,650	47,337	49,300	47,100	52,000	1,054,709	1,055,590
Depreciation	17,754		481		24,749		1,258						44,243	-
Total Uses	\$1,242,654	\$1,238,704	\$73,511	\$95,972	\$1,227,087	\$1,181,931	\$241,577	\$198,842	\$104,304	\$138,277	\$138,097	\$148,152	\$3,027,229	\$3,001,878
Net Income	\$88,082	\$99,996	\$21,651	(\$372)	\$248,796	\$336,369	\$167,145	\$22,258	\$45,234	\$12,923	\$10,478	\$9,748	\$581,386	\$480,922
KPIs														
Operating Margin	7%	7%	23%	0%	17%	22%	41%	10%	30%	9%	7%	6%	16%	14%
Golf rounds/skier/beach visits	22,916	22,916	15,446	15,446	131,399	110,000	131,399	110,000	85,009	85,009	70,654	70,654		
Revenue per round/visit	58.07	58.42	6.16	6.19	11.23	13.80	3.11	2.01	1.76	1.78	2.10	2.23		
Expenses per round/visit	54.23	54.05	4.76	6.21	9.34	10.74	1.84	1.81	1.23	1.63	1.95	2.10		
Net Revenue per round/visit	3.84	4.36	1.40	(0.02)	1.89	3.06	1.27	0.20	0.53	0.15	0.15	0.14		
Guest checks	22,382	22,600	2,297	16,200	86,236	131,399	22,111	131,399	9,813	10,100	7,990	10,500		
Revenue per check	\$29.88	\$18.83	\$132.98	\$4.96	\$16.70	\$7.00	\$20.84	\$1.88	\$15.60	\$15.00	\$19.32	\$15.00		
Number operating days	157	157	111	111	127	123	127	123	184	184	184	184	365	365
Revenue per day	8,476	8,527	857	861	11,621	12,344	3,218	1,798	813	822	807	858	9,887	9,542
Expenses per day	7,915	7,890	662	865	9,662	9,609	1,902	1,617	567	752	751	805	8,294	8,224
Net total per day	561	637	195	(3)	1,959	2,735	1,316	181	246	70	57	53	1,593	1,318
Labor %	46%	47%	28%	43%	39%	37%	23%	31%	19%	29%	27%	28%	38%	40%
COGS%	31%	30%	24%	22%	28%	28%	27%	49%	32%	33%	32%	33%	29%	30%
% of Total F&B revenue	37%	38%	3%	3%	41%	44%	11%	6%	4%	4%	4%	5%		
% of total F&B net income	15%	21%	4%	0%	43%	70%	29%	5%	8%	3%	2%	2%		
% of Total F&B wages	17%	18%	1%	1%	16%	16%	3%	2%	1%	1%	1%	1%		

Attachment C

**Incline Village General Improvement District
Fiscal Year 2019 - 2020
Food and Beverage Sources and Uses**

Sources	Champ		Mountain		Events		Ski Lodge		Snowflake		Incline Beach		Burnt Cedar		All F&B	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenue Total	\$580,676	\$704,000	\$82,516	\$98,200			\$882,141	\$1,137,700	\$351,445	\$311,800	\$149,939	\$152,200	\$158,743	\$156,600	\$2,205,461	\$2,560,500
Uses																
Wages	253,545	286,021	12,212	23,750	1,121		247,801	284,844	71,890	76,380	40,110	44,005	35,667	44,005	662,346	759,005
Benefits	55,384	63,439	2,168	2,745	344		67,857	78,612	18,801	21,885	7,725	10,533	8,113	10,533	160,392	187,747
Total Personnel Cost	\$308,929	\$349,460	\$14,380	\$26,495	\$1,465		\$315,658	\$363,456	\$90,690	\$98,265	\$47,835	\$54,538	\$43,780	\$54,538	\$822,739	\$946,752
Services & Supplies	99,620	97,028	15,443	27,470	2		91,993	147,176	40,487	30,150	28,721	34,941	22,064	35,945	298,329	372,710
Utilities	12,297	22,940	1,874	6,410			27,324	24,795	3,805	5,460	942	1,030	6,021	5,050	52,263	65,685
Cost of Goods Sold	146,100	210,200	18,030	27,823			251,973	312,800	99,131	87,800	46,149	49,500	48,707	50,400	610,089	738,523
Depreciation	20,765	11,900	481	13,000			25,155	25,600	1,258	2,600			2,750		47,658	55,850
Total Uses	\$587,711	\$691,528	\$50,208	\$101,198	\$1,467		\$712,103	\$873,827	\$235,371	\$224,275	\$123,647	\$140,009	\$120,572	\$148,683	\$1,831,079	\$2,179,520
Net Income	(\$7,035)	\$12,472	\$32,308	(\$2,998)	\$1,467		\$170,038	\$263,873	\$116,074	\$87,525	\$26,293	\$12,191	\$38,171	\$7,917	\$374,382	\$380,980
KPIs																
Operating Margin	-1%	2%	39%	-3%			19%	23%	33%	28%	18%	8%	24%	5%	17%	15%
Golf rounds/skier/beach visits	23,053	23,053	18,322	18,322			99,646	110,000	99,646	110,000	94,725	94,725	49,793	49,793		
Revenue per round/visit	25.19	30.54	4.50	5.36			8.85	10.34	3.53	2.83	1.58	1.61	3.19	3.15		
Expenses per round/visit	25.49	30.00	2.74	5.52			7.15	7.94	2.36	2.04	1.31	1.48	2.42	2.99		
Net Revenue per round/visit	(0.31)	0.54	1.76	(0.16)			1.71	2.40	1.16	0.80	0.28	0.13	0.77	0.16		
Guest checks	19,974	20,000	1,042	4,509			58,648	81,516	16,967	17,661	9,358	10,000	8,291	8,328		
Revenue per check	\$32.76	\$35.00	\$167.97	\$25.00			\$16.77	\$14.00	\$21.27	\$18.00	\$13.48	16.50	\$16.46	\$18.00		
Number operating days	154	154	140	140			100	123	100	123	184	184	184	184	365	365
Revenue per day	3,771	4,571	589	701			8,821	9,250	3,514	2,535	815	827	863	851	6,042	7,015
Expenses per day	3,816	4,490	359	723			7,121	7,104	2,354	1,823	672	761	655	808	5,017	5,971
Net total per day	(46)	81	231	(21)			1,700	2,145	1,161	712	143	66	207	43	1,026	1,044
Labor %	53%	50%	17%	27%			36%	32%	26%	32%	32%	36%	28%	35%	37%	37%
COGS%	25%	30%	22%	28%			29%	27%	28%	28%	31%	33%	31%	32%	28%	29%
% of Total F&B revenue	26%	27%	4%	4%			40%	44%	16%	12%	7%	6%	7%	6%		
% of total F&B net income	-2%	3%	9%	-1%			45%	69%	31%	23%	7%	3%	10%	2%		
% of Total F&B wages	14%	14%	1%	1%			14%	14%	4%	4%	2%	2%	2%	2%		

Attachment D

Incline Village General Improvement District
Fiscal Year 2020 - 2021
Food and Beverage Sources and Uses

Sources	Champ		Mountain		Events		Ski Lodge		Snowflake		Incline Beach		Burnt Cedar		All F&B	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenue Total	\$493,866	\$655,147	\$86,128	\$112,130	\$519,893	\$1,013,630	\$689,452	\$1,290,400	\$373,902	\$400,500	\$154,719	\$139,500	\$78,431	\$139,500	\$2,396,391	\$3,750,807
Uses																
Wages	221,110	267,013	14,679	24,599	234,422	357,551	187,949	287,324	84,408	85,935	38,746	36,766	23,326	35,895	804,640	1,095,083
Benefits	61,241	62,898	4,595	2,864	118,005	145,912	74,176	85,528	28,783	23,972	8,436	8,741	6,433	8,643	301,670	338,560
Total Personnel Cost	\$282,351	\$329,911	\$19,274	\$27,463	\$352,427	\$503,463	\$262,126	\$372,852	\$113,191	\$109,907	\$47,182	\$45,507	\$29,759	\$44,538	\$1,106,309	\$1,433,643
Services & Supplies	72,070	109,925	17,869	26,092	46,588	99,715	109,669	164,865	28,171	37,424	26,984	35,615	24,350	36,415	325,702	510,051
Utilities	12,389	18,140	1,660	6,410	17,706	19,330	27,211	29,120	4,278	4,260		1,630	4,247	5,650	67,491	84,540
Cost of Goods Sold	144,805	194,784	21,861	32,900	146,798	319,769	198,269	393,400	99,622	114,100	49,374	41,800	28,896	41,800	689,625	1,138,553
Depreciation	18,538	18,600	481	13,000			21,820	25,900	1,258	5,300				2,750	42,097	65,550
Total Uses	\$530,154	\$671,360	\$61,145	\$105,865	\$563,520	\$942,277	\$619,095	\$986,137	\$246,521	\$270,991	\$123,540	\$124,552	\$87,252	\$131,153	\$2,231,225	\$3,232,337
Net Income	(\$36,288)	(\$16,213)	\$24,983	\$6,265	(\$43,627)	\$71,353	\$70,357	\$304,263	\$127,382	\$129,509	\$31,179	\$14,948	(\$8,821)	\$8,347	\$165,166	\$518,470
KPIs																
Operating Margin	-7%	-2%	29%	6%	-8%	7%	10%	24%	34%	32%	20%	11%	-11%	6%	7%	14%
Golf rounds/skier/beach visits	21,842	21,842	21,842	21,842			126,621	126,621	126,621	126,621	107,591	107,591	27,317	27,317		
Revenue per round/visit	22.61	29.99	3.94	5.13			5.45	10.19	2.95	3.16	1.44	1.30	2.87	5.11		
Expenses per round/visit	24.27	30.74	2.80	4.85			4.89	7.79	1.95	2.14	1.15	1.16	3.19	4.80		
Net Revenue per round/visit	(1.66)	(0.74)	1.14	0.29			0.56	2.40	1.01	1.02	0.29	0.14	(0.32)	0.31		
Guest checks	16,292	19,800	5,313	4,500			33,723	82,000	16,220	21,500	8,738	8,200	5,964	7,500		
Revenue per check	\$35.29	\$33.00	\$18.10	\$25.00			\$22.20	\$15.75	\$23.76	\$18.50	\$19.64	\$17.00	\$16.63	\$18.50		
Number operating days	154	154	144	144			136	136	136	136	184	184	184	184	365	365
Revenue per day	3,207	4,254	598	779			5,069	9,488	2,749	2,945	841	758	426	758	6,565	10,276
Expenses per day	3,443	4,359	425	735			4,552	7,251	1,813	1,993	671	677	474	713	6,113	8,856
Net total per day	(236)	(105)	173	44			517	2,237	937	952	169	81	(48)	45	453	1,420
Labor %	57%	50%	22%	24%	68%	50%	38%	29%	30%	27%	30%	33%	38%	32%	46%	38%
COGS%	29%	30%	25%	29%	28%	32%	29%	30%	27%	28%	32%	30%	37%	30%	29%	30%
% of Total F&B revenue	21%	17%	4%	3%	22%	27%	29%	34%	16%	11%	6%	4%	3%	4%		
% of total F&B net income	-22%	-3%	15%	1%	-26%	14%	43%	59%	77%	25%	19%	3%	-5%	2%		
% of Total F&B wages	12%	9%	1%	1%	15%	13%	11%	10%	5%	3%	2%	1%	1%	1%		

Attachment E

**Incline Village General Improvement District
Fiscal Year 2021 - 2022
Food and Beverage Sources and Uses**

Sources	Champ		Mountain		Events		Ski Lodge		Snowflake		Incline Beach		Burnt Cedar		All F&B	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenue Total	\$462,468	\$756,800	\$86,737	\$129,950	\$1,441,394	\$1,356,600	\$942,457	\$1,290,400	\$346,519	\$400,500	\$86,612	\$169,900	\$1,688	\$169,900	\$3,367,875	\$4,274,050
Uses																
Wages	316,273	307,912	20,977	31,458	368,517	412,587	228,908	303,787	55,483	93,612	12,491	44,743	6,521	43,656	1,009,169	1,237,755
Benefits	75,247	71,158	5,274	3,669	172,087	178,653	89,308	92,317	21,676	26,108	3,998	9,623	2,623	9,496	370,213	391,025
Total Personnel Cost	\$391,520	\$379,070	\$26,250	\$35,127	\$540,604	\$591,240	\$318,215	\$396,104	\$77,158	\$119,720	\$16,489	\$54,366	\$9,144	\$53,152	\$1,379,381	\$1,628,780
Services & Supplies	81,439	108,434	24,239	27,570	95,567	114,526	102,614	159,923	27,599	37,424	22,018	36,411	17,164	37,452	370,639	521,740
Utilities	10,410	18,820	1,938	2,460	22,065	19,500	22,119	38,900	4,731	4,740		1,400	2,787	5,400	64,051	91,220
Cost of Goods Sold	140,627	230,400	17,138	39,100	409,368	429,400	291,150	411,900	98,081	117,200	1,148	49,200	505	51,300	958,017	1,328,500
Depreciation	16,310	20,800	481	500			17,632	25,200	1,258	1,300				2,700	35,682	50,500
Total Uses	\$640,307	\$757,524	\$70,046	\$104,757	\$1,067,604	\$1,154,666	\$751,732	\$1,032,027	\$208,828	\$280,384	\$39,654	\$141,377	\$29,599	\$150,004	\$2,807,770	\$3,620,740
Net Income	(\$177,839)	(\$724)	\$16,691	\$25,193	\$373,791	\$201,934	\$190,726	\$258,373	\$137,690	\$120,117	\$46,958	\$28,523	(\$27,911)	\$19,896	\$560,106	\$653,310
KPIs																
Operating Margin	-38%	0%	19%	19%	26%	15%	20%	20%	40%	30%	54%	17%	-1654%	12%	17%	15%
Golf rounds/skier/beach visits	22,994	22,994	16,832	16,832			93,864	93,864	93,864	93,864	108,081	108,081	46,091	46,091		
Revenue per round/visit	20.11	32.91	5.15	7.72			10.04	13.75	3.69	4.27	0.80	1.57	0.04	3.69		
Expenses per round/visit	27.85	32.94	4.16	6.22			8.01	10.99	2.22	2.99	0.37	1.31	0.64	3.25		
Net Revenue per round/visit	(7.73)	(0.03)	0.99	1.50			2.03	2.75	1.47	1.28	0.43	0.26	(0.61)	0.43		
Guest checks	14,827	22,503	3,155	4,509			45,800	71,688	15,113	20,025	4,085	9,500	1,763	8,900		
Revenue per check	\$47.50	\$27.36	\$18.29	\$25.00			\$21.59	\$18.00	\$21.71	\$19	\$22.28	\$18	\$22.32	\$19		
Number operating days	157	157	140	140	365	365	108	108	108	108	184	184	184	184	365	365
Revenue per day	2,946	4,820	620	928	3,949	3,717	8,726	11,948	3,209	3,708	471	923	9	923	9,227	11,710
Expenses per day	4,078	4,825	500	748	2,925	3,163	6,960	9,556	1,934	2,596	216	768	161	815	7,693	9,920
Net total per day	(1,133)	(5)	119	180	1,024	553	1,766	2,392	1,275	1,112	255	155	(152)	108	1,535	1,790
Labor %	85%	50%	30%	27%	38%	44%	34%	31%	22%	30%	19%	32%	542%	31%	41%	38%
COGS%	30%	30%	20%	30%	28%	32%	31%	32%	28%	29%	1%	29%	30%	30%	28%	31%
% of Total F&B revenue	14%	18%	3%	3%	43%	32%	28%	30%	10%	9%	3%	4%	0%	4%		
% of total F&B net income	-32%	0%	3%	4%	67%	31%	34%	40%	25%	18%	8%	4%	-5%	3%		
% of Total F&B wages	12%	9%	1%	1%	16%	14%	9%	9%	2%	3%	0%	1%	0%	1%		

Attachment F

**Incline Village General Improvement District
Fiscal Year 2022 - 23 (Unaudited - Pre-Preliminary Close)
Food and Beverage Sources and Uses**

Sources	Champ		Mountain		Events		Ski Lodge		Snowflake		Incline Beach		Burnt Cedar		All F&B	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenue Total	\$622,266	\$864,100	\$79,529	\$146,000	\$971,319	\$1,553,050	\$1,398,302	\$1,387,000	\$367,952	\$427,400	\$13,264	\$22,500	\$16,819	\$22,500	\$3,469,450	\$4,422,550
Uses																
Wages	451,799	384,890	41,746	60,962	413,498	419,371	393,441	360,685	64,216	107,294	6,756	-	5,173	-	1,376,629	1,333,202
Benefits	109,316	91,082	11,762	13,549	164,964	203,601	96,683	113,602	19,014	30,523	782	-	599	-	403,120	452,358
Total Personnel Cost	\$561,115	\$475,972	\$53,508	\$74,511	\$578,462	\$622,972	\$490,124	\$474,287	\$83,230	\$137,817	\$7,538	\$0	\$5,772	\$0	\$1,779,750	\$1,785,560
Services & Supplies	87,351	114,246	16,942	24,670	113,387	117,600	157,762	164,845	35,272	43,640	11,378	19,245	9,622	18,695	431,715	502,941
Utilities	8,217	12,236	1,542	1,816	30,948	19,630	21,350	26,345	3,173	4,965	-	1,550	8,327	4,910	73,558	71,452
Cost of Goods Sold	271,875	265,800	18,559	44,066	291,817	464,700	393,991	433,800	88,209	124,400	4,019	-	5,053	-	1,073,523	1,332,766
Depreciation	8,832	10,224	411	480	-	-	-	-	1,054	1,260	-	-	-	2,664	10,296	14,628
Total Uses	\$937,390	\$878,478	\$90,961	\$145,543	\$1,014,614	\$1,224,902	\$1,063,227	\$1,099,277	\$210,938	\$312,082	\$22,936	\$20,795	\$28,775	\$26,269	\$3,368,841	\$3,707,347
Net Income	(\$315,124)	(\$14,378)	(\$11,432)	\$457	(\$43,295)	\$328,148	\$335,074	\$287,723	\$157,014	\$115,318	(\$9,672)	\$1,705	(\$11,956)	(\$3,769)	\$100,608	\$715,203
KPIs																
Operating Margin	-51%	-2%	-14%	0%	-4%	21%	24%	21%	43%	27%	-73%	8%	-71%	-17%	3%	16%
Golf rounds/skier/beach visits	21,734	21,734	15,040	15,040			93,864	93,864	93,864	93,864	108,081	108,081	46,091	46,091		
Revenue per round/visit	28.63	39.76	5.29	9.71			14.90	14.78	3.92	4.55	0.12	0.21	0.36	0.49		
Expenses per round/visit	43.13	40.42	6.05	9.68			11.33	11.71	2.25	3.32	0.21	0.19	0.62	0.57		
Net Revenue per round/visit	(14.50)	(0.66)	(0.76)	0.03			3.57	3.07	1.67	1.23	(0.09)	0.02	(0.26)	(0.08)		
Guest checks	14,827	21,800	4,580	7,300			75,220	72,000	15,670	17,300	730		863			
Revenue per check	\$47.50	\$39.00	\$18.52	\$21.00			\$22.86	\$21.00	\$24.98	\$23.00	\$17.81		\$22.96			
Number operating days	157	157	140	140	365	365	108	108	108	108	184	184	184	184	365	365
Revenue per day	3,963	5,504	568	1,043	2,661	4,255	12,947	12,843	3,407	3,957	72	122	91	122	9,505	12,117
Expenses per day	5,971	5,595	650	1,040	2,780	3,356	9,845	10,178	1,953	2,890	125	113	156	143	9,230	10,157
Net total per day	(2,007)	(92)	(82)	3	(119)	899	3,103	2,664	1,454	1,068	(53)	9	(65)	(20)	276	1,959
Labor %	90%	55%	67%	51%	60%	40%	35%	34%	23%	32%	57%	0%	34%	0%	51%	40%
COGS%	44%	31%	23%	30%	30%	30%	28%	31%	24%	29%	30%	0%	30%	0%	31%	30%
% of Total F&B revenue	18%	20%	2%	3%	28%	35%	40%	31%	11%	10%	0%	1%	0%	1%		
% of total F&B net income	-313%	-2%	-11%	0%	-43%	46%	333%	40%	156%	16%	-10%	0%	-12%	-1%		
% of Total F&B wages	16%	11%	2%	2%	17%	14%	14%	11%	2%	3%	0%	0%	0%	0%		

**General Guidelines/Standard Operating Procedure
Harassment, Discrimination, Hostile Work Environment Claims**

The summary below defines the general guidelines/SOP practices the Human Resources office uses to respond to claims of harassment, discrimination and hostile work environment.

Unlawful harassment is considered a form of discrimination and is defined as any conduct directed toward another because of that person's race, color, religion, age, gender, sexual orientation, national origin, ancestry, disability, or veteran status, or any other basis that is inappropriate or offensive as determined by using a reasonable person standard. The "reasonable person" standard considers conduct in question offensive.¹

Additional information that defines prohibited conduct is found in the IVGID Personnel Policies. Further, "hostile work environment" refers to a type of employment discrimination where an employer creates or fails to remedy a work environment that becomes unreasonable based on a protected classification (as noted above).

The District's response to allegations of discrimination and/or unlawful harassment, to include hostile work environment is as follows: (below is a synopsis of the process; it is not all-inclusive, but rather highlights the key processes. Staff should refer to the District's personnel policies for additional details)

1. Employees who believe they, personally, are being or have been subjected to discriminatory action and/or are the target of any form of unlawful harassment by another employee, customer, vendor, contractor, etc) because of their protected class; or any employee who has witnessed another employee being subjected to discrimination and/or harassing behavior, have an affirmative duty to bring the situation to the attention of the District.²
 - a. Employees are asked to:
 - i. Identify the offensive behavior to the alleged harasser and request that the harasser cease the conduct. If the employee feels uncomfortable in speaking directly to the alleged harasser, or if the employee requested the harassing behavior to cease after speaking with the harasser but the request did not produce the results desired, the employee should report the conduct as soon as possible to a supervisor/manager or to the District's Human Resources Department, the General Manager, the Chair of the Board of Trustees or the District's General Counsel.
 - ii. If reported to someone other than a Human Resources representative or the Director of Human Resources, such reported information must be immediately submitted to HR for review, investigation and corrective action (if determined).
 - iii. The designated HR representative (typically the Senior HR Analyst or HR Director) will thoroughly investigate the claim. This often includes discussing the incident with the accuser, the accused, identified witnesses and applicable

¹ IVGID Personnel Policies, 2.3.1

² IVGID Personnel Policies, 2.4.1

management. All staff involved in the investigation are asked to keep such matters confidential, so as to protect the integrity of the investigation.

- iv. Once completed, a determination of action will be made. If the investigation indicates the complaint held merit, corrective action (up to and including termination of employment) will be determined based on the severity of the incident. If evidence arises that intentionally false statements/accusations were made, corrective action (up to and including termination of employment) will be taken. If termination of employment is recommended, the Director of Human Resources and/or the Senior HR Analyst will request further review and recommendations from the District's General Counsel.
 1. If the claims accuse the General Manager, the Director of Human Resources will collaborate with the District's General Counsel to evaluate the claim(s) and determine appropriate course of action.
 2. If the claims accuse a member of the Board of Trustees or voluntary member of an advisory committee, the Director of Human Resources will provide detailed information to the General Manager for review and action determination. Based on the severity of the claim, the Director of Human Resources may include the District's General Counsel on such communication provided to the General Manager. The HR Director will await further direction.

Throughout the process of reporting, investigating and determining corrective action based on a claim of harassment or discrimination, staff are reminded of the District's policy prohibiting retaliation against an employee who exercises his/her right to report unlawful behavior³. Any employee who believes he/she has been retaliated or discriminated against as result of having filed a complaint (or having been a part of a complaint investigation) should immediately notify the Director of Human Resources for additional investigation and determination of corrective action.

³ IVGID Personnel Policy 2.4.7

MEMORANDUM

TO: IVGID Board of Trustees

THROUGH: Mike Bandelin
Acting General Manager, Mike Bandelin

FROM: Shelia Leijon
Director of Parks & Recreation

SUBJECT: Review, discuss and possibly approve the recommendations brought forth by the General Manger's Advisory Committee on a Dog Park

RELATED STRATEGIC PLAN INITIATIVE(S):

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 venues, facilities, and services.

Related Long Range Initiative #6

Execute the short and long-term strategy as they relate to various District venue and facility master plans and studies as the roadmap for the future.

Budgeted Initiatives for 2021 - 2023 *defined as the measurable 2021-2023 work plan efforts that are supporting this objective(s) and related strategies:*
G. Advance the planning of the Community Dog Park.

DATE: July 26, 2023

I. RECOMMENDATION

That the Board of Trustees make a motion to approve the recommendations to move forward with “Next Steps” for building a dedicated dog park in spring of 2024.

II. BACKGROUND

With the IVGID Board of Trustees’ direction to build a dedicated dog park for the Incline Village/Crystal Bay community at the Village Green (VG), the Dog Park Committee (Committee) has developed a conceptual plan as a first step in creating, approving and completing this project. This update will allow the Board

of Trustees to consider conceptual aspects of the plan, including proposed amenities and amenity placement. A map of the geographical area will help identify the rationale for the various aspects of the park. The Dog Park Committee hopes that the Trustees will consider this proposal, and provide direction allowing the proposed plan to serve as a starting point for the next steps in the site survey, design, detailed plan development, execution of cost estimates and timelines.

BASIC GEOGRAPHIC ELEMENTS

The included map (**Exhibit A**) represents the northern half of the Village Green, which is approximately 2 feet above the southern half of the Village Green, and the area to the west of the field. The upper Village Green was selected for the final location of the dog park, as the lower Village Green must remain free of obstruction, in the interest of community safety. This is necessary to provide North Lake Tahoe Fire Protection District (NLTFPD) and CareFlight medical transport service the ability to land, operate and takeoff safely and efficiently. NLTFPD Chief Ryan Sommers has assured the Committee that the proposed use of the upper Village Green as proposed will not affect the operation of transporting critical patients to hospitals in Reno and elsewhere.

The northern, flat, grassy field, along with a portion of the wooded area to the west of the field, will be set back from the protected 3rd Creek stream environment zone (SEZ). A 6-foot fence (**Exhibit B**) to keep dogs in the park and bears, coyotes, and other larger animals out will surround the park area. The area to be fenced is approximately 1.5+ acres, depending on how far the park extends into the wooded area to the west. This will allow sufficient open dog run areas for throw/retrieve activities, and shaded forested areas for dog walking and play.

The wooded area to the west of the larger dog run field may require earth contouring to make the area more walkable, while ensuring minimal disturbance of existing trees. Maintained walking trails and a possible agility course located in the treeless northernmost section are also proposed.

PARKING

A parking lot, consisting of 10 – 12 spaces at street level is proposed between the northern field and Incline Way. The parking lot will include angled spaces accessed via a one-way entry point on the west end of Incline Way, and exiting at the east end back onto Incline Way. The orientation of the parking spaces along with a low wall and shrubbery will help direct dogs exiting parked vehicles toward the dog park and away from the road. Using the Rec Center parking lot was considered as a possible alternative for parking; however, the Committee felt that crossing the road to access the dog park was dangerous. The existing retaining wall separating this area from the northern VG field will undoubtedly require engineering,

reconstruction and increased depth and width to support the land and materials infill necessary to bring this area up to the level of the road.

The elevated area with the parking spaces is large enough to accommodate:

- 1) A gender-neutral single stall restroom (**Exhibit C**)
- 2) A space for snow cleared from the parking lot
- 3) Dog park specific gate(s) - these gates allow owners to enter and exit the park safely, one dog at a time (**Exhibit D**)
- 4) A switchback ADA compliant ramp leading to the dog park gate
- 5) Appropriate dog park signage (etiquette, hours of operation, leash law code)

LARGE DOG RUN

The main dog run would include a dog wash station with a porous 3x5 foot tile base with a timer locked hose to allow owners to wash dirt and mud off their dogs before entering the water feature or getting back into their vehicles. Also proposed in this dog run area is an adult, ADA/child, dog water fountain and bottle filling station for fresh water (**Exhibit E**). A utility gate would be installed on the east side of the park for utility vehicle access.

A proposed double-entry gate will be located at the south-west end of the park allowing access to the dog-friendly FitTrail via the 3rd Creek Bridge. The dog park will include benches (**Exhibit F**), and bear box type trash cans/dog-waste dispensers installed on low maintenance permeable pavers. All features will be part of the proposed naming/memorial/honorarium fundraising opportunities.

OPTIONAL SMALL DOG RUN

A fenced in area, to the north-east, could be designated for smaller dogs (< 25 - 35 lbs.) if, based on feedback from dog owners when the plan is presented to for community feedback, a sufficient number of owners wished to keep these dogs separate from larger dogs in the park. The smaller dog run area would include a bench in the NE corner.

WATER FEATURE

To allow dogs to cool off and to deter owners from allowing/encouraging their dogs to enter the creeks, a water feature is proposed for the park (**Exhibit G**). The proposal includes a 16-20 foot diameter cement/sealed splash pad surrounded by a 25 ft. rectangular area covered with ForeverLawn or similar artificial turf. This splash pad would have to a single central drain leading to the sewer line on Incline Way. Dual connection to the sewer for restrooms may be possible. This water feature would be located in the area just west of the northwest corner of the northern field.

The water feature would include a bollard system (**Exhibit H**) to allow 5-10 minute timed flow into one or two different adjustable mist spray elements fed by fresh water. The water flow is approximately 8 gallons per minute. Typical costs for these water features (based on information from MySplashPad and H2OFido, runs around \$15-20 per square foot for the turf, installed, and \$100-150 per square foot for the splash pad, construction and piping and bollard system and misting elements included. Estimated cost is between \$50,000 to \$80,000 and could be funded by community donations.

THE PERIMETER OF THE PARK

On the east side of the northern VG field, a utility road would run from the exit of the parking area to the southern end of Village Green. Most of this utility road already exists. A protective split rail fence to discourage dogs from accessing Incline Creek would border the eastern edge of the road.

To the west side of the dog park, another utility road / path, as requested by the IVGID field maintenance staff, would be installed. The western edge of this utility road would be bordered by a similar split rail fence to dogs from accessing 3rd Creek.

THE WALL

The southern edge of the dog park could be enclosed by a 10 foot high wooden wall. This wall would serve multiple purposes –

- 1) Limit noise from the dog park interfering with activities on the lower VG field
- 2) Serve as a backdrop for movies, bleachers or to house a performance stage facing the lower field

III. NEXT STEPS

- 1) A geologic/mapping survey of the entire area of the fenced-in dog park, including a portion of the wooded area to the west, the adjacent areas that may involve the SEZ, etc.
- 2) Seek TRPA approval for the use of a portion of the wooded area between the VG and 3rd Creek
- 3) Develop a detailed conceptual design
- 4) Seek Board of Trustees approval for the conceptual design
- 5) Permitting from TRPA and Washoe County
- 6) Civil engineering evaluation and plan development
- 7) Development of cost estimates for construction and maintenance
- 8) Seek community feedback on the proposal
- 9) Seek donations and conduct naming rights options

IV. BID RESULTS

At this time, there are no bid results associated with this action

V. FINANCIAL IMPACT AND BUDGET

- 1) The remaining \$99,427.14 in CIP project # 4378LI2104 Dog Park funding will be carried forward to 2023 2024 for design and planning costs.
- 2) \$1,000,000 in Dog Park funding is budgeted in 2023 2024

VI. ALTERNATIVES

- 1) The Board of Trustees may elect to direct Staff to revise and bring the conceptual proposal back; or
- 2) Choose to not build a dedicated dog park

VII. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES

- 1) General feedback from the Board on the conceptual proposal
- 2) Approval to move forward with a site survey, conceptual design and an opportunity to seek community input on design.
- 3) The results of these actions will be brought back to the Board for additional direction and approval by fall/winter 2023.

Exhibit A - Proposed Village Green Dog Park



Exhibit B – 6' Chain-link Parameter Fencing



Exhibit C - Prefab ADA Single Stall Restroom



Exhibit D - Double-entry Gates



Exhibit E -Drinking Fountain



Exhibit F - Memorial/Honorarium Bench

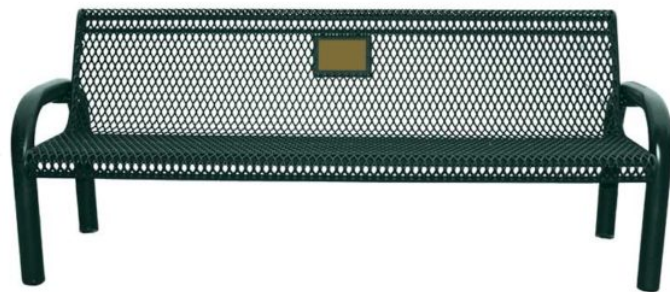


Exhibit G – Water Feature Options

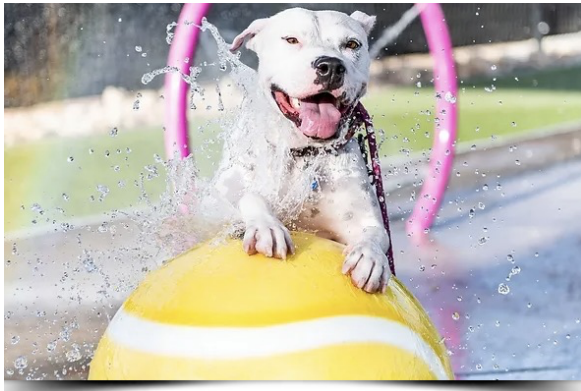


Exhibit H - Timed Bollard Water System



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INCLINE VILLAGE
GENERAL IMPROVEMENT DISTRICT
BOARD OF TRUSTEES

TRANSCRIPT OF HEARING
PUBLIC MEETING
Live and Via Zoom

Held at 893 Southwood Boulevard
Incline Village, Nevada

Wednesday, June 28, 2023

24 Reported by: Brandi Ann Vianney Smith
25 Job Number: 989397

HEARING (PUBLIC MEETING) - 06/28/2023

Page 2	Page 3
<p>1 A P P E A R A N C E S</p> <p>2</p> <p>3 BOARD MEMBERS PRESENT</p> <p>4 MATTHEW DENT, CHAIR</p> <p>5 SARA SCHMITZ, VICE CHAIR (via Zoom)</p> <p>6 DAVE NOBLE, SECRETARY</p> <p>7 RAY TULLOCH, TREASURER</p> <p>8 MICHAELA TONKING, TRUSTEE</p> <p>9</p> <p>10 ALSO PRESENT</p> <p>11 ANNE BRANHAM, LEGAL COUNSEL</p> <p>12 -o0o-</p> <p>13</p> <p>14</p> <p>15</p> <p>16</p> <p>17</p> <p>18</p> <p>19</p> <p>20</p> <p>21</p> <p>22</p> <p>23</p> <p>24</p> <p>25</p>	<p>1 I N D E X</p> <p>2 PAGE</p> <p>3 A. PLEDGE OF ALLEGIANCE 4</p> <p>4 B. ROLL CALL OF TRUSTEES 4</p> <p>5 C. INITIAL PUBLIC COMMENTS 5</p> <p>6 D. APPROVAL OF AGENDA 35</p> <p>7 E. REPORTS TO THE BOARD BUSINESS 37</p> <p>8 F. CONSENT CALENDAR 43</p> <p>9 G. GENERAL BUSINESS 44</p> <p style="padding-left: 20px;">G 2 44</p> <p style="padding-left: 20px;">G 3 78</p> <p style="padding-left: 20px;">G 4 99</p> <p>11 G 5 103</p> <p style="padding-left: 20px;">G 6 118</p> <p>12</p> <p>13 H. REDACTIONS FOR PENDING PUBLIC 126</p> <p>14 RECORDS REQUESTS</p> <p>15 I. LONG RANGE CALENDAR 128</p> <p>16 J. BOARD OF TRUSTEES UPDATE 142</p> <p>17 K. FINAL PUBLIC COMMENTS 143</p> <p>18 L. ADJOURNMENT 151</p> <p>19 -o0o-</p> <p>20</p> <p>21</p> <p>22</p> <p>23</p> <p>24</p> <p>25</p>
Page 4	Page 5
<p>1 INCLINE VILLAGE, NEVADA - June 28, 2023 - 6:00 P.M.</p> <p>2 -o0o-</p> <p>3</p> <p>4</p> <p>5 CHAIR DENT: All right. I'd like to call</p> <p>6 the regular meeting of Incline Village General</p> <p>7 Improvement District Board of Trustees to order,</p> <p>8 starting at 6:00 P.M. Today is June 28th, 2023.</p> <p>9 We're located in the boardroom at 893 Southwood</p> <p>10 Boulevard, Incline Village, Nevada, and via zoom.</p> <p>11 Ms. Becker, would you lead us in the</p> <p>12 Pledge of Allegiance.</p> <p>13 A. PLEDGE OF ALLEGIANCE</p> <p>14 (Pledge of Allegiance.)</p> <p>15 CHAIR DENT: Item B, roll call of the</p> <p>16 trustees.</p> <p>17 B. ROLL CALL OF TRUSTEES</p> <p>18 CHAIR DENT: Trustee Tulloch?</p> <p>19 TRUSTEE TULLOCH: Present.</p> <p>20 CHAIR DENT: Trustee Noble?</p> <p>21 TRUSTEE NOBLE: Here.</p> <p>22 CHAIR DENT: Trustee Tonking?</p> <p>23 TRUSTEE TONKING: Here.</p> <p>24 CHAIR DENT: Trustee Schmitz?</p> <p>25 TRUSTEE SCHMITZ: Here.</p>	<p>1 CHAIR DENT: And I'm Trustee Dent. All</p> <p>2 five of us are here. We do have a quorum. Moving</p> <p>3 on to item C, initial public comment.</p> <p>4 C. INITIAL PUBLIC COMMENT</p> <p>5 CHAIR DENT: Once again, it's</p> <p>6 three minutes for your public comment.</p> <p>7 MS. KROLICK: Good evening, Chair Dent and</p> <p>8 fellow trustees. Gail Krolick, 1410 Tirol Drive.</p> <p>9 I just want to set the record straight for</p> <p>10 a little bit. There's a lot going on in our</p> <p>11 community, and it has to do with our trustees.</p> <p>12 As you're aware, the community is pretty</p> <p>13 upset, so upset, in fact, that there's a petition.</p> <p>14 But my name's been attached that I'm the leader of</p> <p>15 it; I'm not. I'm not the leader of it.</p> <p>16 The notice of intent was actually filed on</p> <p>17 June 22nd, 2023, and those on this committee for</p> <p>18 Trustees Dent and Sara Schmitz are follows: Timothy</p> <p>19 Callicrate, Darolyn Skelton, and Mary Kleingartner.</p> <p>20 I am not part of the committee. I am not leading</p> <p>21 it, but when someone's asking for help and the</p> <p>22 community is reaching for me, I'm going to certainly</p> <p>23 help.</p> <p>24 Today was a sad day in our community,</p> <p>25 though. This morning, there were volunteers in</p>

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1 front of Raley's, Mr. Mike Abel, a strong supporter
 2 of the vocal, angry individuals and of Trustee
 3 Schmitz and Trustee Dent, decided to become physical
 4 with a woman, who decided not to press charges --
 5 apparently this has not been the first time he has
 6 done that -- instead he received a citation, is my
 7 understanding.

8 This should not be happening in our
 9 community, at all. We should be doing what is done
 10 properly. The 4th of July is coming up. This
 11 country fought for freedoms that we have, and this
 12 is part of our freedom and part of the other side's
 13 freedom too, to bring forth their petitions, et
 14 cetera.

15 I'm also here to report that the Incline
 16 Village Board of Realtors just sent me an email this
 17 evening dated 5:16 P.M.:

18 "The public policy committee
 19 decided today to open the board
 20 office up for the petition for
 21 the recall. You can post hours
 22 from 9:30 to 5:00 P.M. We can
 23 have that petition on the front
 24 desk, or you can sit in the
 25 office with it. Thank you.

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1 One district, one team. It's clear over the recent
 2 past the District board and staff and its public
 3 clients are not functioning as one team. Open
 4 disparagement of each other's motives, past
 5 performance, even though role in the organization
 6 has been openly questioned.

7 Last week, members of board and some of
 8 the public asked a critical question that I think
 9 needs to be answered. Notwithstanding the outcome
 10 of the position of the general manager, how does
 11 IVGID go forward? How do you repair the lack of
 12 trust and mutual respect? Does the board even want
 13 to engage in that effort? Do the trustees have the
 14 credibility, patience, interest, talent, or skill
 15 set, collectively and individually, to engage in a
 16 collaborative process?

17 Certainly, the public wants an opportunity
 18 for meaningful input. They want more answers and
 19 more transparency.

20 It seemed that some members of the
 21 trustees are more interested in proving themselves
 22 right than in doing the right thing. That's not in
 23 keeping with the one district, one team motto.

24 Instead it may be more productive to
 25 concentrate on doing the right thing for the public.

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1 Kendra Murry, Chief Executive
 2 Officer."

3 And the reason why the public policy
 4 decided to do this is because our property values
 5 are being affected by the majority of this board.
 6 If anyone has any questions, feel free to talk to
 7 the volunteers.

8 There's no reason why men should be
 9 touching a woman, their shoulder or anything, unless
 10 that is asked. I would ask that the angry
 11 individuals of the community, perhaps, need to calm
 12 themselves down, and think where we live. It's an
 13 incredible place we live.

14 It saddens me that those that I supported
 15 have just -- are just completely different, have
 16 ended on things, in my opinion, that are absolutely
 17 unethical. That saddens me. I welcome the
 18 opportunity to speak with anyone on the board
 19 individually or collectively, no more than two,
 20 though.

21 Thank you.

22 MR. WANG: Good evening. Mike Wang,
 23 Incline Village.

24 It's appropriate that we have a meeting in
 25 this room, with the IVGID motto behind the Chair.

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1 After all, that's what IVGID was chartered to do, to
 2 provide services to the public.

3 How might this be done? I have a
 4 suggestion: Convene a series of open public
 5 workshops, each moderated by one board member on a
 6 rotating basis. Staff an attendant as a resource.
 7 Ten-minute time limit for speakers. Topics ranging
 8 on issues involving recreation, services, all the
 9 aspects of the core of what IVGID is supposed to do.
 10 Written summaries prepared on a monthly basis to the
 11 Board of Trustees and the public in advance of the
 12 meeting.

13 Another improvement: Open the public
 14 comment on each item after the board and staff
 15 presentation, so that the public can meaningfully
 16 address the board and staff presentations. As it
 17 stands now, the public can be precluded from
 18 meaningfully participating because the comment
 19 period is closed before the actual board and staff
 20 presentations have been made.

21 If the Board of Trustees is truly
 22 interested in rebuilding public trust, an open and
 23 honest dialogue has to be created where the board
 24 listens and processes comments.

25 Remember, one district, one team. Try to

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1 do the right thing rather than insisting on being
 2 right.

3 MR. VIELER: Good evening my name is Wayne
 4 Vieler, 537 Spencer Way.

5 I just, along with a number of people,
 6 became aware of the decision of the board to,
 7 essentially, block employees from beach access. And
 8 I have been reading through the past minutes from
 9 the January 25th meeting and the March 3rd meeting,
 10 and the attorney's letter in terms of finding that
 11 there was no right granted within the original deeds
 12 and so forth.

13 I can follow the logic of all that, I'm an
 14 attorney myself, but I do not understand why -- what
 15 possible benefit it is to residents of Incline
 16 Village to ban long-time employees of the Recreation
 17 Center and so on from being able to use their
 18 beaches? We're a few people, it's not something
 19 that is creating a crisis in terms of overcrowding
 20 on the beaches, even though that was some of the
 21 language that was presented.

22 The -- personally, I'm offended. I know a
 23 number of those employees, know them well, have
 24 known them for years. They do a great job, and
 25 their use of beaches has always been something that

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1 MS. SHACKFORD: Kay Shackford, Donna
 2 Drive.

3 I'm told I'm being maligned on social
 4 media. Frank Wright attacked me at the last board
 5 meeting for running \$10,000 personalities programs
 6 for IVGID. Should you wonder why an 81-year-old
 7 lady is being attacked here's the backstory:

8 I designed a workshop for the aviation
 9 industry called "Negotiating Solutions," please look
 10 it up, negotiatingsolutions.com. For 30 years and
 11 4,000 graduates, my husband, Joe, and I ran it
 12 together. Graduates including vice presidents from
 13 Boeing and Delta, among many others. They'll tell
 14 you it's the most valuable training in their
 15 careers. Joe died four years ago. With the help of
 16 a wonderful local resident and others, I continue to
 17 run the program. And some IVGID employees are
 18 graduates.

19 When Joe and I moved here, we realized the
 20 best way we could help IVGID was to provide
 21 tuition-free slots in the workshop. Lee Webber Coke
 22 (phonetic) was Diamond Peak's marketing manager when
 23 she attended in '97. She can point to hundreds of
 24 thousands of dollars she saved the District because
 25 of what she learned there. Your prior mountain

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1 they have done respectfully. Many of them are
 2 lifeguards, so I don't see how you can fault a
 3 lifeguard for wanting to use the beach when they're
 4 not physically working.

5 I put that question back forward to you.
 6 I know that the decision was made and has already
 7 been made that employees that are not residential no
 8 longer have beach access, but the attorney's letter
 9 said that can be granted, should the board decide to
 10 do so.

11 The minutes also suggest that that
 12 provision can be made by the board, it doesn't have
 13 to be excluded simply because the original deed did
 14 not grant that right within the language of the
 15 original deed.

16 I would highly advocate that the board
 17 consider taking a step back from that decision and
 18 making allowances, specifically, that employees here
 19 be allowed to have beach access, even though they
 20 don't live in Incline Village themselves. Some of
 21 them have worked here 15 years and drive at least 50
 22 miles a day to do their job here. They can't -- a
 23 number of people can't afford to live in Incline
 24 Village.

25 Thank you. That's my concern.

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1 manager is a graduate, so is your prior engineering
 2 manager. So is Indra from before he was GM.

3 When a tuition-free slot wasn't available,
 4 IVGID would sometimes enroll folks because the
 5 difference it made. By the way, we charge half of
 6 what other high-end programs charge. Graduates of
 7 our program and Harvard's will tell you ours is head
 8 and shoulders better than theirs. For tuition and
 9 room and board, we charge \$6,800; Harvard charges
 10 \$12,750.

11 So how did Aaron Katz enter our village?
 12 When Katz, a disbarred attorney from Santa Clara
 13 County, moved here he only wanted to pay for those
 14 portions of the rec fee for venues he used. Told,
 15 no, he did what he always does: He sued and kept on
 16 suing. It cost him almost nothing. He is a
 17 vexatious, serial litigant.

18 His first attempt, fresh out of law
 19 school, was to sue the California DMV for refusing
 20 to issue him a license plate that read "easy lay."
 21 Easy lay is the name of a date rape drug.

22 Joe and I heard what Katz was up to at
 23 board meetings, and we distributed articles about
 24 lawsuits he brought against the Mountain View School
 25 District, Santa Clara County Library District, the

HEARING (PUBLIC MEETING) - 06/28/2023

<p style="text-align: right;">Page 14</p> <p>1 Hospital District. His suits were declared 2 meritless, but defending against them cost hundreds 3 of thousands of dollars now not available for a 4 library, a school district, a hospital. 5 Sara Schmitz and Matthew Dent have long 6 been doing the bidding of Katz and cohorts. Look at 7 the pattern of their actions in terms Katz's 8 objectives. If our venues are all privatized, he 9 wins. Please join me in recalling them and stopping 10 him. 11 Thank you. 12 MS. CARS: Good evening, trustees. 13 Unfortunately, the search for GM as begun. We 14 recommend that a citizen's advisory board GM search 15 committee be established immediately. This should 16 include at least two community citizens with 17 background in the area, the head of IVGID HR, and 18 two trustees. 19 Please stop smirking at me, Mr. Tulloch. 20 This is because of tension in the 21 community and also on the board. We need 22 independent, impartial representation from across 23 the community. 24 We are, tonight, requesting that those 25 community members who have had experience as a city</p>	<p style="text-align: right;">Page 15</p> <p>1 manager, general manager, PUC manager, or related 2 experience in a governmental capacity be put on this 3 board to provide counsel and recommendations to the 4 current board for this search. 5 We are concerned that the current board 6 cannot be impartial based on what just happened with 7 GM Winquest. At least two to three trustees have 8 been instrumental in the GM Winquest debacle 9 controversy. 10 As concerned citizens, it is not 11 appropriate that the same two to three trustees be 12 the sole arbiters as to who replaces GM Winquest, 13 therefore, the necessity for this search committee. 14 We have read the prior job description 15 used in 2019. It's is attached to this 16 presentation, and we recommend that it be reviewed 17 by the committee. 18 We are so excited because we have done or 19 homework and are presenting you three people who are 20 highly credentialed, experienced community members 21 to be on this GM search committee, and who have 22 given their approval for me to present their names 23 to you tonight. We believe that we do not need to 24 pay an outside consultant. 25 Eric Severance, CEO, Sev Group Consulting.</p>
<p style="text-align: right;">Page 16</p> <p>1 Former GM of Mt. Ashland. Hired as a GM of Diamond 2 Peak, Incline Village, 1994, and then five years 3 later, hired away by Northstar to be GM there from 4 '94 to '96. These are just three of his 5 credentials. 6 Keith Till, former member of IVGID Diamond 7 Peak steering committee. Served over 30 years in 8 California local government, with almost 25 years as 9 a city manager in San Marino, Seal Beach, and San 10 Diego County. Interim city manager for San Juan 11 Capistrano, former city counsel liaison with a 12 search firm that recruited Ben Siegel, who today 13 continues as a city manager. 14 Third, Martin Hessmark (phonetic). Martin 15 has worked in both the private and public sector as 16 an engineer and senior executive for 37 years. He 17 started as a staff chemical engineer and rose to 18 executive manager for up to 145 people. He has 19 extensive public communication experience, is 20 measured and thoughtful with his actions and words. 21 An independent person with technical 22 background is needed for this committee. 23 My husband and I have made requests and 24 public comments to Board of Trustees over the past 25 few months with no responses. We're requesting that</p>	<p style="text-align: right;">Page 17</p> <p>1 this recommendation be given serious consideration, 2 as this is currently the highest priority of IVGID 3 trustees. 4 MR. CARS: Good evening, trustees. 5 Earlier this year, the Board of Trustees 6 voted to restrict beach access for employees who are 7 not Picture Pass holders. I've been advised that 8 those employees are now eating their lunch either in 9 their immediate work environment, their cars, or 10 other off-beach areas. 11 The board should permit IVGID employees to 12 take a lunch or other break in a properly designated 13 area that will not violate the board direction to 14 withhold beach access for non-Picture Pass 15 employees. Hotels make this type of accommodation 16 for workers, and we sincerely hope the board can 17 support this for our IVGID employees as well. 18 Thank you. 19 MS. BECKER: Hello. Diane Becker, 20 community member, and long time attorney. 21 I urge all community members to not sign 22 the petition to recall Trustees Dent and Schmitz. I 23 question on the recall -- the question on the recall 24 is not whether Indra is a nice and likable man and 25 mentor. The questions are: Does the community want</p>

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1 effective oversight of IVGID going forward? Are
 2 voters being misled by the false assertions that
 3 Indra had a dream team that had done a great job?
 4 Is he being unfairly forced out if he decides he
 5 does not want to go through a public review process,
 6 which is mandated by law?
 7 Since 2020, I have considered myself
 8 Indra's friend, and it is difficult for me to speak
 9 today because of this, but I feel I need to.
 10 I began to attend IVGID board meetings
 11 starting in 2020, for work I was assisting Indra on
 12 on Ordinance 7, not before that. I observed that
 13 contracts were repeatedly presented for approval to
 14 the board that contained unacceptable errors and
 15 blanks, like scope of work, payment terms, et
 16 cetera.
 17 As a retired corporate attorney, I was
 18 appalled that the incomplete contracts even reached
 19 the board, and I made some suggestions to Indra for
 20 improvement.
 21 Unfortunately, the errors in the contracts
 22 did not stop until this current board, in
 23 frustration, addressed the problem of these
 24 errors and appointed Trustee Schmitz to review
 25 contracts and to cause the GM and staff to get the

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1 is long. Indra was not the person who prepared the
 2 incomplete contracts or the inaccurate financial and
 3 accounting documents or caused the other problems;
 4 it was primarily his senior management.
 5 But don't be misled that there was never a
 6 dream team in this senior management under Indra.
 7 Indra's GM, would be the one who must correct all
 8 the mistakes made by senior management, and I
 9 presume that was --
 10 (End of three minutes.)
 11 MR. DOBLER: Cliff Dobler, 995 Fairway.
 12 This written statement is to be made part of the
 13 meeting minutes. Good evening.
 14 My comments relate to agenda item G 3,
 15 indebtedness report and five-year capital plan.
 16 These two reports are a mess. The five-year capital
 17 plan, first year 2023/'24, must be the same as the
 18 budget filed with the State three weeks ago. It is
 19 only off by \$43 million. Also, the budget nor the
 20 capital plan fails to reflect 15.4 million in
 21 carryovers from fiscal 2023. In addition, increases
 22 in estimates of 4.3 million for sewer storage tanks
 23 and effluent pipeline had not been reflected.
 24 The State's instruction are pretty clear.
 25 The preparation of capital improvement plans states

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1 contracts complete before they came before the
 2 board, and she began that process.
 3 That is a board direction. How is that
 4 micromanagement by Trustee Schmitz? And don't we
 5 need correct and complete contracts?
 6 At board meetings, I also observed
 7 numerous errors in finance and accounting documents
 8 were being raised. Admittedly, I didn't go to all
 9 board meetings, only ones that related to Ordinance
 10 7 or where I wanted to make some public comment on
 11 that or ask questions of board members.
 12 I recall over a \$4-million error submitted
 13 by Mr. Navazio for board approval that was to be
 14 submitted to the State of Nevada last year. Luckily
 15 a board member caught the error.
 16 And I observed the board meetings on the
 17 most-recent budget, where a few senior staff members
 18 were asked to bring information for the board for
 19 the budget several times but failed to do so. And
 20 so the board appointed Trustee Schmitz to work with
 21 the general manager and director of finance to get
 22 the information. How is that micromanagement by
 23 Trustee Schmitz?
 24 The list of problems and issues needing to
 25 be corrected that I know of from my limited exposure

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1 that the total amount of expenditures in the CIP for
 2 the ensuing year must equal the total amount outlay
 3 for each fund set forth in the final budget for the
 4 ensuing year.
 5 Yesterday, I sent to each of you a
 6 marked-up version of the two reports. Please have
 7 this done right or the Department of Taxation must
 8 be made aware.
 9 Each of you may not be aware that on March
 10 25th, Navazio stated that the board reviewed the
 11 five-year capital plan. That is not the case. Only
 12 the capital budget for '23/'24 was reviewed. No
 13 review of the remaining four years ever occurred.
 14 Effectively, by approving this five-year
 15 plan, each of you are endorsing future expenditures.
 16 While money is not appropriated for the subsequent
 17 four years, endorsements would indicate a desire to
 18 have the projects done at high costs.
 19 Do you agree with the intended projects?
 20 I would be hard-pressed to understand how an
 21 investment of over \$7 million and seven tennis
 22 courts could even be deemed prudent and plan to
 23 begin construction in 12 months. My inspection on
 24 Monday indicates the courts are in good shape.
 25 I am also hard-pressed to understand how a

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1 \$9.2 million investment to replace Snowflake Lodge
 2 is logical. Design is scheduled to start
 3 immediately and construction to begin in 12 months.
 4 The original 2015 concept was to replace
 5 Snowflake Lodge to accommodate summer food and
 6 beverage and merchandise sales, plus weddings. The
 7 summer programs at Diamond Peak has fallen by the
 8 wayside. Has anyone suggested, other than Mike
 9 Bandelin, what Snowflake Lodge should accommodate?
 10 Nothing has been heard other than cocktail talk.
 11 These two projects alone account for over
 12 53 million of the community service planned
 13 expenditures over the next five years. Several
 14 necessary projects have been tossed aside.
 15 Have the community service master plan
 16 priorities been reviewed? For your information, the
 17 survey completed in 2017 indicates the highest
 18 priority was expanding walking trails within the
 19 IVGID boarders. This priority as never been
 20 addressed.
 21 Extensive review is required to have a
 22 solid and doable capital project plan. It has not
 23 been done over the past six years.
 24 MR. KATZ: Aaron Katz. Good evening.
 25 Box 3022. I have several written statements I've

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1 persons are now. If you can't see them, let me
 2 provide a mirror for the 81-year-old woman to look
 3 at.
 4 You people never come to board meetings,
 5 you don't read packets, you don't do research
 6 insofar as the issues that are concerned, a majority
 7 of them, and yet you proclaim to know everything
 8 about everything. But you don't.
 9 Whiner Riner and company, did you know
 10 it's unlawful to misrepresent the content of a
 11 recall petition's statements to potential signers?
 12 Did you know that everyone who aids and abets the
 13 misrepresentation is equally liable?
 14 By stating Sara's the cause of the loss of
 15 the donation from Mr. Duffield, promoters have
 16 misrepresented the truth. If any of you had
 17 participated in the public hearings, you would have
 18 known this fact.
 19 By stating that Matt is guilty of some
 20 ethical violation because he borrowed 800,000 from a
 21 local resident and didn't disclose it, then he never
 22 voted on matters having anything to do with this
 23 person. By stating the contrary, you've
 24 misrepresented the truth.
 25 Did you know that everyone who signs that

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1 given to Trustee Tonking to be attached to the
 2 minutes of meeting.
 3 I have submitted emails to the board
 4 explaining why it needs to reject Waste Management's
 5 proposed solid waste franchise extension. It's
 6 three years premature. I've asked it go off the
 7 calendar, hopefully it will.
 8 Also, we need to own control of this
 9 transfer station. If Waste Management won't agree
 10 to sell it to the District at a fair price or
 11 include a transfer of ownership in any new
 12 franchise, then we need to take it by eminent
 13 domain.
 14 We need a strong negotiating team, and so
 15 far we don't have it. Madonna Dunbar and Brett
 16 Underwood are lightweights who lack experience and
 17 competence in these matters. We need a strong
 18 citizen's advisory committee.
 19 Now, I'd like to talk about the recall
 20 petition. I find it so interesting how the scum of
 21 our community have chastised myself and others for
 22 years. We're accused of being uncivil,
 23 unappreciative of our wonderful staff, and cancers
 24 to our community. We're told to leave if we don't
 25 like it. Well, look who the cancers and the uncivil

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1 petition and is criminally negligent and not
 2 learning of the misrepresented contents, can be
 3 jointly and severally liable for \$20,000 in civil
 4 penalties? Where's Mr. Hitner with the \$10,000
 5 bucks?
 6 The Secretary of State and the Office of
 7 the AG have been notified. They will be knocking on
 8 your door. Look what whiner Riner and company have
 9 done to you people. Congratulations.
 10 MS. USINGER: My name is Caroline Usinger,
 11 I live on Jackpine Lane.
 12 I'm kind of amazed that I've just been
 13 called scum of the earth. Have to get used that
 14 one, the name.
 15 I actually wanted to talk for just a
 16 second about sadness. When I voted for IVGID
 17 trustees in 2020 and 2022 -- frankly, I was not in
 18 this area before then -- I didn't vote for war. I
 19 did not vote for major, huge changes. I voted for a
 20 continuation of a community that would work
 21 together.
 22 I had heard rumors that there were people
 23 who were always making problems, and I was hoping
 24 that they would kind of get older and get other
 25 occupations.

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1 But I voted for community. I voted for
 2 people working together. And when I hear the anger
 3 that everybody has, frankly, anyone connected to the
 4 anger needs to go away.
 5 Now, Indra as gone away. It's fine. It's
 6 done. Whatever. But unless the board does
 7 something -- you guys were participants in it too.
 8 And for healing, you need to figure out if you guys
 9 can personally help the healing. And if not, you
 10 need to say, you know, someone else needs to do
 11 this, not me.
 12 That doesn't mean you were wrong; all it
 13 means is we don't want war. Step aside. Calm down.
 14 Everybody needs to do it.
 15 Now, if only one side does it, that's not
 16 fair, because the whole community is upset and both
 17 sides have contributed to this. So unless the
 18 people -- I would really seriously consider, if you
 19 were part of this, which, frankly, three of you
 20 were, you need to resign, you can reapply when you
 21 want to rerun, but when you actually ran for office,
 22 your never said you were going to do this. You
 23 never said it. It's a bait and switch. You were
 24 talking about this openness and working together and
 25 all this stuff. And I was like, yeah, yeah, yeah.

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1 So, I wish you would call it correctly.
 2 If I'm wrong, which I might be, feel free to correct
 3 me. It's a termination without cause is why you're
 4 paying him a year's salary, but you haven't
 5 justified anything, and I guess that's without
 6 cause.
 7 Second topic is the beach. Of course I
 8 think taking it away from the employees is crazy.
 9 And now it appears that Trustee Schmitz wants to
 10 build a wall. What is the problem? It's about your
 11 tolerance for risk. Like, in the winter, who cares
 12 who is there. There's hardly anybody there. And
 13 you're going to spend a couple hundred thousand to
 14 man the beaches to keep out people that don't even
 15 go there. It's insane to spend that much money to
 16 make it more exclusive than what it already is.
 17 It's crazy.
 18 It wasn't a problem before, why is it a
 19 problem now that Ms. Schmitz wants it that way? To
 20 make it more exclusive, the amount of money you're
 21 going to spend on that is crazy. I think you make a
 22 problem out of nothing because what's going to
 23 happen? Are they doing to sue and make the beaches
 24 public? It's not going to happen. That's crazy.
 25 Anyhow, that's all I got.

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1 It's bullshit.
 2 Anyway, both sides have issues, but both
 3 sides need to step down.
 4 CHAIR DENT: Any other public comments in
 5 the room?
 6 Matt, can we go to Zoom?
 7 MR. MILLER: Good evening. Charlie
 8 Miller. Two topics I want to speak to.
 9 Number one is, Ms. Shackford, I think is
 10 your name, and, Mr. Wheeler, great comments,
 11 appreciate that. If you didn't hear them before,
 12 follow them.
 13 I'm not a lawyer. It seems like half the
 14 room is. What I'm trying to understand is -- I look
 15 at this contract -- that there's three ways out:
 16 That he resigns, that he is terminated with cause,
 17 and terminated without cause.
 18 But what I hear from the trustees and
 19 members of the public is that he doesn't want his
 20 review, or, you know, he wanted a separation
 21 agreement. I didn't find a separation agreement in
 22 his contract. I only found those three other ways.
 23 So, really, this is, in my opinion, a termination
 24 without cause, because if he resigns, then he
 25 doesn't get anything.

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1 DR. WHYMAN: Hello. Dr. Andrew Whyman
 2 here. 20-year resident, retired, and no longer
 3 applying my trade for money. Here's a three-minute
 4 donation you can't turn down.
 5 Indra Winquest did not voluntarily resign.
 6 The board knows it, Indra knows it, I know it, and
 7 so do most folks in town. Put a gun to somebody's
 8 head and you're kind of limiting their options.
 9 Indra volunteered to resign in the same
 10 sense that people volunteer to breathe. Do it or
 11 die. Put more formally, choose to leave with a
 12 reasonable separation agreement, or be publicly
 13 humiliated, and then most likely, fired. What a
 14 fine choice.
 15 And yet a voluntary separation is what
 16 this board was trying to sell. Fake news, by my
 17 (inaudible).
 18 Here's another way of capturing the
 19 essence of what recently happened here. The
 20 majority of the board individually in private
 21 conversations prior to his 2023 evaluation tells
 22 Indra, you're a good guy. One town person liked you
 23 so much he was willing to give us \$25 million. But
 24 so sorry, Indra, this isn't a popularity contest,
 25 it's a job.

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1 We, the board, understand finances and you
 2 and your so-called upper management, professionally
 3 credentialed finance staff do not. We have to save
 4 IVGID from staff giveaways, more poorly managed
 5 finances, embarrassing contract negotiations, and
 6 more, your differing opinions about some of these
 7 matters notwithstanding.
 8 Therefore, again, we're truly sorry, but
 9 we don't believe you can cut the mustard.
 10 So, in fact, the Indra problem started a
 11 few years back and was publically exposed by the
 12 process and outcome of Indra's evaluation in 2022.
 13 One board member believed at times that Indra was
 14 largely incompetent. Another since sitting
 15 eventually gave Indra a passing grade. The board
 16 knew then that there was a guff in this issue but
 17 proceeded to look away.
 18 It followed the Duffield debacle. Indra
 19 was unfairly and inaccurately blamed by some board
 20 members. What did the board do about it? Virtually
 21 nothing.
 22 Then a newly reconstituted board that
 23 started in January, 2023. It was soon clear that
 24 two and likely three board members deemed Indra less
 25 than competent. What did the board do? Virtually

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1 board policy, at a cost of less than 100,000 that
 2 were submitted by Trustee Schmitz, one was appalled
 3 that Schmitz did not trust staff.
 4 Mr. Navazio, hired by GM Winqest, has
 5 clearly turned out to be a gem. Leaves July 1st in
 6 the middle of the annual audit, and takes vacation
 7 prior to leaving. So unprofessional.
 8 Now, Mr. Johnson and Pomeroy (phonetic),
 9 our previous engineerings, assure us that we had a
 10 20-year master plan water and sewer in places.
 11 Apparently not.
 12 Mr. Underwood, part of our current
 13 engineering staff, made an outsource request to the
 14 previous board, chaired by Tim Callicrate, in
 15 October, 2022, to award a \$449,000 contract to
 16 another engineering firm, DOWL LLC, to prepare a
 17 master plan for water and sewer. Internal
 18 engineering staff costs of 51,000 was also
 19 requested, bringing the total contract to 500,000,
 20 which was budgeted and approved.
 21 Since the review of the SKATA (phonetic)
 22 system, an additional 660,000 would have put the
 23 request over budget. It was postponed to the
 24 '23/'24 budget. However, the review has not been
 25 included in the '23/'24 budget.

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1 nothing. Why? Because the majority of the board
 2 will only believe that Indra was the sole problem.
 3 And the board minority felt confused, stimated,
 4 silenced, paralyzed. This is also a board problem,
 5 not an Indra problem.
 6 If a GID board believes the general
 7 manager's not forming adequately, it has an
 8 obligation to work toward improving the general
 9 manager's performance. The board had a number of
 10 options. Hiring a competent consultant to assist
 11 the board and general manager was just one of them.
 12 Instead, nothing was done, and the open wound was
 13 left to fester.
 14 And now from what I understand, it's back
 15 to business as usual, except there's a now-energized
 16 and passionate community effort to recall two
 17 trustees and likely a third later.
 18 MS. DOBLER: Hello. This is Ellie Dobler,
 19 995 Fairway.
 20 I'd like to speak about outsource, a dirty
 21 word according to Kendra Wong. On our previous
 22 board, chaired by Tim Callicrate, when it came up to
 23 approve several contracts with the accounting firm
 24 of Moss Adams to review our accounting, internal
 25 control practices, contract administration, and

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1 Work started October, 2022, and was to be
 2 completed November, 2023, and a 50 percent draft
 3 report was to be presented June 16th. This date has
 4 come and gone. Do we have a report? What about the
 5 SKATA system? Anything happening there? There's
 6 nothing on the agenda or long range calendar.
 7 This contract, 660,000, including SKATA,
 8 plus engineering staff time is probably over
 9 700,000. Seems pretty expensive to me. A little
 10 oversight, please.
 11 Thank you.
 12 MR. WRIGHT: Frank Wright, Crystal Bay.
 13 I hope the people who are running this
 14 petition paid attention to what Mr. Katz said. I
 15 have been in contact with the Secretary of State,
 16 Washoe County Voter Registrar, and a few other
 17 people, and what we have is a totally false,
 18 unsubstantiated petition with invalid information,
 19 false and misleading statements. And the state
 20 statutes are very clear. Those who sign the
 21 petition are putting themselves in legal jeopardy to
 22 the tune of \$20,000 apiece.
 23 Mr. Riner, great job, you and your fellow
 24 cohorts have done it again. You got something
 25 really stupid going on here, which will never, ever

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1 fly. The petition, in its face value, is wrong,
 2 it's invalid. You can't have a petition with phoney
 3 and false information. I know it can't be
 4 substantiated.
 5 So keep getting your signatures, keep
 6 telling people, hey, you're putting yourself out
 7 there. I have no problem with it. I'd like to see
 8 you all pay \$20,000.
 9 Now, let's go to some other things that
 10 were said tonight about the beaches. How people can
 11 still come in here and say that the employees should
 12 be on the beaches it beyond my comprehension of
 13 normal thinking. You have people in town who live
 14 in the community who can't go to the beaches, but
 15 you're going to fight for people who don't live here
 16 and live in Reno. Unbelievable. Just something I
 17 just don't get.
 18 Kay Shackford is sucking this district of
 19 money for her -- whatever clinic she's putting on,
 20 and she gives a little tidbit about how she might
 21 have given one away free. But she is sucking in 10-
 22 to 12,000 bucks a pop. Hey, I'd ask for a recall
 23 too if I could get a board that would allow this
 24 crap to go on.
 25 How about Eric Severance being mentioned

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1 Mr. Underwood asked us to remove. It was item G 1.
 2 Are there ay other items he need to adjust from the
 3 agenda or any other concerns with the agenda?
 4 TRUSTEE SCHMITZ: I just wanted to comment
 5 that I had requested that the golf cancellation
 6 policy and the All-You-Can-Play Pass cost be on this
 7 agenda, and I appreciate the board Chair scheduling
 8 a special meeting to address those concerns. I just
 9 wanted people to realize that for some reason it
 10 wasn't on this agenda.
 11 The other thing that was supposed on be on
 12 this agenda was a report from staff relative to the
 13 Championship Course food and beverage losses over
 14 the past couple of seasons. I don't know why that
 15 was removed from this agenda, and I'm hoping that it
 16 will be on our special meeting agenda as well.
 17 CHAIR DENT: You so you guys know, I did
 18 request that after requesting that we bring that
 19 item back forward because those two items were
 20 missed. I'm waiting to hear back on the second
 21 item.
 22 Seeing no more changes to the agenda, we
 23 will just say the agenda's approved, with removing
 24 item G 1.
 25 Item E, reports to the board.

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1 as someone on the search committee? Here's a guy
 2 that hit us up for \$30,000 for a phoney document he
 3 took of the internet, plagiarize from a company in
 4 Australia, which the document was copy written
 5 material. He turned it in and collected a \$30- or
 6 \$35,000 check. Now this is a guy with integrity.
 7 He wants to find us a new general manager. This is
 8 the last guy I would put on a committee like that.
 9 As far as the other two guys, I have no
 10 idea who they are.
 11 Charlie Miller, I don't know what you just
 12 said, but it was interesting.
 13 We need to stop all this stuff. I keep
 14 telling you that, but go ahead and get your petition
 15 going, get all your people rallied, and I'll tell
 16 you what, I wouldn't sign that petition.
 17 CHAIR DENT: We need to take a five-minute
 18 break. We will resume the meeting at 6:50.
 19 (Recess from 6:44 P.M. to 6:50.)
 20 CHAIR DENT: All right. We're going to
 21 resume our meeting. We did just finish out item C,
 22 initial public comment. We'll move on to item D,
 23 approval of the agenda.
 24 D. APPROVAL OF THE AGENDA
 25 CHAIR DENT: We do have one item that

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1 E. REPORTS TO THE BOARD
 2 CHAIR DENT: There is no report in here.
 3 Moving on to item F.
 4 TRUSTEE SCHMITZ: I'm just wondering if we
 5 might be able to get some sort of a verbal report
 6 from the director of finance related to OpenGov
 7 implementation, Tyler, and also just a report for us
 8 relative to the activities for the interim director
 9 of finance and controller. Would that be possible?
 10 CHAIR DENT: Well, there's no --
 11 Anne, I got a question on that just to
 12 make sure we're doing it correctly. For item E,
 13 reports to the board, could we have -- the acting
 14 general manager Navazio, could we have him update us
 15 on the items Trustee Schmitz requested?
 16 MS. BRANHAM: Yes, we could have him
 17 update. Of course, the board just won't deliberate
 18 or take action on those items. He's welcome to get
 19 on and give a verbal update on the requested items.
 20 CHAIR DENT: Understood. It's a report to
 21 the board is the item, so there's a lot of -- you
 22 can -- you want to ask questions?
 23 TRUSTEE TONKING: Can we ask questions?
 24 Is that considered deliberation?
 25 MS. BRANHAM: You can ask questions. I

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1 would just caution not ask questions in such a way
 2 that it starts to look like you're leaning a certain
 3 direction, verging into deliberation. Informational
 4 questions are fine.
 5 MR. NAVAZIO: Actually, I think Brad
 6 Underwood is your acting general manager this week,
 7 as I am joining you guys from a hotel in Denver this
 8 evening.
 9 A couple of updates from the finance
 10 department. Let me just start with comments
 11 regarding the request for the food and beverage
 12 item, Champ Golf, on this agenda. Staff is working
 13 on that. We've made some progress. It's actually
 14 coming along.
 15 I will remind -- also, Chair Dent, we had
 16 a conversation that at the last meeting, the request
 17 for the indebtedness report and the five-year
 18 capital plan report that had not been scheduled for
 19 this meeting be on this agenda. And so we kind of
 20 pivoted to put that report together. We will be
 21 presenting that later on this agenda. We discussed
 22 bringing the food and beverage report at your next
 23 meeting for that reason.
 24 In terms of the status of the staffing in
 25 the finance department, we have notified the board

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1 through OpenGov, and those are just being
 2 reestablished in the system. Then we will go live
 3 and give the board the update as that happens.
 4 We think we did report we had planned to
 5 have that up and running by last week, and so we've
 6 slipped into this week.
 7 I don't know if I have a real update with
 8 the Tyler implementation, other than to say that our
 9 focus has been on the rolling on the budget that was
 10 developed in Tyler for the new fiscal year '23/'24
 11 that's beginning July 1st. And, essentially, we are
 12 prepared to fully transition to the new budget in
 13 the new fiscal year. Not necessarily a challenge,
 14 but just a nuance of the year-end is that as of July
 15 1st, we will actually be in two fiscal years in the
 16 same time as we're continuing to do the year-end
 17 close for June, and then work through the audit,
 18 while we're also in the new fiscal year.
 19 The other item, I guess, I would say that
 20 will be next up with Tyler, I'm hoping to do it soon
 21 in the fiscal year as possible, is implementation of
 22 the contract management module to facilitate the
 23 District's tracking and administration of all the
 24 contracts that are currently, essentially, managed
 25 offline, but will be managed through the Tyler

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1 that the District has brought on an interim finance
 2 director, Mr. Bobby McGee, who is following
 3 tonight's live stream. I spent some time with him
 4 earlier this week. He's actually at the District
 5 this week getting up to speed, and will be,
 6 essentially, taking on the full duties as the
 7 interim finance director upon my exit from the
 8 District later this week.
 9 And look to forward him engaging with the
 10 trustees. I think he may have already begun to
 11 reach out to some of you and also audit committee
 12 members to kind of do introductions and whatnot.
 13 The other item that was mentioned was
 14 OpenGov. I apologize on this one. We are right
 15 there. We have got the data, everything integrated.
 16 What staff is doing this week -- actually last week
 17 was recreating the views in the reports in OpenGov.
 18 I'll get an update from staff, even while out of the
 19 office, but the OpenGov should be up and functional
 20 this week for the community members to have access
 21 to all the financial information through the
 22 OpenGov.
 23 We've completed the integration with
 24 Tyler. We've completed the data validity. There's
 25 just a handful of reports that were available

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1 contract module.
 2 I think I touched on as many points as I
 3 heard. I can answer any questions.
 4 CHAIR DENT: Any questions?
 5 TRUSTEE SCHMITZ: My only question for you
 6 is relative to Tyler, what are the additional --
 7 you've given us the next is to implement the
 8 contract management module. What are the others or
 9 how many other modules are there that we still have
 10 to get up and running to be truly complete with this
 11 effort?
 12 MR. NAVAZIO: Yeah. Thank you. Well, the
 13 main two that I would say, which, you know, they're
 14 up and running in the sense that they are live and
 15 ready to be utilized. We're just reviewing, sort
 16 of, the set up and the how they're going to be used
 17 going forward. Essentially, it's a contract
 18 management module that I mentioned and the capital
 19 projects module, where, rather than just having
 20 capital projects budgeted as in aggregate as one
 21 line item in the financial system and having all of
 22 the capital project reports be produced with
 23 information from all the other systems, the capital
 24 project and capital budgeting and capital project
 25 module will allow projects to be budgeted, tracked

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1 in the system within the line item expenditures
 2 within the budget, and we will be able to produce
 3 budget to actual and capital project status reports
 4 through the Tyler system directly. So, contracts
 5 and capital budgeting.

6 There are other modules that we did not
 7 purchase with the Tyler system that the District may
 8 consider in the future, but those are the two main
 9 ones that, really, staff has some work to do. And
 10 again we're targeting the new fiscal year to be able
 11 to utilize those. So coming up.

12 TRUSTEE SCHMITZ: Just to clarify, how
 13 much more time do you anticipate and when do you
 14 anticipate truly having all of the capital projects
 15 implemented and whatever the old systems are being,
 16 basically, shutdown and using only the Tyler system?
 17 What's your anticipated timeline on that?

18 MR. NAVAZIO: Yeah --

19 MS. BRANHAM: Sorry to cut you off. I
 20 wanted to step in and say, if possible, can we maybe
 21 agendize this for an upcoming meeting to avoid
 22 getting too deep into something --

23 MR. NAVAZIO: Let me just say one thing to
 24 that, because this might be my last opportunity
 25 tonight to address the board, I would say the target

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1 scheduled dates, legal counsel and staff have been
 2 advised, and they will be correcting the contract.
 3 I just wanted to let you know there will be a
 4 correction made to this contract.

5 CHAIR DENT: Understood. Thank you for
 6 that. Motion's been made and seconded. Any further
 7 discussion? All those in favor, state aye.

8 TRUSTEE TONKING: Aye.

9 TRUSTEE TULLOCH: Aye.

10 TRUSTEE NOBLE: Aye.

11 TRUSTEE SCHMITZ: Yeah.

12 CHAIR DENT: Aye.

13 Opposed? Motion passes 5/0. That will
 14 close out the consent calendar. Moving on to
 15 general business. Item G 1 was removed. We're now
 16 on item G 2.

17 G. GENERAL BUSINESS

18 G 2.

19 CHAIR DENT: Discuss and possibly approve
 20 a year-round access management option for the winter
 21 '23/'24, and provide direction for future electronic
 22 solutions at the District's restricted access
 23 beaches. Requesting staff member Director of Parks
 24 and Recreation Shelia Leijon, and Director of
 25 Information Technology Mike Gove. This can be found

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1 is this first quarter. It will only depend on,
 2 really, the work that we're doing on the year-end
 3 audit and our ability to just focus on that. That's
 4 the plan.

5 TRUSTEE SCHMITZ: Appreciate it. This is
 6 our last meeting that we have with Paul, and he has
 7 the knowledge of this. Thank you for being patient.

8 MS. BRANHAM: No problem.

9 CHAIR DENT: Any other questions for
 10 reports to the board?

11 All right that will close out item E.
 12 Moving on to Item F, consent calendar.

13 F. CONSENT CALENDAR

14 CHAIR DENT: Is there a motion to accept
 15 the consent calendar?

16 TRUSTEE TONKING: I move we accept the
 17 consent calendar.

18 CHAIR DENT: There has been a motion. Is
 19 there a second made?

20 TRUSTEE NOBLE: Second.

21 CHAIR DENT: Motion's been made and
 22 seconded. Trustee Schmitz, I see your hand up.

23 TRUSTEE SCHMITZ: I just wanted to comment
 24 to the board that the contract related to consent
 25 calendar item 1 did have mistake relative to

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1 on pages 133 through 143 of your board packet.

2 MS. LEIJON: Members of board, Shelia
 3 Leijon, Director of Parks and Recreation for the
 4 record.

5 We have before you a couple of options,
 6 and we're thinking probably the best option is a
 7 hybrid of staffing model and electronic model. I
 8 know you've had a chance since this was on the
 9 agenda last meeting -- the meeting prior, you've had
 10 a chance to review the cost and suggestions and
 11 recommendations that we have for staffing models.

12 We can, effectively, staff all three beach
 13 gates if that is the direction that the board would
 14 like to go, but we've received some comments, both
 15 from Trustee Schmitz and Trustee Dent about the hope
 16 of being able to implement, sooner than later, an
 17 electronic version, and it would be phase one.

18 Mike will be able to -- the director of
 19 IT, Mike Gove, will be able to give you that
 20 information in detail. But if you have any
 21 questions about the staffing model, I'd be happy to
 22 answer those questions now.

23 TRUSTEE TONKING: When you said
 24 "effectively" find staff, do you feel like we have
 25 the staff that would be able to do this or would

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1 this become another shortage within the District?

2 MS. LEIJON: I believe that we would be

3 able to cover the staffing. We currently have 1.34

4 FTE. If we did full staffing, it would require at

5 least 4 FTE just to cover days off, breaks, roving,

6 and full scheduling.

7 TRUSTEE NOBLE: With regards to each of

8 the options and the times that beaches would be open

9 and staffed, what about the other times from dawn to

10 dusk? Will the beaches be open to residents or will

11 they be closed?

12 MS. LEIJON: They will be closed.

13 TRUSTEE NOBLE: With regards to -- let's

14 look at, starting with option one, 9:00 A.M. to 7:00

15 P.M. In December when it's dark at 5:00 P.M.,

16 there's still going to be staff for an additional

17 two hours? Is that the proposal?

18 MS. LEIJON: I think it's more an idea of

19 an eight-hour shift. It would have to actually

20 roll. I like the idea of dawn to dusk, having our

21 staff there when it's light.

22 The recommendation that we've received in

23 putting together this proposal, in discussions with

24 our beach liaison, Trustee Schmitz, is that if the

25 beach gates are not staffed, they should remain

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1 have at this time can produce and effectively manage

2 through.

3 TRUSTEE NOBLE: So, is the intent, then,

4 that starting with this winter access that will

5 apply also to summer access that when the beaches

6 are not physically staffed, they will be closed to

7 the public, even if it is during the dusk-to-dawn

8 period, beyond the eight- or ten-hour workday of

9 staff?

10 MS. LEIJON: I believe that is the goal,

11 to have either electronic access where we can

12 control who is going in and out of beaches.

13 Currently it's a staffed model, and the idea is to

14 have the beach gates closed when we do not have

15 staff at the gates.

16 In the past -- just so we can kind of

17 understand how we got to this point, in the past we

18 had parks come in an open the beach gates when they

19 arrived. They would be open early in the morning.

20 Beach gate staff would not arrive until seven

21 o'clock, sometimes 8:00, it depended on the time of

22 the year. So, the gates were opened, and it was

23 free access for anyone to come through whether they

24 had a card or not. It was not being monitored.

25 If the purpose and the desire of the board

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1 closed. That is for protection of the beach deed

2 and also to actually monitor who is coming in and

3 out of the gates.

4 I would say that in December, when it is

5 dark at five o'clock, we would most likely close at

6 that time, and also roll open earlier in the morning

7 when the sun comes up.

8 TRUSTEE NOBLE: Then with regards to

9 options two and three where they're scheduled to

10 close at 5:00 P.M., but in March and April, it's

11 still light until seven, eight o'clock at night, so

12 those hours that it's still light out, residents

13 will be unable to access those beaches during that

14 time?

15 MS. LEIJON: Again, roll with the daylight

16 savings or the change in the sunset and sunrise,

17 which we do currently. We do close dawn to dusk.

18 It's best for us to do I that way rather than to

19 affix an actual hour to it.

20 We just did this in this manner to talk

21 about a ten-hour shift to cover the majority of the

22 day. Currently, we open at 7:00 A.M. and close

23 around 8:30, closing the gates around 8:30, which

24 can be, in the middle of summer, a little early for

25 some people, but that is what the staffing that we

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1 and the community is to have restricted beach access

2 year round, that would be the most effective way to

3 do it, to have the gates closed, unless there was

4 somebody there checking passes.

5 Then when we segue into an electronic

6 version, there may be an option for people to come

7 and go at hours that we don't have staff there. So

8 if you had a card, you could scan in, and the gate

9 would open for you, it would be open to you at any

10 time, provided that you had the proper access.

11 MR. GOVE: We would have the ability to

12 limit the gate, the electronic access, by time. We

13 could set parameters on that.

14 TRUSTEE NOBLE: And by limiting it by

15 time, that is to get in, not to get out?

16 MR. GOVE: Correct. There's been a lot of

17 conversation with the board and the previous general

18 manager about RFID access as to the beaches, the

19 majority of this ends up with me being a part of the

20 discussion.

21 I started researching how we could achieve

22 this two years ago, and in doing so, I looked at

23 beach security as a very binary process, they're

24 either secure or they're not, that's the way my

25 brain works.

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1 There's a couple pictures that are there.
 2 I'm also a bigtime visual learner. I put out a few
 3 things for you guys. And initially my proposal was
 4 going to be Exhibit B, which is on page 140. And
 5 then someone called in a public comment and
 6 suggested how they would get their dog through that
 7 giant turnstile, and it sort of paused me in my
 8 tracks because I realized that's not possible.
 9 That sort of became my instinct to say
 10 this is what would be needed to have the beaches
 11 secured in a binary fashion of being absolutely
 12 controlled. You're either getting through that or
 13 you're not.
 14 The unfortunate thing is you're also not
 15 taking any chairs or an ice chest or all of the
 16 other -- like children. We'll, you could get a
 17 child through it.
 18 I ultimately ended up having a discussion
 19 on site with Trustee Schmitz, and we started talking
 20 about the HOA model were there's a gate that opens
 21 up that you can get into a pool. And -- which is
 22 Exhibit C. So that's what we ultimately ended up
 23 landing on what would be implemented in this first
 24 phase.
 25 I want to say that I appreciate the

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1 Bridge, the arched bridge, to get to Hermit Beach.
 2 That is also an option for dogs, if we decide to
 3 continue with dogs on the beach, from October 15th
 4 to April 15th. They would be leashed, and they
 5 would be walked across.
 6 That bridge is not ADA compliant, and
 7 we've thought that through as well. If we had the
 8 staffing available and there was an ADA issue and
 9 somebody had to get on to Hermit Beach -- that was
 10 their goal, was to get on to Hermit Beach, the
 11 roving ambassador could provide reasonable
 12 accommodation to anyone in a wheelchair to get their
 13 dog on the beach. So we thought all of that through
 14 as well.
 15 Hopefully that answers some of the
 16 questions you might have had in your mind.
 17 TRUSTEE TONKING: I have a couple of
 18 questions for Mr. Gove.
 19 My first question is how would this
 20 technology play with the RFID technology that we're
 21 using over at Diamond Peak?
 22 MR. GOVE: It's the same technology. It's
 23 by the same vendor. One of the intentions with
 24 starting with Diamond Peak is that we knew that
 25 ultimately we would like the bring the beaches into

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1 offseason model for our pilot, in our first phase of
 2 this. It gives myself and my staff the opportunity
 3 to set up the back-end systems and the electronics
 4 that go along with setting these up, which I talked
 5 about a little bit in my memo, without having the
 6 massive load we would have during, like, a summer
 7 season.
 8 So, that's my piece of it. If you have
 9 any questions, I'm happy to discuss them. Please
 10 let me know if I got too deep into the technical
 11 weeds.
 12 MS. LEIJON: I'm not going to be technical
 13 at all, but I want to let you know that for certain
 14 -- I did have a few questions from members of the
 15 community about access for dogs.
 16 If we went with the model of where closed
 17 Ski Beach and had Incline Beach be the opened,
 18 managed gate with a staff member there, and then did
 19 a RFID option at Burnt Cedar, I had questions on how
 20 would we launch our kayaks and paddleboards.
 21 Just so the board remembers, there is a
 22 movey (phonetic) mat to the west side of Incline
 23 Beach that would allow individuals to use their
 24 kayaks and paddleboards, drive in with them.
 25 There's also the option of crossing the Rainbow

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1 the same system.
 2 TRUSTEE TONKING: I can use the same card
 3 for both?
 4 MR. GOVE: Yes, ma'am.
 5 TRUSTEE TONKING: Then my other question
 6 is what prevents me from going to the beach,
 7 scanning my card, and then bringing seven other
 8 people in with me?
 9 MR. GOVE: There would be nothing to stop
 10 you from doing that. We have the potential to
 11 investigate that in future phases, but, currently,
 12 the way this would sit, you would have a tailgating
 13 exploitation that would be potential -- which is
 14 what you call it when someone follows you through
 15 it. Access control.
 16 I do have intention of putting a camera
 17 there, so we will have the ability to monitor that.
 18 Director of Parks and Recreation Leijon and myself
 19 have talked about some signage and potential
 20 policies that may need to be discussed for
 21 ramifications associated with anyone who chooses to
 22 do that.
 23 TRUSTEE TULLOCH: Just a quick, before I
 24 get into my points, on the ADA for Hermit Beach, do
 25 we know if that issue even is dealt with if closed?

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1 If that's an issue, crossing that bridge, that must
 2 be an issue all the time.

3 MS. LEIJON: If we have the Ski Beach gate
 4 open and there's a walk-in opportunity for somebody
 5 or a wheelchair to be brought that way, we can.

6 My concern was -- the ADA bridge, yes, it
 7 is an issue. We are working with NDOW (phonetic) to
 8 have a grant-funded bridge rebuilt in that location,
 9 hopefully, next year.

10 So, yes, you are correct, anybody trying
 11 to go over that bridge, it is not ADA complaint. So
 12 the way that we would accommodate -- a reasonable
 13 accommodation would be to have the roving ambassador
 14 open Ski Beach gate for someone in a wheelchair, if
 15 need be.

16 TRUSTEE TULLOCH: What times of the year,
 17 what period -- is this from October to March? What
 18 popular of the year is this?

19 MS. LEIJON: What I have calculated for
 20 you is October 15th through April 15th, so it's a
 21 six-month period that we would -- we do actually
 22 monitor, best we can, with an ambassador that roves
 23 the three venues at this time, but, naturally, they
 24 are not at every location to be able to stop
 25 somebody coming in without a pass.

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1 staffing proposals that suggests leaving the gate
 2 staffed.

3 TRUSTEE TULLOCH: Yeah. We don't want it
 4 turning into an overnight campsite, which would be
 5 one of my concerns about that.

6 MS. LEIJON: I think if we could speak
 7 candidly to some of the things -- this is not the --
 8 Mike is a perfectionist, so some of the things that
 9 have been brought up, the tailgating, that type of
 10 thing, we will managing through that this year.

11 But it gives us an opportunity to see how
 12 this type of access management would work. It's not
 13 going to be perfect. And I also want to state that
 14 for about 50 years, the gates have been open all
 15 winter long, so that may not be a popular item to
 16 bring forward into the community.

17 TRUSTEE TULLOCH: Yeah. I understand the
 18 tailgating issue and understand there's lots of
 19 things we've done for 50 years that suddenly we're
 20 not allowed to do anymore. Things have changed, 50
 21 years ago. Half of the people in this room would
 22 probably still be smoking, so a lot of things have
 23 changed over 50 years.

24 I'm just trying to understand the
 25 rationale for it. I'm assuming this has been

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1 And it's just a random request if somebody
 2 seems to be acting up, they would ask if you have a
 3 pass, and then handle it accordingly.

4 We do have some monitoring at this time;
 5 this is would be enhanced monitoring.

6 TRUSTEE TULLOCH: One of reasons behind
 7 this is to stop nonresident access to the beaches,
 8 which would be protecting property rights as was
 9 made clear in public comments. I've heard lots of
 10 public comments tonight and in recent meetings that
 11 people want to protect property value and property
 12 rights. So, obviously, protecting the private
 13 beaches is a key part of that.

14 The access would just be pedestrian
 15 access?

16 MR. GOVE: At this time, yeah. In phase
 17 one, yes.

18 TRUSTEE TULLOCH: We're not going to find
 19 that we suddenly get 20 Mercedes sprinter vans
 20 parked there over night, and that people are using
 21 this for overnight parking and camping?

22 MR. GOVE: That would be the intent, yeah.
 23 The traffic gate would be locked during the
 24 season -- or during the timeframe that we would be
 25 using the RFID gate. Unless you go with one of the

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1 discussed with counsel Parks as well? Kathy Parks,
 2 who was looking at the beach deed issues.

3 MS. LEIJON: I have not talked to Kathy
 4 Parks about this particular proposal, no.

5 CHAIR DENT: Kathy Parks has weighed-in on
 6 this, and this is where this came from.

7 MS. LEIJON: Weighed-in on us --

8 CHAIR DENT: Not the exact proposal, but
 9 restricting -- Kathy Parks has weighed-in on
 10 restricting the beaches year-round, restricting
 11 access year-round. Signage is another thing that
 12 she's asked us to do.

13 Staff is moving forward with the, I guess,
 14 requirements or the recommendations from our general
 15 counsel, and that's why staff has brought this to
 16 us. You've seen signage, there's a lot more signs
 17 out there.

18 The next step is staff working through
 19 this first phase of trying this out to make sure it
 20 could work before we have thousands of people at our
 21 gates trying to get in in the middle of summer and
 22 we have a disaster on our hands.

23 TRUSTEE TULLOCH: Since you brought up
 24 signage, are the signs up now?

25 MS. LEIJON: The first phase of signs have

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1 been installed. Those are the signs you see on the
 2 gates and also the placards in the front. We have
 3 six signs, three are going to be installed tomorrow.
 4 When we had utilities come out, U.S.A.
 5 come out and check the utilities, there was one
 6 location that we determined our sewer and water
 7 lines were, so we have to have a new location chosen
 8 for that. It will slow down the installation of the
 9 last tree signs.
 10 Then NV Energy missed, totally missed one
 11 spot, so we're working to get those final three
 12 signs placed as soon as possible.
 13 We're hoping everything goes well with
 14 weather and our own team installing. It's a real
 15 team effort. Public works will be making the holes
 16 for the signs, and then our buildings department and
 17 parks department will install the signs.
 18 TRUSTEE NOBLE: Is the proposal today to
 19 have gate access during the winter at Burnt Cedar,
 20 but staffed access at Incline Beach, and close Ski
 21 Beach?
 22 MS. LEIJON: I would say that it's up to
 23 the pleasure of the board. We've brought two
 24 proposals: The fully staffed option and then kind
 25 of a hybrid of electronic access and staffed access.

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1 50 miles an hour and we've got ten-foot swells
 2 coming in, there's half dozen surfers, body
 3 boarders, kite surfers out there enjoying it, maybe
 4 not be what the majority of people want to do, but
 5 there is a constant rollover, people, including
 6 myself, last about an hour and then we have to get
 7 out because if hypothermia.
 8 So when it is raging the worst, it
 9 sometimes is best for some, but may not be a great
 10 time to actually have staff hunkering down in the
 11 building, even if it is weatherized.
 12 MS. LEIJON: Yes, you're correct there,
 13 and we are working on a weather policy and for
 14 district-wide weather issues. I would say in this
 15 last year, if we looked at one of the heaviest
 16 storms that we had, we would probably close down the
 17 beach.
 18 The policy currently is gates are closed
 19 if it's 12 inches at lake level.
 20 CHAIR DENT: Haven't there been storms
 21 where we leave the gates opened, though?
 22 MS. LEIJON: There have been storms. And
 23 actually for snow removal, it's critical that we
 24 have them open.
 25 CHAIR DENT: Right. I don't think

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1 So, yes, the proposal that we feel gives
 2 us an opportunity to understand how the electronic
 3 access will work on a smaller scale would provide
 4 just the walk-in access at Burnt Cedar Beach with
 5 the existing gates, some modifications to that, and
 6 then partially staffed at the other beaches.
 7 Incline Beach would be staffed, dawn to dusk, we
 8 would have a roving ambassador, and Ski Beach would
 9 be closed.
 10 TRUSTEE NOBLE: And just to be clear, if
 11 we're still in the dawn-to-dusk timeframe and there
 12 isn't staff there for whatever reason, residents
 13 have no access?
 14 MS. LEIJON: Correct.
 15 TRUSTEE NOBLE: So if there is a storm
 16 there during the middle of the day and staff is sent
 17 home, but the weather gets nicer, residents can't
 18 access it?
 19 MS. LEIJON: The goal is to winterize the
 20 booth at Incline Beach, properly winterize it, staff
 21 would remain there, even in a storm, unless it was
 22 such a storm that we would be closing the beach for
 23 safety reasons.
 24 TRUSTEE NOBLE: Closing it for safety
 25 reasons, so while I'm out there, it's blowing 30 to

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1 anyone's intent is to lock folks out of the beaches
 2 when there's big storms. The board could -- or
 3 staff could make that call to leave the gates open
 4 when there's a storm. I would say no different than
 5 someone putting a rock at one of these access
 6 beaches and allowing everyone to come in until
 7 Mr. Gove, sitting there watching all day, catches
 8 it.
 9 What I'm getting at is I appreciate your
 10 proposal. I don't think it's perfect. I think
 11 there's things we can do to adjust it, and I don't
 12 think that's really a board decision to really tweak
 13 the hours or tell you when to leave that gates open
 14 or close the gates. I think we would rely on staff
 15 for that and make changes accordingly, so the
 16 community is happy in the process, knowing that this
 17 is eventually -- I mean, for years this has been
 18 talked about, and this is where, eventually, the
 19 beaches are going and we're all going to have a
 20 Picture Pass card that has an RFID chip.
 21 So, we're there, we're here now, we're
 22 trying it out.
 23 Questions?
 24 TRUSTEE SCHMITZ: Couple of questions. I
 25 appreciate you said the bridge between Incline Beach

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1 and Ski Beach is anticipated to be replaced next
 2 season. I'm very concerned about the winter safety,
 3 walking over that bridge. It becomes very icy.
 4 I've walked over it many a time in the wintertime.
 5 I do have a safety concern about not
 6 having Ski Beach opened and having people using that
 7 very steep, arched bridge to go over and let their
 8 dogs play at Ski Beach. I have that concern.
 9 I like the idea of the dawn to dusk, that
 10 seems very practical.
 11 One question that I have for you is -- I
 12 have personal observations, but I want to know what
 13 your perspective is as it relates to what beaches
 14 cause the most challenges in the wintertime?
 15 MS. LEIJON: Incline Beach is the beach
 16 that causes the most challenges in the wintertime.
 17 We do have some issues at Hermit Beach and Ski Beach
 18 with dogs on the beach and dog owners that are not
 19 really responsible. We have had some issue with
 20 that.
 21 But I would say Incline Beach overall is
 22 where we have the most issues.
 23 TRUSTEE SCHMITZ: Where I'm going is that
 24 we did have recommendations from Kathy Parks, and I
 25 just don't recall whether we ever had that writing.

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1 MS. LEIJON: Trustee Schmitz, you and I
 2 have had conversation about that recently, and the
 3 recommendation is for antiskid. In the worst times
 4 of winter, that is not going to be the safest
 5 method, but at least we would be doing something to
 6 avoid some of the slippage.
 7 I do agree with you, I think it's a
 8 challenging cross for some individuals just because
 9 of the height of the arch, and that is why it's
 10 being taken down to a flat bridge with the proposal
 11 with NDOW, and wider. A wider bridge so that
 12 individuals can enjoy the fish, that amazing fish in
 13 Third Creek, and also have a safer access to both
 14 beaches across the creek.
 15 MS. BRANHAM: I wanted to step and say all
 16 this agenda item is covering is the access point for
 17 the beach. I wanted to raise that.
 18 If we want to talk about safety on the
 19 bridges, we could agendize that for a subsequent
 20 meeting. That would be great.
 21 CHAIR DENT: Sound good.
 22 TRUSTEE SCHMITZ: Are we, as a board,
 23 supposed -- I mean, I'm not sure we're giving staff
 24 clear direction on the various options. And I do
 25 appreciate all work that you've put into this and

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1 I think it would be helpful for all of us to have
 2 that in writing to help us remember what the
 3 recommendations were, so we could make well-informed
 4 decisions.
 5 Because while I do appreciate and agree
 6 with the ideal of using Burnt Cedar gate as a
 7 testing site, as Mr. Gove mentioned, I'm somewhat
 8 concerned about not having Burnt Cedar Beach open at
 9 all during the week, and because it's not a beach
 10 that does -- it doesn't seem like it has maybe as
 11 many issues, but this is where I'm going with -- I
 12 need something from special counsel in writing so
 13 that I understand what -- and I don't forget what
 14 the recommendations are as we make these decisions.
 15 I think it's great if Mr. Gove thinks this
 16 is a good approach with Burnt Cedar to do a pilot
 17 test and start working with issuance of cards and
 18 what have you. I'm supportive of that because I do
 19 believe that going to sort of an automated gate
 20 access for residents is a benefit to residents and
 21 it's a benefit for the District as well.
 22 Those are my thoughts. I don't know
 23 whether I'm giving you enough input or feedback, but
 24 I am very concerned about that bridge between Ski
 25 Beach and Incline Beach.

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1 the creativity and coming up with solutions.
 2 But I think we need to do a better job of
 3 communicating to the community why we're doing this,
 4 what we're doing, and that goes back to having
 5 something in writing from outside legal counsel.
 6 TRUSTEE TULLOCH: Quick question with
 7 regard to -- because I've heard complaints from
 8 residents that vehicles are locked in and still be
 9 in the beach and they haven't been able to get out
 10 and there hasn't been a suitable contact or people
 11 not appear to let them out and people have had to
 12 climb over the fences and things.
 13 Can you assure us that if that occurs,
 14 there is a process for letting people out promptly?
 15 MS. LEIJON: There is a process.
 16 One thing I do bring up that I think we
 17 need to take into consideration is the change to the
 18 software that we use currently because the RFID
 19 access requires us to have RTP, and I'll let Mike
 20 elaborate on that.
 21 MR. GOVE: Are there any questions about
 22 that process? Concerns about that process?
 23 Elaborating on that, we already have a connection
 24 into the resident database which defines a resident
 25 as active or nonactive for the Diamond Peak access

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1 points that are there for residents.
 2 We would be utilizing that same
 3 functionality at the beaches. My team and I will
 4 take care of that.
 5 If I could, for my piece in this, baring
 6 any concerns, I'm going to move forward and get this
 7 going. If there is a need from the engineering team
 8 to come forward with something, they will work with
 9 you guys to do that for the actual installation of
 10 the physical gate.
 11 I need to get on the technical side of
 12 things and start rolling on that.
 13 CHAIR DENT: Okay. We understand that.
 14 But as far as -- the board needs to give you action
 15 as far as, I guess, which option we want to go with.
 16 What does the board want to do? Do we --
 17 I've heard from Trustee Schmitz we need something in
 18 writing from the attorney. I know the attorney
 19 emailed all of us. Is this something -- do we want
 20 to have that email go -- want to waive privilege on
 21 that email? Is that what we're getting at? I'm
 22 just trying to understand what we need in writing.
 23 TRUSTEE SCHMITZ: My feeling is --
 24 CHAIR DENT: Is this more a message thing
 25 to the community or is this more of a we need legal

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1 trying this at Burnt Cedar. I'm not actually fine
 2 with any of these options. I will be voting no on
 3 this.
 4 I'm fine with the technology part, but I
 5 don't think we're at all prepared or ready to
 6 communicate to the community about this and why
 7 we're doing it. And I'm personally not moving
 8 forward with it.
 9 CHAIR DENT: But you're okay doing it at
 10 Burnt Cedar?
 11 TRUSTEE TONKING: I'm open to trying the
 12 technology part of it. Like, I think we should
 13 practice that and, like, maybe we do have to staff
 14 just Burnt Cedar to practice it, but leave the rest
 15 open.
 16 But I'm not for, like, doing year-round
 17 access right now.
 18 CHAIR DENT: Okay.
 19 TRUSTEE NOBLE: I guess for Trustee
 20 Tonking, looking at the different attached exhibits,
 21 would it be Exhibit C, with the sort of HOA access,
 22 pool access type fencing?
 23 TRUSTEE TONKING: Yes. I think I'm
 24 onboard for Exhibit C, in that sense, yes. Thank
 25 you for asking. Unless there's a better

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1 counsel to weigh-in on what option we're using for
 2 access?
 3 TRUSTEE SCHMITZ: No. My request was
 4 merely about transparency and allowing the community
 5 to understand what we've been guided with. And, for
 6 myself, this has been quite some time since this
 7 particular memo or email was received by legal
 8 counsel. I think it would just be important to have
 9 it brought forward and be made available to the
 10 public so that they are a part of understanding what
 11 process we're trying to go through.
 12 That was my only point.
 13 CHAIR DENT: Okay. So you'd like staff to
 14 bring back this item with that email attached?
 15 TRUSTEE SCHMITZ: I didn't necessarily
 16 suggest that, but I just was, for myself anyway,
 17 just trying to understand the community impacts of
 18 these various options and am a bit concerned about
 19 the impact at Burnt Cedar. Some of it was just to
 20 make sure that we're truly understanding what legal
 21 counsel's advice was and then how does it impact our
 22 decision.
 23 If I'm the only one that feels that way,
 24 don't let me drive this agenda item.
 25 TRUSTEE TONKING: I'm fine moving forward

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1 recommendation from the director of IT.
 2 TRUSTEE NOBLE: I'm fine with trying the
 3 technology out at Burnt Cedar, but I still have
 4 major concerns with regards to limiting access to
 5 residents at Incline and Ski Beach during the
 6 winter.
 7 There are times, I think, where staff can
 8 see, hey, it's going to be a very nice weekend, we
 9 anticipate winter crowds at the beaches, maybe
 10 that's a time to have it staffed down there to
 11 monitor access.
 12 But, otherwise, I don't think at this
 13 point it's in zeal to try and limit or eliminate
 14 nonresident parcel owners and their guests that have
 15 beach access. All other people eliminating their
 16 ability to enter, we're actually hindering our
 17 residents who have beach access and their guests
 18 from actually accessing beaches as well.
 19 That is my biggest concern on this at this
 20 point.
 21 TRUSTEE TULLOCH: Perhaps Trustee Noble
 22 can explain how it's limiting residents since
 23 they -- my understanding of the proposals is it
 24 wouldn't actually change the times that the gates
 25 would normally be closed. If there is staffing at

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1 the beaches, I'm not quite sure how that would
 2 change.
 3 So just for clarification.
 4 TRUSTEE NOBLE: My understanding right now
 5 is, currently, beaches are open dusk to dawn -- dawn
 6 to dusk. With the various proposals right now with
 7 regards to staffing, if staff is not physically
 8 present during any of the dawn-to-dusk hours that
 9 currently residents have access to, those residents
 10 will not have access.
 11 And December 21st, it's about
 12 eight-and-a-half hours of dawn to dusk, but when we
 13 get to April 15th, we're looking at more closer to
 14 13, 14 hours.
 15 If it's just an eight-hour, even a
 16 ten-hour window with staff there, we are preventing
 17 residents from accessing those beaches to enjoy the
 18 beaches as they see fit during those hours.
 19 TRUSTEE TULLOCH: Thank you for that
 20 clarification. My apology. What I thought I heard
 21 was that we would be having dawn-to-dusk access on
 22 the beaches. I didn't hear limited to just other
 23 hours.
 24 That was really my question. Perhaps that
 25 can be clarified.

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1 understand that. We need to make sure that we don't
 2 appear to be just running with something and then
 3 have it thrown back. There's no transparency. I
 4 believe in that.
 5 I also agree with Trustee Tonking that we
 6 should be trialing this technology at least as well.
 7 I think that's an important start. I think that's a
 8 relatively low-cost option, I believe.
 9 TRUSTEE SCHMITZ: I would propose that we
 10 do bring this back. I propose that we encourage
 11 staff to move forward as it relates to the
 12 technology testing component of this. But the
 13 remainder of it, I suggest that we do bring it back,
 14 and we bring it back with the information provided
 15 to us by legal counsel.
 16 And also to potentially consider is there
 17 the ability to staff weekends and holiday periods,
 18 because I happen to live very close Incline Beach,
 19 and during the holiday periods, it's clearly
 20 apparent that there are a number of people
 21 barbecuing, partying, what have you, that are not
 22 residents at the beach, and sometimes creating quite
 23 a disruption for our residents.
 24 I don't know whether that's even a viable
 25 option, per what legal counsel has recommended, but

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1 MS. LEIJON: The goal is dawn to dusk.
 2 But as Trustee Noble mentioned, during April, let's
 3 say, it's closer to 14 hours, and that would require
 4 more staffing. We would have to bring someone in,
 5 6:00 A.M. and they would have to be at the beach
 6 until 8:30, 9:00, if we were truly going dawn to
 7 dusk.
 8 So, I understand his -- Trustee Noble's
 9 concerns in that there would be a four-hour window
 10 with this ten-hour proposal for staffing that would
 11 not allow the gates to be open.
 12 TRUSTEE TULLOCH: Understood. Trustee
 13 Noble also suggested that we could bring staff in a
 14 peak times in if we suddenly saw that. Do we have
 15 staff hanging around waiting for that?
 16 MS. LEIJON: No, we don't. So that's why
 17 the ten hour -- we're trying to stretch it as far as
 18 we can with a ten-hour shift, and still be mindful
 19 of the number of staff it requires to do that
 20 seven days a week.
 21 TRUSTEE TULLOCH: Obviously there's a lot
 22 of issues there, and I need a little bit of time to
 23 think of it. I would certainly like to see -- I do
 24 believe we should be transparent with the memo from
 25 counsel Parks. I think that's, to me, we need to

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1 my recommendation is that we bring it back, with
 2 what legal counsel had decided or had communicated
 3 to us, and discuss are there some different options
 4 that maybe we haven't included here in the packet.
 5 TRUSTEE TONKING: I'm fine with that.
 6 Chair Dent, can we have a legal nonmeeting on this
 7 before we disclose privileged information?
 8 CHAIR DENT: We would have a legal
 9 nonmeeting before we did, and I think we would
 10 before we even asked legal counsel some questions
 11 because I think there's some questions that have
 12 been brought up tonight that we can have answered
 13 and give us all peace of mind in that process.
 14 TRUSTEE NOBLE: I'm fine with testing out
 15 the technology with an HOA, pool-type gate access at
 16 Burnt Cedar, as it appears in, I believe, Exhibit C.
 17 CHAIR DENT: Understood. All right.
 18 Sounds like we got a little bit more work to do on
 19 the administrative component of this, but I thank
 20 you guys for bringing this forward.
 21 Is there a motion to give staff some
 22 direction as it relates to technology?
 23 TRUSTEE TONKING: I move that the Board of
 24 Trustees allows -- move forward with technology at
 25 Burnt Cedar gate, with also a staffing proposal

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1 there -- right? -- if that does work, if they can't
 2 get in.

3 CHAIR DENT: So, motion's been made. Is
 4 there a second? All right, we will just say that
 5 motion fails. Is there another attempt at a motion?

6 TRUSTEE TULLOCH: Before we go to motion,
 7 a question. Obviously to try the technology, it
 8 would mean replacing all the Picture Pass cards with
 9 RFIDs. Can we do that within the time schedule,
 10 obviously, given some of the difficulties we
 11 encountered at Diamond Peak?

12 MR. GOVE: We believe we can.

13 TRUSTEE NOBLE: Do we have an estimate on
 14 the cost?

15 MR. GOVE: Yeah. I initially budgeted or
 16 initially laid out inside the proposal there the
 17 cost for 10,000 cards. Ten thousand cards came in
 18 at \$19,000. We do, currently, have 22,000 Picture
 19 Pass cards, so that will get us started.

20 My assumption, and sort of my professional
 21 opinion, would be that we not reissue 22,000 cards
 22 coming into the beach offseason, we also have the
 23 passes already or will be issued to those folks up
 24 at Diamond Peak that we can take advantage of in the
 25 same, kind of, chunk.

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1 using the RFID?

2 MR. GOVE: I would say that's totally up
 3 to the board. Having a walk-in gate that you don't
 4 have to authenticate at is more than likely going to
 5 be the path of least resistance that people will
 6 take. But, again, this is the kind of foundation
 7 for the future of what we decide to do with RFID at
 8 the beaches for access control.

9 CHAIR DENT: Perhaps we focus on the
 10 technology component of it, and then we have
 11 four months to work on what that looks like as far
 12 as working through the gate access, if we have
 13 someone there.

14 Like I said, we're going to have this item
 15 come back to us. We're just focused on moving the
 16 technology forward because there's a timeline
 17 associated with that, if putting the gate in, and
 18 getting all of that done by the 15th of October.

19 MS. LEIJON: We do have staff on
 20 year-round currently, so there would be a way to get
 21 in if it didn't work.

22 TRUSTEE TULLOCH: If we start moving in
 23 this direction, this should help the efficiency at
 24 the Rec Center, switch cards on and off, which would
 25 certainly make life a whole lot easier for a lot of

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1 There may be an additional expense on top
 2 of that 19,000, but I don't expect it to be much
 3 more.

4 TRUSTEE NOBLE: And the gate itself?

5 MR. GOVE: We don't know the cost on that
 6 yet. We're actually waiting for fence vendors in
 7 the area to respond to our engineering department.

8 TRUSTEE SCHMITZ: This would all be
 9 occurring in the next fiscal year. Is this all
 10 included, the funds necessary to do this, do we have
 11 this in our budget for the next year?

12 MR. GOVE: We do. And there will also be
 13 the potential for a carryover from the current year
 14 that there is a CIP project in this year with budget
 15 dollars as well.

16 But we have budget dollars in both years,
 17 so if we determine that we need that money, we will
 18 come forward with a carryover request. But I don't
 19 anticipate needing it.

20 TRUSTEE TONKING: Do I need to have the
 21 gates closed in order to test this out? That's
 22 really for the motion. Basically, do I have to make
 23 a motion that we have to staff the gates at Burnt
 24 Cedar in order for this to work, or can we just
 25 leave those gates open and people can just practice

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1 things, especially if we, as we talked about at the
 2 previous meeting for additional Picture Pass cards,
 3 if they were just all synced to the same date, it
 4 would make life an awful lot easier and save you a
 5 lot of walk-in traffic, shall we say.

6 MR. GOVE: I just want to be really clear:
 7 We still will have the entire golf venue in the
 8 current system that rec is running on. So there
 9 will still be some bifurcation in the past
 10 processes, but this absolutely gets a massive chunk
 11 of our residents on these RFID cards.

12 TRUSTEE SCHMITZ: Is there -- what is the
 13 lead time for getting the booth winterized?

14 MS. LEIJON: It's very a simple process,
 15 and we would be doing it in-house. Once we get
 16 approval from the board, Andrew will put it on his
 17 schedule, the superintendent of buildings, and he
 18 will have it done.

19 TRUSTEE SCHMITZ: I make a motion that the
 20 Board of Trustees direct staff to move forward with
 21 the HOA type RFID gate access testing at Burnt Cedar
 22 Beach and bring back to the board the other staffing
 23 potential options and recommendations from legal
 24 counsel at a later meeting.

25 CHAIR DENT: Motion's been made. Is there

<p style="text-align: right;">Page 78</p> <p>1 a second?</p> <p>2 TRUSTEE TULLOCH: I'll second that. That</p> <p>3 seems to sum up what we've discussed.</p> <p>4 CHAIR DENT: Motion's been made and</p> <p>5 seconded. Any further discussion by the board?</p> <p>6 All right. I'll call for question, all</p> <p>7 those in favor state, aye.</p> <p>8 TRUSTEE TONKING: Aye.</p> <p>9 TRUSTEE TULLOCH: Aye.</p> <p>10 TRUSTEE NOBLE: Aye.</p> <p>11 TRUSTEE SCHMITZ: Aye.</p> <p>12 CHAIR DENT: Aye.</p> <p>13 Opposed? Motion passes 5/0. That will</p> <p>14 close out G 2. Moving on to item G 3.</p> <p>15 G 3.</p> <p>16 CHAIR DENT: Subject is approval of</p> <p>17 District's form NVTC LGF10, indebtedness report as</p> <p>18 of June 30th, 2023 for filing with Nevada Department</p> <p>19 of Taxation, the Washoe County District clerk,</p> <p>20 Washoe County Debt Management Commission. This can</p> <p>21 be found on pages 144 through 192 of our you board</p> <p>22 packet.</p> <p>23 MR. NAVAZIO: Okay. Thank you, Chair Dent</p> <p>24 and members of the board.</p> <p>25 This is the annual filing of the</p>	<p style="text-align: right;">Page 79</p> <p>1 indebtedness and five-year capital plan with the</p> <p>2 State and other agencies. As noted in the memo, the</p> <p>3 requirement in the NRS is for these to be filed no</p> <p>4 later than August 1st. There's not a super-pressing</p> <p>5 deadline, but at the board's request, these were</p> <p>6 placed on this evening's agenda.</p> <p>7 To provide some context, and I'll</p> <p>8 summarize the reports and then just go right to</p> <p>9 questions. These reports, I think, forms are</p> <p>10 somewhat joined in that the first one, the</p> <p>11 indebtedness report, is essentially a requirement to</p> <p>12 report the District's existing outstanding debt and</p> <p>13 debt obligations as of June 30th, 2022. And I'll</p> <p>14 summarize those briefly in that report.</p> <p>15 The second one is to provide a kind of an</p> <p>16 update or snapshot of the -- even it though</p> <p>17 continues to be updated, but as of this date, the</p> <p>18 most current five-year plan for the District. And</p> <p>19 specifically they're related because it -- we are</p> <p>20 asked to report whether or not the District</p> <p>21 contemplates issuing additional debt either '23/'24</p> <p>22 fiscal year or potentially through term of the</p> <p>23 five-year plan to support the capital improvement</p> <p>24 plan.</p> <p>25 Having said that, there's a memo in the</p>
<p style="text-align: right;">Page 80</p> <p>1 report, again, starting on pages 144 of your packet.</p> <p>2 The indebtedness report itself begins on page 150.</p> <p>3 There's a kind of a one-page summary that I will</p> <p>4 point to on page 157 of the packet that essentially</p> <p>5 shows that the District has, as of June 30,</p> <p>6 2,791,000 in outstanding debt. We note in the</p> <p>7 report that two debt issues were retired in the</p> <p>8 fiscal year ending June 30, 2023.</p> <p>9 And there's one additional debt that was</p> <p>10 entered into, and that, as the board knows, is the</p> <p>11 State revolving loan for the effluent pipeline</p> <p>12 project that was approved in mid-April.</p> <p>13 I would note while the loan and related</p> <p>14 bond is for a maximum amount not to exceed</p> <p>15 \$16 million, for purposes of this report, the State</p> <p>16 requires that we only report the portion of that --</p> <p>17 CHAIR DENT: Hold on, Paul. We're</p> <p>18 getting -- is that a phone? Sorry, Mr. Navazio.</p> <p>19 MR. NAVAZIO: I'm noting that in this</p> <p>20 report, we're only showing what has been drawn to</p> <p>21 date against the State revolving loan fund. Again,</p> <p>22 noted only page 157, that's only the initial cost of</p> <p>23 issuance. We will be submitting a follow-up.</p> <p>24 There's actually two reimbursement requests being</p> <p>25 currently worked on; however, those are not expected</p>	<p style="text-align: right;">Page 81</p> <p>1 to be filed and certainly not to be expected</p> <p>2 received from the State prior to June 30th.</p> <p>3 There was a comment, I believe, either in</p> <p>4 public comment or some communication. One of the</p> <p>5 differences between the outstanding debt and debt</p> <p>6 service that's in this report and the debt that we</p> <p>7 have budgeted in the '23/'24 budget is, again,</p> <p>8 largely related to the SRF, because in the budget we</p> <p>9 have estimated what we anticipate drawing from the</p> <p>10 State revolving loan fund that will include draws in</p> <p>11 the new fiscal year.</p> <p>12 And so we will be having -- plan on having</p> <p>13 additional debt service due in '23/'24, which we've</p> <p>14 estimated in the budget, but, again, this report</p> <p>15 only is required and should report what we have</p> <p>16 drawn to date.</p> <p>17 There's other information in here that I</p> <p>18 can speak if there's any questions. I was going to</p> <p>19 transition to the companion five-year CIP report,</p> <p>20 which the forms begin on page 171, 172 of the</p> <p>21 packet.</p> <p>22 To put this report together, we did use</p> <p>23 the most recent five-year CIP plan that was provided</p> <p>24 to the board, and that was at the March 25th board</p> <p>25 meeting, in conjunction with the adoption of the</p>

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1 budget. There were several revisions done to the
 2 five-year forecast and the first year of the capital
 3 plan through the budget process.
 4 Staff has not at this point updated the
 5 five-year plan since then. So that is the plan that
 6 informs these forms on page 171 and 172.
 7 The last two things I might note is that
 8 specifically on page -- in the forms, on page 172,
 9 we do make a reference, and I think Trustee Tulloch
 10 will recall this conversation with the Department of
 11 Taxation, where we have budgeted an appropriation in
 12 the utility fund for specifically the effluent
 13 pipeline project of 57 million in the '23/'24 fiscal
 14 year in anticipation of potentially awarding the
 15 contract to complete the project.
 16 In preparation -- and that is in the
 17 adopted budget for the District. In the preparation
 18 of the State budget forms, particularly the
 19 statement of cash flows, in consultation with the
 20 Department of Taxation, we only included roughly
 21 \$17 million that we anticipate potentially spending
 22 in '23/'24 because that cash appropriation would
 23 cover cash flow over a multi-year project.
 24 So there is a note on the form, as
 25 suggested by the Department of Taxation, so that we

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1 May 25th. So with that, I'll answer any questions
 2 you may have.
 3 Again, the filing deadline is August 1st,
 4 so if there's any concerns or requests for some
 5 revisions, if the board has an interest in kind of
 6 having another look at the overall five-year plan
 7 prior to the formal filing of report up, that is
 8 entirely up to the board. But it was prepared based
 9 on the last five-year plan that was shared with the
 10 trustees.
 11 Thank you.
 12 CHAIR DENT: Any questions?
 13 TRUSTEE TULLOCH: With regard to the
 14 effluent pipeline, all these numbers are based on
 15 the previous 56 million-odd costs, but the last
 16 estimate we saw was coming in at 72 million and
 17 probably still going north of that.
 18 We don't seem to project anything towards
 19 that. We haven't submitted any provision. We
 20 haven't projected anything in the outyears, but yet
 21 looking at outyears for tennis, we project 7 million
 22 on something that's never actually come to the
 23 board. So I'm a little bit confused over that.
 24 MR. NAVAZIO: Okay. Let me explain that.
 25 At least for the effluent pipeline, there's

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1 could note the delta between what is on the form,
 2 capital form that's before you this evening, and
 3 what was included in the State budget form that was
 4 filed back in June.
 5 That's the discrepancy, and it represents
 6 the issue that was also brought up at public
 7 comment.
 8 I think the -- we also -- the two things
 9 I'll leave you with is, at this point, we are
 10 reporting to -- there is no additional general
 11 obligation debt anticipated in fiscal year '23/'24,
 12 but as we pursue additional funding to complete the
 13 effluent pipeline project, the District is
 14 anticipating potentially issuing with the State
 15 revolving loan additional loan dollars.
 16 We would be coming back to the board for
 17 authority to issue utility revenue bonds to secure
 18 that debt similar to what the board authorized with
 19 the loan approved in this April, and that's noted in
 20 the report.
 21 The last thing is, also as somebody noted,
 22 with this filing, there's no obligation or
 23 commitment on the part of the District beyond year
 24 one, which is the '23/'24 fiscal year, which
 25 reflects what the board approved with the budget on

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1 57 million in next year's budget. I'm going to it
 2 specifically on page 171. This 58.75 million that's
 3 in this plan does not include the 14 million that is
 4 in this years' budget. It actually is roughly
 5 72 million.
 6 I think the board received recently an
 7 informational update from director Underwood. We
 8 have not updated this based on very latest, but this
 9 contemplates, essentially, a \$72,750,000 effluent
 10 pipeline project.
 11 With respect to the tennis courts, there
 12 was discussion early on, I think in a March budget
 13 workshop where we focused on the capital, and also
 14 some feedback that staff and the board received from
 15 tennis community members. I believe prior to
 16 bringing you the budget on May 25th, we had provided
 17 a report where we summarized updates that were being
 18 made to the five-year capital plan, and there were a
 19 number, including among them was including funding
 20 in the capital plan beginning in fiscal year '24/'25
 21 through '26/'27 for reconstruction of the courts,
 22 which are summarized on page 180.
 23 So staff included that based on their
 24 assessment and a recommendation that to increase the
 25 dollar amounts, not just for resurfacing, but for

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1 full reconstruction. Ultimately that will be up to
 2 the board as to whether it stays in the plan, the
 3 dollars are modified, the schedules are modified,
 4 but that was the last change that was reported to
 5 the board through the '23/'24 budget process.

6 TRUSTEE TULLOCH: I seem to recall the
 7 update on the effluent pipeline was pulled from
 8 previously that, I could be wrong on that, the
 9 72 million number I was talking about. I just --
 10 again, I think we need to be very careful, given
 11 there's been no real discussion on the tennis
 12 courts.

13 The fact we're attributing 7 million
 14 there, don't want to raise expectations and find it
 15 suddenly disappears again. That may be a correct
 16 number, it may be an incorrect number, I'm not sure.
 17 That's why I was asking.

18 TRUSTEE TONKING: I wanted to give a
 19 little context to the tennis, both to public comment
 20 and Trustee Tulloch. This was brought up before the
 21 new board started, so this might be why.

22 There was some future safety concerns that
 23 were brought up. The tennis committee met and
 24 talked about it. They also then came here and
 25 presented to the board about some of the issues, and

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1 discussed several times through the budget process
 2 at the end when we brought you the final budget, we
 3 included general fund carryover, albeit as an
 4 estimate, in the final budget adoption, which I
 5 believe was \$112,443.

6 The reason we included the general fund
 7 carryovers in the final approved budget and in the
 8 forms that were submitted to the State, again,
 9 relates to the process that is required under the
 10 NRS for the District to amend its general fund
 11 budget after July 1st.

12 I think this is the second, might be the
 13 third year, where we have, outside of the general
 14 fund, not included carryovers, estimates in the
 15 board action to approve the budget effective July
 16 1st; however, we did provide, as noted in this
 17 report in the May 25th packet, estimates as of May.

18 The plan is that after we close the books
 19 for the fiscal year and close, frankly, accounts
 20 payable, we will know exactly how much money was
 21 spent against last year's projects, how much money
 22 is available for carryover, and what the carryover
 23 needs will be. That typically will come to the
 24 board -- last year was the first meeting in
 25 September, and that's when the board will amend the

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1 that was why it was put on the five-year CIP, and
 2 it's because we keep resealing and resurfacing, but
 3 every year we're still getting those cracks in the
 4 surface on which it is built on. It's starting to
 5 give way, so we just need to redo.

6 I think that's kind of what's going on
 7 with the tennis.

8 TRUSTEE SCHMITZ: Just a couple of
 9 follow-up questions.

10 As you were just discussing, Mr. Navazio,
 11 on page 171, where you were talking with Trustee
 12 Tulloch relative to the utility fund, and you stated
 13 that you didn't carry over the 13,700,000-something.
 14 I'm wondering if you could clarify why we do have a
 15 carryover in the general fund, but none of other
 16 funds have carryovers, and what -- it ties back to
 17 pages 184, 185, and you have a column that says
 18 "requested carryover," and only the general fund has
 19 it. The others have estimated carryovers, and those
 20 aren't included on the form. I am wondering why.

21 MR. NAVAZIO: That's a good question.
 22 I'll start with the mechanics.

23 The reason why there are carryovers,
 24 carryforwards from the general fund in this report
 25 and not from the other funds is because, as was

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1 budget, potentially, to bring forward available
 2 carryover dollars that are recommended to be brought
 3 into this fiscal year. That will include a big
 4 chunk of the effluent pipeline, because we're not
 5 spending \$14 million since we awarded that contract
 6 in early May, may include carryover funding that we
 7 anticipate available for the beach.

8 But, like we said on this, there's about
 9 15.6 million, 15.5 million we believe, but we won't
 10 be including those in the budget until those numbers
 11 are more solid, and, therefore, they're -- it's not
 12 appropriate to include those in this filing.

13 TRUSTEE SCHMITZ: On that same page, 171,
 14 under the general fund in '25/'26, it has 55,000,
 15 and I think it's supposed to be 555,000. I just
 16 think that's a typo, but I wanted to bring it to
 17 your attention.

18 MR. NAVAZIO: I'll look at that.

19 TRUSTEE SCHMITZ: Then I just have a
 20 question on the pages that begin 175 and 176. Let's
 21 look at page 176, under sewer, we know that we're
 22 doing sewer pump station one number improvements, we
 23 have project on it. There's a number of these line
 24 items that have absolutely zero dollars acrossed the
 25 years, and I know we just approved a budget or a

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1 contract for this in tonight's agenda, and it will
 2 have money in the next fiscal year.

3 I am just am curious why we have some of
 4 these line items that are on here and they have
 5 absolutely no budget for the five years?

6 MR. NAVAZIO: Yes. So, again, this is
 7 something that I think we probably can improve on
 8 the reporting, but what I will say to that is I'm
 9 looking at the packet, if you go to the packet on
 10 page 184 of your packet, sewer pump station number
 11 one, this shows you exactly what is happening, which
 12 is there's -- that is project that has a start and
 13 an end date. We had budgeted for it in the current
 14 fiscal year, not in '23/'24.

15 The board approved the contract tonight.
 16 There's also approval of carrying over the funds
 17 needed for that contract. And when we go through
 18 the carryover process, you may very well have in
 19 front of you a recommendation to carry over the
 20 balance of the \$1.5 million; we didn't ask for that
 21 entire amount tonight because it's not clear how
 22 much of that will be needed.

23 But what you're seeing in the five-year
 24 schedules is essentially the new money that gets
 25 allocated every year, and then through the carryover

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1 we're looking at the plan for '23 through '28, I
 2 think what the word that might be missing there,
 3 capital plan contemplates additional debt financing
 4 to support the pipeline project.

5 TRUSTEE SCHMITZ: Okay. And at the end of
 6 that sentence, we already budgeted funding for the
 7 Incline Beach House, so I think last year we talked
 8 about potentially doing bonds and that, but I think
 9 that we already have the funding for the beach
 10 house, so I think that just should be next.

11 MR. NAVAZIO: Well, we have a -- I think
 12 we have a placeholder still to determine what the
 13 scope of that project is. But, yeah, I understand
 14 if we only do a -- I think there's \$4 million in for
 15 the beach house, and there would not be need to
 16 issue debt for that level of project. It's unclear
 17 to some of us where that might land.

18 Point well taken.

19 TRUSTEE SCHMITZ: Okay. Then on page 157,
 20 the same question, where we talk about the
 21 outstanding general obligation debt as of June 30th,
 22 down underneath, the SRF revolving funds, the clean
 23 water, the CW 2302, is that correct that it's 2022?

24 MR. NAVAZIO: I'm sorry. The issue date
 25 is -- was absolutely April of 2023.

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1 processes, how we roll dollars forward from the
 2 existing fiscal year.

3 TRUSTEE SCHMITZ: But don't we even have,
 4 like the Mountain Cart Path, you're saying that we
 5 approve that in this fiscal year, and therefore it's
 6 a blank line because we've appropriated the funds
 7 this fiscal year and it will end up being a
 8 carryover?

9 MR. NAVAZIO: Yes. Exactly correct.

10 TRUSTEE SCHMITZ: Okay. Then I have a
 11 question on page 157. Perhaps again it's just a
 12 typo. Page 153, excuse me. It references the
 13 outstanding general obligation debt as of June 30th,
 14 2022. Is that intended to be 2023? I think it is.

15 MR. NAVAZIO: Yes. I'm sorry.

16 TRUSTEE SCHMITZ: And then on the next
 17 page in this report, on page 155, there's a
 18 paragraph that begins with the five-year capital
 19 project summary. It's a little more than half way
 20 down. In it, it talks about the capital plan
 21 contemplates debt financing to support the
 22 construction. Is this just outdated boilerplate
 23 from last year's language that needs to be updated?
 24 Because we did do that.

25 MR. NAVAZIO: Yeah. I think here, because

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1 TRUSTEE SCHMITZ: All right. My other
 2 question is on the pages that begin with 164, just
 3 look at 164, 165. Are these just forms that the
 4 State provides? Because it has a heading of
 5 original value, and, actually, it isn't the original
 6 value. The original value on page 164 was
 7 3 million. Is this just the outstanding balance?

8 MR. NAVAZIO: It is the outstanding
 9 balance, and -- I'm looking for it -- I had a
 10 question for the State. That's historically how
 11 they've been prepared.

12 TRUSTEE SCHMITZ: I did look. It said the
 13 same thing last year. It's like, is this just how
 14 the forms are? So it is what it is, I just wanted
 15 to clarify it's not the original balance, it's the
 16 outstanding balance.

17 MR. NAVAZIO: One would argue that I
 18 don't -- yeah. I don't think it's even appropriate
 19 to have a total at the end of that original value
 20 column, because you're really just -- are we not
 21 just paying down the debt; right?

22 TRUSTEE SCHMITZ: Then if you could be
 23 patient with me, I have just one more question. It
 24 is page 164, if you look at the column that has
 25 original value, the value is increasing as we're

<p style="text-align: right;">Page 94</p> <p>1 making the payments. It does the same thing on the 2 bottom of page 165, beginning in 2029, where the 3 balance starts growing as the interest rate doesn't 4 change, and we're making the same payments. I'm 5 just puzzled as to why it suddenly is growing 6 instead of being reduced.</p> <p>7 MR. NAVAZIO: Well, again, the original 8 value is the principle portion of the payment. 9 Depending on how the debt was issued, if it's level 10 interest -- like these are level payments, so as the 11 interest component of the annual payment is less 12 because we have less outstanding, you have level 13 debt service payments, so more of the payment is 14 going to pay principle.</p> <p>15 TRUSTEE SCHMITZ: But if it's paying the 16 principle, then it should be getting reduced, not 17 increasing.</p> <p>18 MR. NAVAZIO: No. That's actually the 19 principle amount or the principle payment.</p> <p>20 TRUSTEE SCHMITZ: So this isn't the 21 balance?</p> <p>22 MR. NAVAZIO: Correct.</p> <p>23 TRUSTEE SCHMITZ: That is not the right 24 heading either, balance. Okay. All right. The 25 column heading is just --</p>	<p style="text-align: right;">Page 95</p> <p>1 MR. NAVAZIO: Yeah. I will -- because 2 these are the schedules that we have prepared for 3 the State, this is not the State form, the State 4 form is the one above it, so we can look to --</p> <p>5 TRUSTEE SCHMITZ: I just was thinking 6 that's the remaining balance, and how can you have a 7 remaining balance that's growing when you're paying 8 it down.</p> <p>9 MR. NAVAZIO: Those columns, I would argue 10 or agree, should be principle, the coupon, the 11 interest, and that gets you your total payment.</p> <p>12 CHAIR DENT: No additional questions?</p> <p>13 TRUSTEE TONKING: I move that the Board of 14 Trustees approve the District formal NVTC LGF 10, 15 indebtedness report as June 30th, 2023, and direct 16 staff to file the documents with State of Nevada, 17 Department of Taxation, Washoe County clerk, Washoe 18 County Debt Management Commission by August 1st, 19 2023, with the edits mentioned during discussion.</p> <p>20 I also move that the Board of Trustees 21 approve the District's form NVTC LGF 11 five-year 22 capital plan as July 1st, 2023, the related IVGID 23 prepared five-year capital plan summary for the 24 fiscal years starting July 1st, 2023, for the filing 25 with the Nevada Department of Taxation, the Washoe</p>
<p style="text-align: right;">Page 96</p> <p>1 County clerk, and the State of Nevada Legislative 2 Council by August 1st, 2023.</p> <p>3 CHAIR DENT: Motion's been. Is there a 4 second?</p> <p>5 TRUSTEE NOBLE: Second.</p> <p>6 CHAIR DENT: Motion's been made and 7 seconded. Discussion by the board?</p> <p>8 TRUSTEE TULLOCH: I think all the board 9 members received an email from the chair of the 10 audit committee, Mr. Nolett, identifying several 11 issues there. I don't think we've actually covered 12 these, so I would prefer to see this agreement with 13 the chair of the audit committee before this is 14 actually signed off, and make sure the chair of the 15 audit committee is comfortable before we're actually 16 submitting.</p> <p>17 TRUSTEE SCHMITZ: I appreciate the fact 18 that director Navazio pulled this together in a very 19 timely fashion. I know it was challenging, and I 20 appreciate him being online tonight.</p> <p>21 My feeling is, given the number of 22 corrections that need to be made and the fact that 23 we really have not had a very robust discussion as a 24 board relative to the five-year capital plan, I 25 would prefer to have this come back so that we can</p>	<p style="text-align: right;">Page 97</p> <p>1 discuss the five-year plan and have the forms 2 adjusted as we discussed this evening.</p> <p>3 CHAIR DENT: Okay. Thank you.</p> <p>4 Any other comments? None. All right. 5 Then I will just say that we do have a little time 6 on this, we have until August 1st until this is due.</p> <p>7 I think it's important to get it right, 8 and we did receive an email from audit committee 9 chair yesterday -- earlier today. So I think it 10 would be good just to make the corrections we have 11 in here, and then bring it back to the board. That 12 way, kind of work through it.</p> <p>13 And, director Navazio, I do appreciate you 14 jumping on this and bringing this to us. It's nice 15 to have you presenting this to us and working 16 through this with us, given this is your last 17 meeting. Thank you for that.</p> <p>18 Any further discussion by the board?</p> <p>19 MR. NAVAZIO: I would just ask, because 20 I'm not sure staff has received the email of the 21 chair of the audit committee that you're 22 referencing, so if someone could pass that along, 23 then we can see if there's anything relevant to 24 update.</p> <p>25 CHAIR DENT: We definitely will. I</p>

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1 assumed you got all the emails we got, so one of us
 2 will send it off to you.
 3 So motion's been made and seconded. I
 4 will call for the question. If a motion's been made
 5 and seconded, we do have to call for a vote.
 6 Anne?
 7 MS. BRANHAM: Yes. The trustee can
 8 withdraw her motion if the idea now --
 9 TRUSTEE TONKING: I withdraw my motion.
 10 MS. BRANHAM: Then I would suggest making
 11 a new motion to table this item for a future
 12 meeting.
 13 CHAIR DENT: Sounds good. That will close
 14 out item G 3.
 15 MS. BRANHAM: Chair, my apologies if I was
 16 unclear. If we could have a motion to table the
 17 item and a second and a vote, so we have it clear on
 18 the record that that item was tabled.
 19 CHAIR DENT: Is there a motion to table
 20 the item?
 21 TRUSTEE TULLOCH: I'll make that motion to
 22 table the item.
 23 CHAIR DENT: Motion's been made. Is there
 24 a second?
 25 TRUSTEE SCHMITZ: I'll second.

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1 and given the -- he's was a little hesitant at
 2 first, but given that his season is over, he's happy
 3 to step up and fill in. I think he just wants to
 4 know he has a little support from Southwood, given
 5 that that's not his typical home, and from the
 6 board.
 7 I thanked him for everything he did at
 8 Diamond Peak, and thanked him for during the budget
 9 process and even his closeout report and just how
 10 concise he is with giving us the information that we
 11 need.
 12 So I have put this forward to possibly
 13 appoint Mr. Bandelin as acting general manager.
 14 This would be as an acting general manager.
 15 And, Anne, feel free to to jump in.
 16 Once the board -- I would say the intent
 17 is for the board to bring something like this back
 18 in July to then make him the temporary -- or interim
 19 general manager.
 20 Anne, did you want to speak to that at
 21 all?
 22 MS. BRANHAM: No. You stated that
 23 correctly. This is just to fill the interim GM
 24 role, so there's no long-term action tonight. That
 25 will come back. There won't be any action taken

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1 CHAIR DENT: Motion's been made and
 2 seconded. Any further discussion the board?
 3 All right. I'll call for question, all
 4 those in favor, state aye.
 5 TRUSTEE TULLOCH: Aye.
 6 TRUSTEE SCHMITZ: Aye.
 7 CHAIR DENT: Aye.
 8 Opposed?
 9 TRUSTEE TONKING: No.
 10 TRUSTEE NOBLE: No.
 11 CHAIR DENT: Motion passes, three to two.
 12 All right. That will close out item G 3.
 13 We're going on two hours without a break.
 14 Take a five-minute break and come back at 8:30. All
 15 right.
 16 (Recess from 8:25 P.M. to 8:32 P.M.)
 17 CHAIR DENT: All right. We're going to
 18 resume the meeting. We're coming back to item G 4.
 19 It's 8:32.
 20 G 4.
 21 CHAIR DENT: Review, discuss, and possibly
 22 appoint Mike Bandelin as acting general manager.
 23 Requesting trustee Chairman Matthew Dent. Can be
 24 found on pages 193 of your board packet.
 25 So I had a conversation with Mr. Bandelin,

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1 until that's agendized.
 2 So, this is just to appoint an interim GM
 3 while Indra's out.
 4 CHAIR DENT: And while Paul is -- and then
 5 now that Paul is resigning?
 6 MS. BRANHAM: Yes.
 7 CHAIR DENT: And Brad's the acting right
 8 now; correct?
 9 TRUSTEE TONKING: When does Mr. Bandelin
 10 get back?
 11 CHAIR DENT: July 5th.
 12 TRUSTEE TONKING: I'm fine with that. I
 13 don't know if we can talk about this in this item,
 14 but what is our game plan going forward trying to
 15 find a GM, and how are we going to agendized that?
 16 MS. BRANHAM: There will be another item
 17 that will come on a future, very close upcoming
 18 agenda to discuss the longer-term plans to fill that
 19 role.
 20 CHAIR DENT: Any other questions? What
 21 does the board want to do? We can do a motion.
 22 Page 193 of your board packet.
 23 TRUSTEE TULLOCH: Okay. I'll put forward
 24 the motion that the Board of Trustees appoints Mike
 25 Bandelin as acting general manager.

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1 CHAIR DENT: Motion's been made. Is there
 2 a second?
 3 TRUSTEE SCHMITZ: I'll second.
 4 CHAIR DENT: All right. Motion's been
 5 made and seconded. Discussion by the trustees?
 6 TRUSTEE TONKING: I have a clarification
 7 question. So he would be acting, and then we're
 8 going to have another conversation about him being
 9 interim -- is that correct? -- and that's in July.
 10 CHAIR DENT: At would be at a future
 11 meeting.
 12 TRUSTEE TONKING: Okay. I'm willing to
 13 move forward with this as acting. I would like to
 14 have further conversations with Mr. Bandelin before
 15 we move to interim.
 16 CHAIR DENT: Any other discussion by the
 17 board?
 18 Seeing none, I'll call for the question.
 19 All those in favor, state aye.
 20 TRUSTEE TONKING: Aye.
 21 TRUSTEE TULLOCH: Aye.
 22 TRUSTEE NOBLE: Aye.
 23 TRUSTEE SCHMITZ: Aye.
 24 CHAIR DENT: Aye.
 25 Motion passes 5/0. Thank you, guys. That

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1 communications and it wasn't really like the
 2 District's communication were directed by the board
 3 or anything like that. Not saying they should be,
 4 but I think it's important that when we do make
 5 decisions that the community is hearing from us.
 6 I feel like there's a couple times where
 7 we've made decisions and -- I don't know how we do
 8 it because there is a five-member board. It's not
 9 like we can all just go in some back room and put a
 10 message. We would almost have to agree on that
 11 message. It becomes tough, but there's a lot of
 12 things being said that aren't true. I feel like if
 13 we don't say something, then it doesn't help our
 14 cause. And I don't think us just having a few
 15 comments at a meeting will help this process.
 16 Another idea that I wanted to bring
 17 forward was having an FAQ. Some of these crazy
 18 questions that are out there that the District has a
 19 30 to 40 percent vacancy rate, we know that's not
 20 true, we know it's more like eight percent. But
 21 just start to answer these questions for the
 22 community so some of these things that may be common
 23 for us, are well known for us, actually gets out to
 24 everyone else that's not in this room or coming to
 25 our meetings.

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1 will close out item G 4. Moving on to item G 5.
 2 G 5.
 3 CHAIR DENT: Review, discuss, and possibly
 4 provide direction on board communications to the
 5 community regarding meeting decisions. Requesting
 6 trustee Chairman Matthew Dent. This can be found on
 7 page 194 through 206 of your board packet.
 8 In consultation with legal counsel, I'm
 9 putting this item forward, and he was fine with how
 10 vaguely worded it was so we can have an open
 11 discussion. I mean, one of the things this board
 12 has done was kind of dove into having a synopsis at
 13 the end of the meeting.
 14 So one, I'd say, topic of discussion is do
 15 we need to go a little bit deeper and have a little
 16 bit more detail as it relates to the synopsis,
 17 because that is already something we have in place,
 18 so folks know what it means, how it changes things,
 19 rather than just there was a vote and next; right?
 20 So then another item I'll just throw out
 21 is, perhaps, I would just say it's tough from a
 22 messaging standpoint, in my nearly eight years on
 23 the board, the board's never had its own
 24 communications person that the board made decisions
 25 and then the District had their own

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1 And then the last item I put on here was
 2 potentially having a trustee forum where we can
 3 answer questions from the community. We've done
 4 that with past boards, and it has been helpful. We
 5 kicked around the idea of coming to the meetings
 6 30 minutes before. No one really shows up for our
 7 meetings, or sticks around for our meetings, so
 8 maybe that is a way to do. We would just do
 9 something formal at 5:30 before meeting, anyone
 10 knows they can come here and meet with us.
 11 Throwing out a few ideas. I'm open to any
 12 suggestions for improvements. I put a whole list
 13 together of questions that I've received recently
 14 from community members. And feeling like there
 15 would be -- if we did go the FAQ route, it would be
 16 a good starting point just to at least have the
 17 board say something rather than individual trustees
 18 having to answer questions over and over again.
 19 I'll open it up for discussion.
 20 TRUSTEE TONKING: I like this. Thank you.
 21 I like this. When we talk about the meeting
 22 synopsis, the one thing I would like to add is the
 23 time in the live stream where you can watch it or
 24 you get, like, a link to that. I don't know if
 25 technology allows for that, but at least a time to

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1 be, like, this occurred, this decision at one hour
 2 and seven minutes, this one at an hour and ten
 3 minutes.
 4 CHAIR DENT: That's good. I just know
 5 something on that. If you want to answer, I can.
 6 The synopsis that was supposed to come out today, it
 7 does state in there time of the meeting. Then you
 8 just click the link, it goes to live stream, and you
 9 know it's at eight minutes and 52 seconds, you just
 10 move the toggle to that point.
 11 TRUSTEE TONKING: In terms of your FAQ
 12 idea, are we all going to approve that together,
 13 each of the answers to the FAQ? Is that the idea
 14 behind that?
 15 CHAIR DENT: Yeah. That's what makes the
 16 board tough, because we can all have or own
 17 individual opinions, but I think we need to be able
 18 to -- we have to do it all in the meeting. We can't
 19 just do this outside of a meeting unless there was a
 20 trustee appointed and potentially another trustee
 21 that worked on it. We could do something like that,
 22 bring it back to the board, but I think it's
 23 important that the board approves that.
 24 TRUSTEE TONKING: I think that the FAQs
 25 would have to be all five of us because I think we

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1 with our communication and these rumors that start
 2 before we just make what some would call "rash
 3 decisions."
 4 CHAIR DENT: Anyone else?
 5 TRUSTEE TULLOCH: Yeah, I think Trustee
 6 Tonking made some good points there. I think with
 7 regard to the FAQs, I mean, I agree it should be all
 8 five of us, but equally it should reflect, as a
 9 board, we abide by combined board decisions so we
 10 need to agree that these FAQs, while we may debate
 11 them, we accept the decision whether we like them or
 12 not. There's lots of decisions I've disagreed with,
 13 but, again, we need to accept board responsibility.
 14 With regard to community forums, the thing
 15 that scared me was somebody suggested we give people
 16 ten minutes of floor time. I think that's -- sorry,
 17 I think that's a little bit horrendous.
 18 One thing with regard to having better
 19 communications, I think we all saw the results of
 20 the -- what was going around when we decided on the
 21 rec fee. I think we should have ready-to-go
 22 statements when we have major things like that, what
 23 the public sees as major change. Although it's not
 24 actually major change. In my mind, the board should
 25 have a statement ready to go covering either side of

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1 all have different perceptions on how everything is
 2 playing out. So I think it's important before we
 3 put wording into an FAQ that it's not just narrated
 4 by one or two of us, that it's a full-on discussion
 5 by all of us, personally.
 6 CHAIR DENT: Understand as a starting
 7 point.
 8 TRUSTEE TONKING: Yeah. I'd still just
 9 like to all come together. That's my preference.
 10 Everyone can feel differently. Again, I'm just one
 11 trustee.
 12 I liked the idea of, like, the forum
 13 before to, like, answer some questions. I think
 14 that's a cool dialogue, and I know it's happened in
 15 the past.
 16 Then I actually like the idea that was
 17 brought up during public comment about maybe doing
 18 some workshops on one issue, that, like, a trustee
 19 moderates. It was brought up by Mr. Wang.
 20 And then just talking about maybe we can
 21 do some more community forum ideas. I mentioned
 22 this last Friday that we maybe do some community
 23 forums on some of our big issues because that may
 24 allow the community feel heard and make sure that we
 25 are actually understanding all sides, and may help

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1 the decision following up from that.
 2 I think it's unfortunate it went out,
 3 suddenly we've chopped the value of our rec pass,
 4 you've change the value of our punch cards. No,
 5 we've kept them at one-fifth, the same thing.
 6 I think it was unfortunate that took a
 7 long time to get explained, and there were several
 8 explanations that went out. I think it's one of
 9 these things where we should have a draft
 10 communication covering most of that, covering the
 11 main aspects of it. You can't get it perfect,
 12 obviously, because some things change in the board
 13 decisions, but I think that should be there to keep
 14 the community aware.
 15 TRUSTEE NOBLE: I like the idea of FAQs.
 16 The problem is I think we'll spend an inordinate
 17 amount of time discussing and debating amongst
 18 ourselves what that information should be. And so,
 19 while I like it in concept, from a working
 20 perspective, I'm not sure how it's actually going to
 21 achieve what we want to achieve. Maybe it's
 22 something to start really, really simple, just
 23 figures, but once it starts getting into issues
 24 where there's especially split decisions and strong
 25 opinions and stuff, I think we go down a slippery

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1 slope of it will just -- the majority will be
2 accused of -- I can just see this, the majority is
3 going to be accused of twisting the facts to their
4 scenario, one way or another, and then we're right
5 back where we started from.
6 FAQs that go, just literally, where is our
7 jurisdiction with regards to plowing the streets?
8 Something like that, just those ideas that people
9 have with regard to what our authority is that
10 actually aren't true or are true, I'd say start with
11 really basic stuff before we get into the nuances.
12 That would be my suggestion.
13 CHAIR DENT: Yeah. Trustee Schmitz, go
14 ahead.
15 TRUSTEE SCHMITZ: Sure. I think that I
16 like all the ideas. I like the idea of when we know
17 that we have a significant decision before us,
18 having some sort of a press release so it does go
19 out. I like that.
20 I did glance at the synopsis, and I think
21 it's great. We've started down a path of doing
22 something, and if we going to enhance it, I think
23 that's fantastic.
24 With the FAQs, I understand what David's
25 concern is. I think that, from my perspective, our

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1 for after the meeting, how does that work? Is that
2 something you want the board Chair work with Kari
3 on? There's a lot I don't think we know the answers
4 to that stuff, but this is just a starting point to
5 brainstorm some of this stuff, how do we move
6 forward.
7 I do like the idea of bringing forward
8 some of these, the low-hanging fruit, because we get
9 calls every winter because the roads aren't being
10 plowed, and IVGID's doing do a terrible job plowing
11 the roads, and you get to tell the folks that, Well,
12 IVGID isn't taking care of your roads, but here's
13 the number you can call.
14 And we end up sometimes sending emails to
15 Washoe County. But I think some of that stuff is
16 important to get out there, because if you don't,
17 then it just swirls.
18 TRUSTEE TONKING: What I am asking is
19 should we each take one of these and try to, like,
20 put the questions around it so we can have an idea
21 or having staff lead? How are we moving forward? I
22 like these ideas, and I think before we get bogged
23 down in all the other transitional change we gotta
24 deal with, like I think communication is our key
25 issue, and I would like to just create a game plan.

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1 FAQs should, perhaps, focus on -- or begin anyway,
2 focusing on questions that come in public comments
3 that we can't answer, that sort of thing, because we
4 get questions and we don't really have an
5 opportunity to answer them.
6 As Chair Dent said, there was a comment
7 made in public comment that we have a 30- or
8 40-percent vacancy rate, when in fact I think it's a
9 number around eight percent, and we should compare
10 it to what the industry standard is. Just kind of
11 set the record straight because we don't have an
12 opportunity to correct information that gets stated
13 during public comment.
14 So, my suggestion is we start pretty basic
15 with the FAQs, just try to clarify things, not to
16 try to talk about split vote decisions or anything
17 like that, but just clarify what's real, what isn't
18 real, that sort of thing.
19 I think that would go a long way to help
20 the community to understand and to hear from us
21 collectively as a board.
22 TRUSTEE TONKING: Do we have to bring back
23 each of these ideas as something or how does it
24 work?
25 CHAIR DENT: Well, even having a release

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1 CHAIR DENT: As far as a trustee forum, I
2 think we can address that in the long range
3 calendar, and we can find some time next month to do
4 that.
5 And we could do something where it's even
6 two days, because I feel like if you do something
7 just for one day, folks, that may not work with
8 their schedule. And I'm not saying have two
9 four-hour meetings like that, but I'm saying maybe a
10 couple two-hour meetings where we're not the -- we
11 have someone that's running around asking the
12 questions. Or we've done it in the past where all
13 the questions get turned in, the moderator sits
14 there and filters through them because some of them
15 are the same, and then read the questions for us.
16 We can figure out a way to do that. Yeah.
17 As it relates to the FAQ, I'm open to
18 suggestions on how to do that since it sounds like
19 we may want to do that at a board meeting. But I
20 think maybe I could start with it and bring it
21 forward, and then you guys can just shred it when
22 you don't think I am saying something factual.
23 That is all I'm trying to do is bring some
24 of this stuff out.
25 TRUSTEE TONKING: I think that's perfect

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1 for the low-hanging fruit, maybe we either email
 2 Josh or yourself of what the questions we think are
 3 some of the low-hanging fruit, and you can move
 4 forward with that.
 5 Then I think we just need to decide if we
 6 want to be here 30 minutes early or not, and if we
 7 need to have an agenda item for that. Good social
 8 time for all of us.
 9 TRUSTEE TULLOCH: Yeah, I think the -- I
 10 like the idea of the 30 minutes early. I think we
 11 need to be careful that we don't stray into
 12 discussing agenda topics and things like that. We
 13 need to be very careful of that, and that's what
 14 most of it is.
 15 There was an interesting public comment
 16 brought up that why can't we have the public comment
 17 on each agenda items. I seem to recall we had that,
 18 and that was stopped by a previous board. Is that
 19 something we should consider bringing back? It's
 20 going to extend the length of the meeting.
 21 I think it's a fair comment. I disagreed
 22 with -- I wasn't on the board, but it seemed a
 23 strange decision to me at the time.
 24 TRUSTEE SCHMITZ: I really like all the
 25 ideas, and I think, you know what, we can try things

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1 pass.
 2 CHAIR DENT: I'll speak to this, and I
 3 don't -- I think we have different language in our
 4 past agendas. But I recall being on the board when
 5 we allow -- someone would just raise their hand in
 6 the audience when we were having a discussion, and
 7 then we would just open to public comment because we
 8 knew there was a comment or two. There's ways to do
 9 that, and we can work with legal counsel on it, so
 10 folks do feel heard.
 11 But I think the reason why we went away
 12 from the public comment at every single item is
 13 because you would have the same person sitting up
 14 there, asking a question for all ten agenda items,
 15 so then that person spoke for 30 minutes. That was
 16 the reason why -- I think it was the board before I
 17 got on -- got away from that.
 18 Anyone else? Any comments, questions? Do
 19 we want to get a plan moving forward?
 20 TRUSTEE SCHMITZ: I also would like to
 21 just say that, as it relates to press releases, I
 22 would be okay with saying that is something that is
 23 the responsibility of board Chair to do, but I'll
 24 defer to my other trustees.
 25 CHAIR DENT: Board Chair while working

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1 and we can change it. And I like the idea of having
 2 a half hour before. I think that used happen at the
 3 Chateau, and I would come and chat with some of the
 4 trustees. I think that's a great idea. And if it
 5 gets to the point where we say this isn't working or
 6 it's not being perceived as valuable, then we can
 7 change it.
 8 The same thing with public comment on
 9 agenda items. I think it would be good to
 10 incorporate and say that we're going to do that. We
 11 may get more comments, we may get less comments,
 12 but, you know, you can try it, and then decide
 13 whether you want to continue it. We don't have to
 14 cast things in stone.
 15 TRUSTEE TONKING: I was just thinking, but
 16 I don't know how we'd do this. I was thinking,
 17 like, more on those bigger, like, hot-button issues,
 18 we, like, have it -- I know we do for things we have
 19 to open, have an opening on, but I think it would be
 20 nice if we could, like, pick some of those bigger
 21 ones and see how it starts to go.
 22 I don't know if I would like every single
 23 one of these -- like, I get it, but I also know that
 24 we aren't very speedy. As much fun as being here
 25 until 4:00 in the morning sounds, I might have to

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1 through staff?
 2 TRUSTEE SCHMITZ: Yeah. Board Chair
 3 working with staff, and, potentially, even legal
 4 counsel as it relates to press releases on big
 5 issues.
 6 CHAIR DENT: Um-hum. Similar to how we
 7 put out the agenda or any of the other steps.
 8 Understood.
 9 TRUSTEE TULLOCH: Yeah. I agree with
 10 that. I think it's particularly important --
 11 sometimes the big issues, we may not always
 12 appreciate the big issues. When there's confused
 13 communication that goes out -- and, again, I come
 14 back to the rec fee this year. I think that was a
 15 good example for all of us that we need to improve
 16 how that goes out there, rather than having six
 17 different versions floating around.
 18 And I agree that the board Chair's (Zoom
 19 audio drop). I think certainly some of these you
 20 can predict. You know, you're probably going to
 21 have to prepare two different messages. It's
 22 something -- for my time in mergers and
 23 acquisitions, you're preparing a number of different
 24 press releases, depending on how the deal final goes
 25 through, or if it doesn't go through. So, that's

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1 fairly normal process, from my experience.

2 CHAIR DENT: Would that be something we

3 would do or something that we would actually hire a

4 firm to help us with? Just throwing the idea out

5 there.

6 TRUSTEE TONKING: Can (inaudible) do that

7 for us?

8 CHAIR DENT: Yeah.

9 TRUSTEE TONKING: I think we should just

10 do that. I think that keeps some of the bias out of

11 it.

12 CHAIR DENT: Yeah. Any other comments,

13 questions on this item?

14 All right. Seeing none, that will close

15 out item G 5.

16 (Inaudible cross talk.)

17 CHAIR DENT: No. It's a discussion to

18 figure out where we are going next. I mean, we can

19 talk about it on the long range calendar, as far as

20 setting dates for things, so, yeah.

21 That closes out item G 5. Moving on to

22 item G 6.

23 G 6.

24 CHAIR DENT: Review, discuss, and provide

25 direction on board-appointed citizen advisory

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1 all and trying to fit the puzzle pieces together.

2 And say, okay, if we do this project here, when can

3 we realistically do this project, and how does it

4 compare to all of our master plan deliverables?

5 And I really would like us to see -- to

6 have a more thoughtful plan for our capital

7 improvement projects. And I, for one, would like to

8 suggest that that would be the next one that we

9 initiate.

10 The other one that I know Chair Dent had

11 brought up was a golf committee.

12 And I think that the more we can have

13 engaged, at-large community members, I think it's

14 good for the community, and I think it's good for

15 the board and also helpful to staff.

16 So, the question is: How would we like to

17 move those types of initiatives forward?

18 TRUSTEE TONKING: I'm fine with that in

19 the terms of the capital improvements committee, and

20 having that be a board-sanctioned committee.

21 Where I'm running into an issue on this is

22 when we start getting -- and maybe a golf committee,

23 possibly, because it's more of a bigger issue that

24 we're running into. But, like, I'm thinking of the

25 tennis committee or some of the other ones. I don't

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1 committees. Requesting trustee Chairman Matthew

2 Dent for vice chairwoman Sara Schmitz. On pages 207

3 through 215 of your board packet.

4 Trustee Schmitz, is this your item?

5 TRUSTEE SCHMITZ: It is. I was asked to

6 put something together, and to be honest, I haven't

7 been able to.

8 But what we can do as a committee -- as a

9 board, I'm sorry, with the committees is that the

10 board has discussed this capital improvement

11 committee for quite sometime, and my feeling is is

12 that I think that the committee would be helpful for

13 us as a board, but also helpful for staff.

14 And I think one of the things that is just

15 critically important is that we have a clear,

16 long-term plan for our capital improvement projects,

17 what's realistic, what's the budgeting process,

18 what's the timing. And I think that if we had some

19 engaged and involved, at-large community members

20 assisting us and helping to put things together, I

21 feel like it would be to the value of all of us.

22 And I feel like some of it is our

23 five-year plan, we just sit down, we look at

24 spreadsheets and we look at estimating budgets, but

25 there's actually a more scientific method behind it

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1 think that needs to be a board committee where we

2 sit here, pick people to be on it. We're having

3 legal there, we're having -- like I just don't,

4 like, feel like that's going -- it's a lot of effort

5 for a committee that at the time is really just

6 trying to make decisions for how to operate.

7 If we start to run into some of these

8 bigger issues, maybe golf is one of the ones that's

9 a hot-button topic, we can expand, but we kinda need

10 to decide how we're handling them so we don't have

11 17 different types of committees rolling around this

12 district.

13 CHAIR DENT: Anyone else?

14 TRUSTEE TULLOCH: I would agree. I think

15 we need to be very careful. And the danger is

16 also -- I think it was also brought up in public

17 comment, well, we should have some committee voting

18 on every issue before it comes to the board.

19 That becomes a completely different model,

20 and I'm not sure if we should be -- people seem to

21 complain last time that we're changing some of our

22 models, so I think we need to be very careful how

23 we -- where these committees are sanctioned.

24 I think, again, we need to understand what

25 authority these committees have, whether they're

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1 purely advisory or whether they're part of the board
 2 committees have a lot of -- the other advisory
 3 committees are purely simply advisory at the moment.
 4 I agree. It makes sense for something
 5 like the capital improvement one. To me, that's an
 6 investment committee almost -- and making sure that
 7 we have properly projected our future capital
 8 requirements, we're not just putting things in with
 9 a notional number like \$80,000 for pump track
 10 improvements that comes in at three-quarters of a
 11 million and things like that. You know, so things
 12 are properly vetted before they're actually put on
 13 the capital plan, and the estimates and things are
 14 sensible.
 15 I think, obviously, golf is -- I thought
 16 we did agree at the May meeting to resuscitate the
 17 golf committee, to move that forward.
 18 But, yeah, let's not devolve into
 19 management by committee. I think we've all
 20 experienced that.
 21 CHAIR DENT: Any other discussion? I did
 22 say we should have the golf committee in place. I
 23 thought it was very valuable two years ago, when
 24 they looked through some issues that were going on
 25 and efficiencies, I guess, at golf course, and

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1 to it than a citizen advisory committee.
 2 So I think we just need to decide when
 3 we're forming those committees, like, which one we
 4 want them to be, and then maybe create some sort of
 5 dialogue around that.
 6 I think the golf committee could be
 7 either, and we can discuss what we think is best.
 8 But I think capital improvement is probably a good
 9 board one. Pickleball and tennis committee,
 10 probably good just advisory citizen committee, OGF
 11 committee at this point, where one of us can attend
 12 as needed.
 13 CHAIR DENT: I would agree with that.
 14 TRUSTEE SCHMITZ: I would recommend that
 15 we also appoint a trustee on any of those committees
 16 and have them give regular updates to all of us. I
 17 do see them being advisory, simply as advisory, and
 18 I think that we should start with the capital
 19 improvement and should start with the golf.
 20 I think that value of having the golf be a
 21 board committee is that there would be Open Meeting
 22 Law, and there would be more transparency and there
 23 would be live stream and other things. I think --
 24 given the importance of golf and what's going on, I
 25 think that that would be an important aspect.

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1 brought the board recommendations. And I don't want
 2 to be in the seat of making recommendations on
 3 something I don't know a lot about.
 4 I think it's important to have the folks
 5 that are involved in that help advise us so we can
 6 make good decisions as it relates to those things.
 7 I do like the idea of having, especially
 8 out of the gate, just a couple committees. Let's
 9 figure this out, and then let's continue to, if need
 10 be, maybe it's appointed through staff and maybe it
 11 does come to us through the board. I think the
 12 board should decide when they want to pull something
 13 in, when they're willing to let something go.
 14 And, yeah, I think it's more of an
 15 advisory role to vet through some of these projects.
 16 And I'll use an example like the skate park, when it
 17 comes to CIP, I think that could have been
 18 beneficial for it to be vetted before it came to us.
 19 And, yeah, I like the ideas that were
 20 brought up, so thank you.
 21 TRUSTEE TONKING: Just a quick comment on
 22 that. I think we just need to be aware, like,
 23 because we can still have, like, the general manager
 24 citizen advisory committee versus a board committee,
 25 and I think the board committee has a lot more rules

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1 But I understand, clearly, the point about
 2 the tennis committee and that sort of thing.
 3 I think we should, as a board, make a
 4 decision that we want to actually go out and ask the
 5 community for volunteering to participate on these
 6 two committees. I know that we already have, I
 7 think, at least one that volunteered on the golf
 8 committee.
 9 But I think we should take action, I think
 10 we should actually put something out to the
 11 community, and I think we should put it on our long
 12 range calendar to then put it into action.
 13 TRUSTEE TONKING: I'd also like to add one
 14 for the GM search as well, since that is a divisive
 15 issue of this community, committee that does that
 16 with us, advises and helps, if that's possible. I
 17 think we need something.
 18 CHAIR DENT: We could put that forward --
 19 I think before -- we got some other steps to do
 20 before we go there, but we can talk about that.
 21 TRUSTEE TONKING: If we're throwing out
 22 committee ideas, I would move forward with that as
 23 one.
 24 CHAIR DENT: Yep. Any other discussion on
 25 this item?

<p style="text-align: right;">Page 126</p> <p>1 All right. That will close out item G 6. 2 Moving on to item H. 3 H. REDACTIONS FOR PENDING PUBLIC RECORDS REQUESTS 4 CHAIR DENT: Redactions for pending public 5 records request. This can be found on pages 216 6 through 218 of your board packet. And we do have 7 our acting general manager Mr. Underwood here. 8 MR. UNDERWOOD: I don't have anything on 9 that. 10 CHAIR DENT: Anne, we'll hand this one off 11 to you. 12 MS. BRANHAM: In your packet, you see here 13 the sole redaction that we have for you, rather, it 14 was an exception. We withheld the draft GM 15 evaluations based on the statutory grounds that we 16 provided in this chart. 17 My understanding of how this works is that 18 we present that to you, we give you the rationale, 19 which is that it was in draft form so it's not 20 releasable under NRS Chapter 239. If there is 21 feedback from the board to modify the decision that 22 staff reached, then it needs to come back, is my 23 understanding, as an approval item. So, unless the 24 action is to approve the recommended redaction 25 exemption, then my understanding is this item would</p>	<p style="text-align: right;">Page 127</p> <p>1 need to come back. 2 As I understand it, that is the option for 3 you tonight, and let me know if you have any 4 questions about that. 5 CHAIR DENT: Questions? 6 TRUSTEE TONKING: I would like that to 7 come back as an agenda item to add -- to get it out 8 of draft form. 9 MS. BRANHAM: Okay. And do we -- is that 10 something where we want to get a consensus from the 11 board or just add it back as Trustee Tonking's 12 request to the next agenda? 13 CHAIR DENT: Yeah. I just want to -- 14 because Josh isn't here, I want to be careful with 15 this item. Perhaps before we do do that, we have a 16 nonmeeting legal meeting, because we are still 17 working through a separation agreement. 18 TRUSTEE TONKING: That's fine. I don't 19 think it needs to come back at the next agenda. I 20 am just saying I don't want this to get lost off of 21 that. 22 CHAIR DENT: Correct. I just don't know 23 the right steps with this, and I would lean on legal 24 counsel for that in a nonmeeting legal meeting. 25 MS. BRANHAM: We can set that up.</p>
<p style="text-align: right;">Page 128</p> <p>1 CHAIR DENT: Any further discussion on 2 this item? 3 Seeing none, this will close out item H. 4 Moving on to item I. 5 I. LONG RANGE CALENDAR 6 CHAIR DENT: Long range calendar, found on 7 page 219 through 222 of your board packet. Acting 8 general manager Mr. Underwood. 9 MR. UNDERWOOD: Going through page 219 of 10 the packet for the long range calendar, just getting 11 your input on some of these items. 12 The first four items on there seem to 13 relate to the Moss Adams study that's going on. So 14 staff does recommend that that be moved to the 15 parking lot, if the board's in agreement with that. 16 The HR item will be on the next meeting. 17 And then some assistance on the next two 18 items as you just discussed, the committee issues. 19 Do you want one or both of those on the next item or 20 different meetings? I though I heard that golf 21 might be ready and maybe do the other later, but 22 I'll take your advice on which you want. I know 23 those are your items, so take some input on that. 24 CHAIR DENT: Does anyone want to weigh-in 25 on that? I mean, I think bringing back one item</p>	<p style="text-align: right;">Page 129</p> <p>1 with both of those committees as far as the 2 parameters of the right way to go about it. Is 3 everyone okay with that? 4 TRUSTEE TONKING: Okay. 5 MR. UNDERWOOD: So you want that on the 6 12th? Is that -- 7 CHAIR DENT: Correct. 8 MR. UNDERWOOD: Is that the board members 9 creating those items or is staff? That's another 10 clarity. 11 CHAIR DENT: I think it would be staff, 12 but we can have a -- well, I'm just saying as far as 13 bringing forward information that we've used in the 14 past as a guideline for us. Like, for example, the 15 board approved a process when it came to the 16 committee. All I'm saying is what do we want that 17 process to be? 18 TRUSTEE TONKING: Because it's a board 19 committee, so the board should be the ones creating 20 those documents. If we're doing a GM advisory 21 committee, that, like, the staff, that's how I 22 viewed the -- 23 CHAIR DENT: I just see staff and the 24 board working together. That's all. But we could 25 have a board member bring it forward.</p>

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1 MR. UNDERWOOD: Staff's willing to help
 2 out or play whatever role you desire.
 3 The contract for Wells Fargo will be on
 4 there.
 5 The next item is the food and beverage,
 6 and in discussing with Darren Howard this week, he
 7 couldn't be ready by July 12th. Just remember that
 8 items have to be done next week, and we have a
 9 holiday in the middle of the week, so that could be,
 10 possibly, on July 26th. He's actually trying to
 11 keep July 26th open for you so you could have a
 12 break, but it looks like that's not possible. So if
 13 you -- we kind of had it scheduled for August 9th,
 14 but if you want that sooner --
 15 CHAIR DENT: Yeah. I'll just -- I think
 16 we want to know why we were losing \$1,000 a day a
 17 year ago, and why we're losing \$900 a day now. And
 18 the only thing I've heard is we need butts in the
 19 seats, and I think there's more to it.
 20 So, the sooner we can bring that back to
 21 the board the better so we can be informed on why
 22 this happened and what we're doing to change that.
 23 If has to be July 26th, if that's the soonest we can
 24 do it, let's bring it forward on July 26th.
 25 TRUSTEE SCHMITZ: May I? This issue has

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1 staff, that's the dilemma we're in.
 2 TRUSTEE SCHMITZ: Director Howard doesn't
 3 have the financial information from the past?
 4 TRUSTEE TONKING: Not to the knowledge
 5 that -- he usually works with director Navazio on
 6 that. And so because -- and he can't pull it out of
 7 Tyler the same way, so it makes sense if there is a
 8 financial person also part of that discussion.
 9 TRUSTEE SCHMITZ: That's fine. So it'll
 10 be on the 26th?
 11 CHAIR DENT: Yeah. July 26th.
 12 MR. UNDERWOOD: Okay.
 13 TRUSTEE TULLOCH: I understand the
 14 concern, and there's -- I have a bigger concern if
 15 we haven't identified these issues and they're
 16 ongoing, we certainly really need to make sure we're
 17 on top of that. Otherwise, the 26th of July, we're
 18 half way through the season. We could be getting
 19 hit with similar issues if we haven't identified the
 20 root cause.
 21 I understand the reasons for delay, but I
 22 think it's got to be -- we can't just let it
 23 continue, keep going.
 24 MR. UNDERWOOD: Yeah. I would just --
 25 something that I've observed since I've been here is

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1 been outstanding for such a long time, and it's
 2 answering the question about things that happened in
 3 the past. I don't understand why we can't just
 4 bring this forward. And it's -- I prefer to say
 5 this needs to be done on the 12th. It was supposed
 6 to be done for this meeting tonight.
 7 This is analysis of things that happened
 8 in the past. I'm hearing that, perhaps, the
 9 financial information that was provided was just
 10 incorrect. But I just am a bit puzzled as to why
 11 this is something that was discussed back in early
 12 May, and we're sitting here saying that we can't
 13 have a board discussion until July 26th on it.
 14 CHAIR DENT: Understood. I think we're
 15 all frustrated. I don't want to deliberate about
 16 this, but Trustee Tonking may have some answers as
 17 our liaison.
 18 TRUSTEE TONKING: I have some context. We
 19 moved around stuff for financial director Navazio.
 20 He's leaving. He can't pull all this information.
 21 Mr. McGee is trying to figure out with Darren what
 22 line items to pull, how to pull it. In order to do
 23 that in the next week, it just seemed impossible
 24 with, like, what he's trying to do and get caught
 25 up. So, unfortunately, when we don't have enough

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1 that I know the board is anxious to hear things, but
 2 sometimes staff, we need a little bit more time to
 3 make it meaningful and clear and concise for the
 4 board as well. So appreciate the extra time on that
 5 item.
 6 The contract renewal with Best, Best &
 7 Krieger, I think that's a legal item that should be
 8 on the next agenda, on the 12th.
 9 The annual report, the next item, will be
 10 part of the general GM report.
 11 The reservoir coatings is ready to go, so
 12 that will be on the 12th.
 13 And the Incline Beach House is being
 14 worked on now. Thank you for meeting with us this
 15 week.
 16 We thought that the follow-up on meeting
 17 minutes could be pushed to August 9th, unless you
 18 want it on the 12th. The meeting's now getting kind
 19 of crowded, so if you're okay with that, we can move
 20 that to the 9th or the 26th as well.
 21 CHAIR DENT: Let's leave it on the 12th
 22 for right now, and if we don't get to it, we can
 23 always bump it. I think it's important because
 24 there is a lot of moving parts around that item.
 25 MR. UNDERWOOD: Okay. The next item was

<p style="text-align: right;">Page 134</p> <p>1 requested to be removed by Trustee Noble, so that 2 won't be on there.</p> <p>3 And we're moving the Waste Management 4 presentation and direction from board to the 12th.</p> <p>5 And then from to tonight's meeting, it 6 seemed like item G 2 and G 3 need to be back. My 7 recommendation would be those are brought back on 8 the 26th. I don't know if that's acceptable, but, 9 again, there's a lot to get ready for the 12th 10 already, and we do have a new finance director. So 11 if that's okay.</p> <p>12 Then just on to August 9th, we have the 13 carryover approval, whether that's ready then, or it 14 could be the 30th.</p> <p>15 The next item is obviously removed, the GM 16 goals would be removed.</p> <p>17 Then finance has a couple items for 18 reports.</p> <p>19 And the tracking of time for public 20 records, I guess that's already been completed and 21 presented to the board.</p> <p>22 And then the item for the opinion of 23 (inaudible) Construction on the effluent export 24 line, I'd like the board to consider whether that 25 item is beneficial or not, considering a couple</p>	<p style="text-align: right;">Page 135</p> <p>1 months later we would have a final contract. I know 2 we talked to several of you, and I think a good 3 option to that is having -- I know Trustee Tulloch's 4 had interest in joining us when we actually review 5 the bid, and maybe Trustee Noble might be interested 6 in that as well, just to give you all -- and I'm 7 interested in having you all see everything we see, 8 and then that can be brought back to the board. If 9 that is something that the board wants to have, we 10 will bring it back to you.</p> <p>11 CHAIR DENT: Thank you.</p> <p>12 TRUSTEE TULLOCH: Yeah. I think it's very 13 valuable. I would suggest we bring that forward to 14 July 26th. I think it's important before we start 15 way down the road with a contract and find out we 16 need to look at alternative options. To me, the 17 sooner we got a better view on that the better.</p> <p>18 I don't want to be in the situation we 19 were in in April where suddenly the price had gone 20 from 10 million to 14 million, and we basically had 21 two days to sign it.</p> <p>22 Can I also suggest that the contract -- 23 you know, July 12th is looking pretty busy, can we 24 move the contract renewal with BB & K to July 26th 25 as well since it looks like we got the July 26th</p>
<p style="text-align: right;">Page 136</p> <p>1 agenda?</p> <p>2 MR. UNDERWOOD: I don't think that would 3 be a problem since it doesn't expire for quite some 4 time sometime.</p> <p>5 MS. BRANHAM: That should be fine. I can 6 verify with Josh, but, tentatively, I would say we 7 could probably put it to the 26th.</p> <p>8 MR. UNDERWOOD: I think that's probably 9 enough for tonight, through the night, unless you 10 want to look further ahead.</p> <p>11 CHAIR DENT: As far as I don't want to 12 look further, but I want to -- a couple of the items 13 that we threw out was a trustee forum. Do we want 14 to -- is there some time between now and the meeting 15 on the 26th that we would like to do that? All I'm 16 saying is is there a week that works for everybody 17 or propose a few days and then go through Susan and 18 send that out? Okay. Cool.</p> <p>19 TRUSTEE SCHMITZ: I would prefer that 20 Trustee Noble's agenda item on micromanagement stay 21 on the July 12th agenda. I would like to have both 22 HR and legal counsel sort of define micromanagement.</p> <p>23 And the other thing that we keep hearing 24 in public comment is hostile work environment, and I 25 would like for them to explain to us, as a board,</p>	<p style="text-align: right;">Page 137</p> <p>1 what those things are. I'd like for them to explain 2 to us what has and hasn't happened, and I think it's 3 very important because these terms just keep getting 4 thrown around in public comment, so I would like 5 that to remain on the agenda for the 12th.</p> <p>6 As it relates to July 26th, I have been 7 informed that Director of Parks and Rec would like 8 to come to the board with recommendations from the 9 dog park committee on that date. She gave me that 10 date as what they're targeting. I'd like to include 11 that.</p> <p>12 And potentially also on the 26th, I would 13 just like to share with the board. It doesn't have 14 to be necessarily a decision point, but the board 15 had directed myself, Mike Gove to further define the 16 scope of work that Moss Adams -- that the board did 17 not take action on with Moss Adams, and it was the 18 point of sales software component. And we did 19 receive a very detailed proposal back. I would like 20 to at least share it with the board and decide is 21 this something that's a priority? Is this something 22 that the board would like to actually put out to 23 FRP? So I'd like to have that also included on the 24 26th, if possible.</p> <p>25 CHAIR DENT: Okay. I don't see issues</p>

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1 with that.

2 TRUSTEE NOBLE: If we're going to talk
3 about micromanagement, I'm going to need more time
4 to gather information to address that. So I would
5 suggest the July 26th agenda.

6 CHAIR DENT: Okay. And, Anne, I don't
7 know if it makes sense if we do have that item for
8 the board to -- and it may be good for us to have a
9 nonmeeting legal meeting first before we do go down
10 that route.

11 MS. BRANHAM: Yeah. Not a bad idea. If
12 we don't need to set the date for that tonight,
13 maybe we could just circle back around with Josh,
14 see what his timeline looks like to hold a legal
15 nonmeeting first, and then set the date at a point
16 after that.

17 CHAIR DENT: Okay. Thank you.

18 TRUSTEE TONKING: I was also going to ask
19 to move that to the 26th, because I'd also like to
20 talk about maybe a way for us to come up with -- for
21 the board to get together and do some sort of
22 workshoping so that we can all work better together.
23 I think that could also go around that at issue.

24 If we are going to do micromanagement by
25 trustee item, I'm fine doing it. I think we all

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1 that were identified by last year's board that
2 haven't been completed. And I think that as a
3 board, we should discuss them. And it has it here
4 on August 9th, but -- as the finalizing the GM
5 goals, but perhaps on the 26th, we could look at the
6 goals that either are in progress or haven't been
7 accomplished, and as this board, identify what are
8 the priorities for those initiatives, how -- do we
9 still consider them to be goals, do we want to have
10 them removed? And I think that would be helpful
11 discussion as we talk about potentially setting up
12 goals and objectives for a general manager in the
13 next year to come.

14 I would request that be on the 26th, if
15 possible. It just depends. Now we're sort of
16 loading up the 26th.

17 CHAIR DENT: Sounds good. Let's just
18 place it on the 26th for right now. We'll see how
19 the 12th works out, and we'll go from there. I do
20 think it's important for us to sit down and put
21 goals together as a board. We've been working off
22 the last board's goals, so I think it's an important
23 item.

24 TRUSTEE TULLOCH: I see one thing missing
25 here. I've been hearing since the start of the year

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1 should be noticed so we can have an actual robust
2 conversation. I don't know what the notice process
3 is, but I think we all need to be noticed on that as
4 well.

5 TRUSTEE TULLOCH: One thing I see missing
6 here. I've been speaking with the HR director about
7 bringing forward to the board the work being done on
8 staff development, particularly for a second, you
9 know, next to director level. I know director Feore
10 has been doing a lot of work. I've heard it said in
11 public comment, there's no plans for development, no
12 plans for filling in. I think there's been a lot
13 more work going on there. I'd like to put that on
14 the 26th agenda, because I think it's important that
15 director Feore demonstrates to the community what is
16 happening there.

17 I will admit, there was a lot more going
18 on that I had actually realized, so I was very
19 pleased to hear that. So I think it's important to
20 put that one on.

21 TRUSTEE SCHMITZ: On that same note, that
22 was something that was part of the strategic plan,
23 was to do some of that reporting.

24 And I shared with my fellow trustees this
25 evening a number of items that were on the goals

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1 since I came on the board that the revisions to this
2 revised strategic plan or updates to this strategic
3 plan is coming to the board. I have not seen
4 anything on it. To me, that's an urgent item. It
5 think it's linked to the comment that I don't see a
6 strategic plan update anywhere here.

7 MR. UNDERWOOD: We've, as the senior team,
8 have updated that document fairly recently. That
9 should be something we can provide to the board,
10 either through the GM report or if you want an item
11 on it.

12 CHAIR DENT: I think we usually have an
13 item on it.

14 TRUSTEE TONKING: Don't we also want Moss
15 Adams feedback on it?

16 CHAIR DENT: It's good to know it's in
17 draft form.

18 MR. UNDERWOOD: We continually update it,
19 but we can -- if you want to wait for Moss Adams
20 because I know they are reviewing it as well.

21 TRUSTEE TULLOCH: They got the updated
22 version?

23 MR. UNDERWOOD: Not sure, but I'll check.

24 TRUSTEE TULLOCH: Yeah. Since the board
25 hasn't seen it either.

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1 CHAIR DENT: Good question.
 2 MR. UNDERWOOD: If you would like, we
 3 could just put it in as part of the GM report, so
 4 you can at least see it.
 5 CHAIR DENT: That's a good idea.
 6 Any more discussion on the long range
 7 calendar? Okay. That will close out item I.
 8 Moving on to item J.
 9 J. BOARD OF TRUSTEES UPDATES
 10 CHAIR DENT: Any updates?
 11 TRUSTEE TONKING: I met with engineering
 12 staff and Director of Parks and Recreation, and then
 13 Cedar and about the skate park. We had a meeting
 14 that just kind of talked about how -- why they're
 15 asking for the expansion of the skate park and
 16 different type of skates and all that, and we went
 17 through what that's going to look like and what kind
 18 of organizations we can reach out to who do that
 19 construction at the mountain level.
 20 And so when that item's brought back, I
 21 also ask that Cedar comes and explains all of that
 22 to us, so that we can also understand how that
 23 works. That is my only update, yeah.
 24 Oh, and the dog park committee, which was
 25 brought up. We had a meeting, and they're going to

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1 having with the community. I would say carefully
 2 define the problem that you're trying to solve. I'm
 3 an engineer, you start with problem definition, and
 4 part of that should be disclosure of this legal
 5 opinion in whatever means you could do so that we're
 6 confident that we're actually addressing the actual
 7 problems and not just putting forward solutions
 8 looking for problems.
 9 Security is a slippery slope. The
 10 technological solutions seem kind of nice. They can
 11 all be defeated relatively easily and human security
 12 is very expensive. So, before you increase the cost
 13 of using a very passive asset, which is a piece of
 14 ground, think that one through. If you tie security
 15 to budget and we don't have budget, we're going to
 16 get less access, which is -- at some point, the end
 17 game is we get no access and then who cares if we
 18 own it. It's a useless asset at that point. That's
 19 my comments about that.
 20 An unrelated comment is I was listening to
 21 public comments earlier tonight. We're getting to
 22 the point where people are calling people names, not
 23 acting professionally. I'm not taking sides here on
 24 these issues. At the risk of being sued, I think
 25 you should shut these people down. It's taking away

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1 be bringing recommendations and moving forward as
 2 well.
 3 CHAIR DENT: Anybody else? All right.
 4 That will close out item J. Moving on to item K.
 5 K. FINAL PUBLIC COMMENTS
 6 CHAIR DENT: Any public comments from
 7 anyone left in the room?
 8 MR. BALFREE: My name's Brian Balfree
 9 (phonetic). I'm at 121 Juanita, number 14.
 10 I'd like to talk a little bit about the
 11 beach security discussion that took place earlier
 12 this evening. I just wanted to make -- evidently,
 13 this is all reactionary to some legal opinion about
 14 private property and so forth, and that's fine. I
 15 just wanted you guys to correctly prioritize the
 16 convenience of the 12,000 residents using their
 17 property versus trying to prevent, what we would all
 18 agree is, a very small number of trespassers,
 19 especially in the winter. If you look at the total
 20 number of people on the beaches in the winter, if
 21 you assume they're a hundred percent trespassers,
 22 it's a very small number relative to the total
 23 usage.
 24 I would also suggest that you carefully
 25 define -- this goes to the larger problems you're

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1 the credibility of this board and it's dividing the
 2 community.
 3 If someone wants to come in here and call
 4 somebody names, tell them to leave. Yeah, you might
 5 get sued. Who cares. I mean, it's just getting
 6 ridiculous. There were people making thinly veiled
 7 threats against people personally. I mean, come on.
 8 This is supposed to be a board to operate some
 9 assets and take of people's money. This is getting
 10 control of control. Would be my advice.
 11 Thank you very much.
 12 CHAIR DENT: Go to zoom, please.
 13 MR. DOBLER: Cliff Dobler, 995 Fairway.
 14 The restaurant above the golf shop labeled
 15 "The Grill," consists of 21 tables with 82 seats
 16 plus five bar stools.
 17 On Sunday at 1:30 P.M., Ellie and I
 18 arrived for a late lunch. Three interior tables
 19 were labeled "reserved," and two tables had a
 20 hodgepodge of materials where seatings were not
 21 available. Three tables on the outside were not
 22 occupied. When asked to be seated, the host stated,
 23 "It would be a 30-minute wait."
 24 I asked, "Why, with so many tables
 25 vacant?"

<p style="text-align: right;">Page 146</p> <p>1 And the response was, "A lack of servers." 2 Calculated with 34 seats of the 82 seats 3 were closed down or 41.5 percent of the seats. 4 Ellie and I chose not to wait and left. 5 Through a monthlong slug fest over the 6 losses at the golf course, Darren Howard indicated 7 that a banner year for food and beverage would be 8 upon us, and the food and operations were ready to 9 go. His fiscal year 2024 budget indicated that 10 revenues for food and beverage would be \$942,000, a 11 34-percent increase over 2023. He expected the 12 bottom line in 2024 will be \$35,000, after losing 13 \$136,000 in 2023. 14 It is right that Trustee Tulloch wants to 15 keep an eye on weekly revenues. Is that 16 micromanaging or should we wait until the fall to 17 find out large losses which may have occurred? What 18 do you think, Trustee Noble, is that 19 micromanagement? 20 As a prior restaurant portfolio owner for 21 over ten years, the most important item for success 22 were butts on seats. My partner, Ellie, my wife, 23 has found that almost all servers make only \$18 per 24 hour and receive no benefits. There's no difference 25 in wages between seasons, services, and new</p>	<p style="text-align: right;">Page 147</p> <p>1 services. People talk with human resources and 2 provide some concerns. Food and beverage is a 3 service business. One must be able to serve. 4 Thank you very much. 5 MR. MILLER: Charlie Miller. 6 I appreciate the conversation or the 7 dialogue on the beach access tonight. It did add 8 some light and some things I didn't think about. I 9 do agree that RFID is the way to go, hundred 10 percent. Just the functionality of it, that's, of 11 course, why rest of industry has done that. I do 12 question how to monitor, based on RFID alone. It's 13 going to be the same way it is right now, just a 14 different scanner. So, I endorse, recommend the 15 board put the RFID system in place and manage it 16 just about the way you are right now. It's been 17 that way for 50 years. It seems to work. 18 Appreciate that. 19 I would also comment on the public comment 20 before and after each item, that dialogue. I was 21 here. You're going to find out that you're going to 22 get the same several people, dedicated as they are, 23 speaking for an extra six minutes every time, and 24 you're going to be there another four hours, and 25 you're going to limit the interaction that you</p>
<p style="text-align: right;">Page 148</p> <p>1 actually want by having seven-hour meetings twice a 2 month. I would discourage you from doing that. 3 Thank you. 4 MR. WHYMAN: Hi. This is Andy Whyman 5 again. I want to finish my comment from earlier 6 this evening and add a few. 7 I certainly applaud the board's thoughtful 8 and thorough discussion today. Though it was also 9 clear to me that some of the votes and some of the 10 comments continue to reveal deep divisions in how 11 the board looks at their mission. 12 I am, however, sorry about the resignation 13 of Mr. Winquest, leads me to conclude that is still 14 a disfunctional board, a siloed board, listening, at 15 least until tonight, only to a self-selected, 16 like-minded, volatile minority. Rather than get 17 help, this board tried to soldier on, likely to 18 their ultimate demise. 19 I can only suggest that the board get 20 assistance, starting now, in a number of tonight's 21 comments from community members who were thoughtful 22 and reflect that idea. While it's likely late in 23 the game, the dust will eventually settle, and 24 either this board or another will need to perform 25 better in the further than it has in the recent</p>	<p style="text-align: right;">Page 149</p> <p>1 past. 2 I welcome comments from board members. 3 You have my email. If I don't hear from you, I will 4 expect that what I said earlier in the evening about 5 board disfunction was accurate. 6 Also I appreciate the comments from two 7 community members warning us that signing recall 8 petitions would open us to legal and financial 9 liability. Of course, these remarks also suggest 10 that these same people might be trying to frighten 11 or intimidate people so they will not sign on to a 12 recall. I'm sure that these same folks will provide 13 or post all the legal citations supporting their 14 assertions. 15 Lastly, from my position, FAQs won't cure 16 the board problems. A better understand of the 17 board's prerogatives, functions, and role would 18 help, though. That would offer opportunities for 19 more citizen participation and educational forums 20 for the board development. 21 Thank you. 22 MR. WRIGHT: Frank Wright. 23 I'd like to thank Dr. Whyman for his 24 expertise on the recall. Yeah, there is 25 information. It will be documented. There are</p>

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1 problems with the petition. All you have to do is
 2 read it, and you know that the things that are
 3 stated in it are not true, never been factually
 4 proven, so that, in one way, invalidates the whole
 5 petition.
 6 But more importantly, those who organized
 7 the petition put their names on the organizational
 8 petition, those names have really committed a crime
 9 because they have perpetrated a petition to slander
 10 sitting trustees with false information. There are
 11 statutes, you will see those statutes coming out
 12 real soon, you will see that the Secretary of State
 13 and Registrar of Voters have a real problem with
 14 this petition.
 15 So, you keep signing this petition -- I'm
 16 not trying to discourage anybody from signing it, I
 17 want you to sign it, but you have some culpability
 18 if you do sign that petition. At least you ought to
 19 clean the dang thing up before they put it out
 20 there. It's a mess. And to make false statements
 21 and then have people sign a petition with those
 22 false statements thinking they were true is just
 23 wrong. It invalidates the whole petition.
 24 So, whatever you want to do with it, I
 25 don't care. Whatever they do with it, I don't care.

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1 STATE OF NEVADA)
) ss.
 2 COUNTY OF WASHOE)
 3
 4 I, BRANDI ANN VIANNEY SMITH, do hereby
 5 certify:
 6 That I was present on June 28, 2023, at
 7 the Public Meeting via Zoom, and took stenotype
 8 notes of the proceedings entitled herein, and
 9 thereafter transcribed the same into typewriting as
 10 herein appears.
 11 That the foregoing transcript is a full,
 12 true, and correct transcription of my stenotype
 13 notes of said proceedings consisting of 152 pages.
 14 DATED: At Reno, Nevada, this 8th day of
 15 July, 2023.
 16
 17
 18 
 19 _____
 20 BRANDI ANN VIANNEY SMITH
 21
 22
 23
 24
 25

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1 You listen to people come on here that have an
 2 interest financially in our district and they're
 3 screaming bloody murder because they're losing their
 4 freebies, they're losing their money that they get
 5 from the District, it's really sad. And these same
 6 people are the ones on social media ripping and
 7 tearing apart those with facts and figures. It's a
 8 nightmare. Let's go forward.
 9 Thank you.
 10 CHAIR DENT: That will close item K,
 11 public comment.
 12 L. ADJOURNMENT
 13 CHAIR DENT: It's 9:40. We are adjourned.
 14 Thank you all.
 15 (Meeting ended at 9:40 P.M.)
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<p>year 17:5 19:14 20:17 21:2,4 40:10,13,18,21 42:10 48:22 49:2 54:9,16,18 56:10 60:15 75:9,11,13,14 79:22 80:8 81:11 82:2,14 83:11,23,24 85:20 87:3 88:13,19,24 89:3 90:2,14,25 91:2,5,7 92:7 93:13 117:14 130:17 140:13, 25 146:7,9</p>	<p>years' 85:4</p>		
<p>year's 28:4 85:1 88:21 91:23 140:1</p>	<p>yesterday 21:5 97:9</p>		
<p>year-end 40:14, 16 43:2</p>	<p>yet 24:7 29:15 75:6 84:20</p>		
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	<p>zeal 69:13</p>		
	<p>zero 89:24</p>		
	<p>zoom 1:10 2:5 4:10 27:6 117:18 145:12</p>		

INVOICE

1 of 1



151 Country Estates Circle
Reno, NV 89511
Phone: (800) 330-1112
litigationservices.com

Susan A. Herron, CMC
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village, NV 89451

Invoice No.	Invoice Date	Job No.
1630819	7/10/2023	989397
Job Date	Case No.	
6/28/2023		
Case Name		
Incline Village General Improvement District Board of Trustees Meeting		
Payment Terms		
Net 30		

ORIGINAL AND 1 CERTIFIED COPY OF TRANSCRIPT OF:
Hearing (Public Meeting)

2,325.15

TOTAL DUE >>>

\$2,325.15

Location of Job : INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
893 Southwood
Incline Village, NV 89541

The LIT Group 079F

Please note, disputes or refunds will not be honored or issued after 30 days

Charge to 100-11-100-6030
\$500 Base Fee
\$7.95 per page = 229.58 pages

S. Herron 7-12-2023

Tax ID: 20-3835523

Please detach bottom portion and return with payment.

Job No. : 989397 BU ID : RN-CR
Case No. :
Case Name : Incline Village General Improvement District Board of Trustees Meeting
Invoice No. : 1630819 Invoice Date : 7/10/2023
Total Due : \$2,325.15

Susan A. Herron, CMC
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village, NV 89451

Remit To: **Sunshine Reporting and Litigation Services, LLC**
P.O. Box 103091
Pasadena, CA 91189-3091

PAYMENT WITH CREDIT CARD



Cardholder's Name: _____
Card Number: _____
Exp. Date: _____ Phone#: _____
Billing Address: _____
Zip: _____ Card Security Code: _____
Amount to Charge: _____
Cardholder's Signature: _____
Email: _____

IVGID Employees Eating on Beach

William Kahrs <whkahrs@gmail.com>
Draft

Wed, Jun 28, 2023 at 4:47 PM

Earlier this year the Board of Trustees voted to restrict beach access for employees who are not picture pass holders. I've been advised that those employees are now eating their lunch either in their immediate work environment, their cars, or other off-beach areas. The board should permit IVGID employees to take a lunch or other break in a properly designated area that will not violate the board direction to withhold beach access for non-picture pass employees. Hotels make this type of accommodation for workers. We sincerely hope the board can support this for our IVGID employees as well.

**PUBLIC COMMENT. JUNE 28, 2023.
Kaye Shackford. 891 Donna Drive.**

I'm told I'm being maligned on social media. Frank Wright attacked me at the last Board meeting for running \$10,000 personality programs for IVGID. Should you wonder why an 81-year-old lady is being attacked, here's the back story.

I designed a workshop for the aviation industry called *Negotiating Solutions*. Please look it up: negotiationsolutions.com. For 30 years and 4000 graduates, my husband Joe and I ran it together. Graduates, including vice presidents from Boeing, Airbus, and Delta, among others, will tell you it's the most valuable training in their careers. Joe died four years ago. With the help of a wonderful local resident and others, we continue to run the program.

And some IVGID employees are graduates. When Joe and I moved here, we realized the best way we could help IVGID was to provide **tuition-free** slots in the workshop...Lee Weber Koch was Diamond Peak's marketing manager when she attended in '97. She can point to hundreds of thousands of dollars she saved the district because of what she learned. Your prior mountain manager is a graduate, so is your prior engineering manager. So is Indra, from before he was GM. When a tuition-free slot wasn't available, IVGID would sometimes enroll folks because of the difference it made.

BTW, we charge half of what other high-end programs charge. Graduates of our program and Harvard's will tell you ours is head-and-shoulders better than theirs. For tuition and room and board, we charge \$6800. Harvard charges \$12,750.

So, how did Aaron Katz enter our village? When Katz, a disbarred attorney from Santa Clara County, moved here, he only wanted to pay for those portions of the Rec Fee for venues he used. Told "No," he did what he always does: He sued (and kept on suing)...it costs him almost nothing. He is a vexatious serial litigant. His first attempt, fresh out of law school, was to sue the California DMV for refusing to issue him a license plate that read EZLAY. EZLAY is the name of a date rape drug.

When Joe and I heard what Katz was up to, at Board meetings we distributed articles about law suits he'd brought - against the Mountain View-Whisman School District, the Santa Clara County Library District, a Hospital District. His suits were declared meritless. But defending against them cost hundreds of thousands of dollars now not available for a library, a school district, a hospital.

Sara Schmitz and Matthew Dent have long been doing the bid of Katz and cohorts. **Look at the pattern of their actions in terms of Katz's objectives.** If our venues are all privatized, he wins. Please join me in recalling them and stopping him. Thank you.

LynOA + Bill Kahoe
625 Lariat Circle #1
IU 89451

pg 1 of 2

Unfortunately, the search for a GM has begun. We recommend that a CITIZENS ADVISORY BOARD GM SEARCH COMMITTEE be established immediately. This should include at least two community citizens with background in this area, the head of IVGID H.R., and 2 Trustees.

This is because of the tension in the community and also on the Board. We need independent, impartial representation from across the community

We are tonight requesting that those community members who have had experience as a City Manager, General Manager, PUC Manager, or related experience in a governmental capacity be put on this BOARD to provide counsel and recommendations to the current Board for this search.

do not say { THE CITIZENS ADVISORY BOARD GM SEARCH COMMITTEE }
(CABGM)

We are concerned that the current board cannot be impartial based on what has just happened with GM Winquest. At least 2 to 3 Trustees have been instrumental in the GM Winquest debacle/controversy.

pg 2 of 2

As concerned citizens, it is not appropriate that the same 2- 3 Trustees be the sole arbiters as to who replaces GM Winqest Therefore, the necessity of this ~~CABGM~~. For this Search Committee .

We have read the prior Job Description used in 2019. It is attached to this presentation and we recommend that it be reviewed by this ~~CABGM~~. Committee .

We are so excited that we have done our homework and our presenting to you three people who are highly credentialed, experienced community members to be on this GM Search Committee and who have given their approval for me to present their names to you tonight! We believe that we do not need to pay an outside consultant.

- A. Eric Severance, CEO, SevGroupConsulting: Former GM of Mount Ashland; hired as GM of Diamond Peak, Incline Village from 1990-1994 and then 5 years later hired away by Northstar to be GM there from 1994-1996. These are just 3 of the relevant credentials!
- B. Keith Till: Former member of IVGID Diamond Peak Steering Committee; served over 30 years in California

Local government with almost 25 years as a CITY MANAGER; City Manager in San Marino, Seal Beach and Santee in San Diego County; Interim City Manager for San Juan Capistrano; former City Council Liaison with a search firm that recruited Ben Siegel who today continues as the city manager.

- C. Martin Hestmark: Martin has worked in both the private and public sector as an ENGINEER and Sr. Executive for 37 years; started as staff chemical engineer and rose to executive manager of up to 145 people; extensive public communication experience; measured and thoughtful with his actions and words; an independent person with technical background is needed for the search committee.

My husband and I have made requests in public comments to the BOT over the past few months with NO responses. We are requesting that this RECOMMENDATION be given serious consideration as this is currently the HIGHEST PRIORITY OF IVGID TRUSTEES .

Thank you and we look forward to your POSITIVE response!



JOB DESCRIPTION DISTRICT GENERAL MANAGER POSITION

Job Title: General Manager
Job Number: 1110A
Salary Grade: Contract
Department: Administration
Reports to: Board of Trustees
FLSA Status: Exempt - Executive
Salary Range: \$182,000 to \$230,000 (which includes measurable incentives)

SUMMARY

Under the general direction of the District's Board of Trustees, assumes full responsibility for the operation and management of the Incline Village General Improvement District (IVGID).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Not necessarily in order of priority, include the following. Other duties may be assigned by the Board of Trustees.

1. Provides excellent customer service to parcel owners, local businesses, government agencies and visitors to Incline Village/Crystal Bay.
2. Oversees the operation and management of the District, including the supervision and control of all of the District's property, activities, personnel, business, and operations. The General Manager is the chief executive officer of IVGID, responsible for all services, programs, budgets, and the overall operational and financial performance of the District.
3. Recommends, supports the development of, and implements policies and directives set by the Board of Trustees.
4. Directs operation and management of the District in compliance with Ordinances, Resolutions, Regulations, Long Range Principles, Policies and Practices.
5. Directs and participates in the development and implementation of long and short range goals, objectives, policies, practices, and procedures for the District.
6. Implements all personnel rules and regulations, recommends staffing levels, and maintains authority to hire, discipline, or discharge employees as may be necessary to carry out District business.
7. Leads, manages, mentors, empowers and coaches direct reports such as, but not limited to, the Senior Team.
8. Negotiates a variety of contracts and agreements on the District's behalf including labor negotiations with various union bargaining units.



JOB DESCRIPTION DISTRICT GENERAL MANAGER POSITION

9. Prepares and coordinates preparation of and administers the annual operating budget, long range financial planning, and capital improvement programs for approval by the Board of Trustees.
10. Coordinates preparation and presents to the Board of Trustees agenda packages as requested by the Board of Trustees.
11. Controls, monitors, and reports on programs, projects, and activities in collaboration with Department Heads and Directors.
12. Participates in the development of departmental strategic management and business plans.
13. Leads and supports District wide efforts and training to provide excellent customer service with a focus on retention and loyalty building service.
14. As supported and guided by the Board of Trustees, represents IVGID to the community, media, and other entities, organizations, and government agencies at the local, regional, state, and federal levels.
15. Confers with and responds to District stakeholders and their requests for services, suggestions, and complaints.
16. Supports District managers in identifying day-to-day and IVGID organization-wide departmental operating issues and problems; analyzes alternatives and initiates solutions through effective leadership, collaboration and communication.
17. Directs Staff in the preparation, award, and administration of service, maintenance, construction, concessionaire, material, and other contracts.
18. Assists, advises, and supports the Board of Trustees on special projects, problems, and initiatives.
19. In support of the Board of Trustees, acts as primary interface with the District's General Counsel.
20. Adheres to and enforces stated safety policies and procedures.

LEADERSHIP AND SUPERVISORY RESPONSIBILITIES

1. Leads and manages a staff of Directors and Department Heads who, in turn, lead and supervise a total of approximately 750 employees (including seasonal employees) in the General Manger Department, Administrative, Internal Services, Community Services and Public Works areas.
2. Responsible for the overall leadership, direction, coordination, and evaluation of these units.
3. Carries out leadership responsibilities in accordance with the organization's policies, practices and procedures and applicable laws.



JOB DESCRIPTION DISTRICT GENERAL MANAGER POSITION

4. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
5. Works closely with the Senior Staff which is defined as Director of Human Resources, Executive Assistant/District Clerk, Director of Finance, Ski Resort General Manager, Director of Parks & Recreation, Director of Public Works, Director of Asset Management and Director of Information Systems & Technology.
6. Is responsible for fostering a positive and productive organizational culture.

QUALIFICATIONS

1. To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily.
2. The requirements listed below are representative of the knowledge, skill, and/or ability required.
3. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

1. A Bachelor's degree in Public Administration, Business, Finance, Accounting, Engineering or other related field from an accredited four year college or university is required or relevant work experience with increasing responsibilities which include the management and leadership of a sizable organization.
2. A Master's Degree in Public Administration or Business Administration is strongly preferred.

EXPERIENCE

1. A minimum of ten (10) years of related, increasingly responsible, management experience within a customer-service driven and multi-functional environment is required.
2. Experience must also include successful leadership and management of disparate disciplines, i.e., finance, engineering, operations, administration, recreation, and marketing.
3. Experience within a municipal, governmental, community based organization, or recreational service environment is strongly preferred.
4. Experience reporting to a publically elected Board and experience in providing public services subject to public scrutiny is also strongly preferred.



JOB DESCRIPTION DISTRICT GENERAL MANAGER POSITION

COMPREHENSION/COMMUNICATIONS SKILLS

1. Ability to read, analyze, and interpret complex documents.
2. Ability to understand, use, and effectively communicate to a diverse audience financial, technical, regulatory, and operational data.
3. Ability to respond effectively to sensitive inquiries or complaints and to establish and maintain effective working relationships with a broad variety of people.
4. Ability to develop presentations and write articles to address a community-wide audience.
5. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to employees, management, public groups, and the Board of Trustees.
6. Ability to effectively communicate in a one on one environment, where emotions may run extremely high.
7. Ability to influence others through persuasion, leading by example and team decision-making skills as opposed to the authority of rank is essential.
8. Overall, must be an extremely effective communicator, orally and in writing, with an open and approachable style.
9. The duties and responsibilities of this position necessitate the use of a cellular phone/mobile communication device for District business reasons.

MATHEMATICAL SKILLS

1. Ability to apply advanced mathematical concepts and mathematical operations to tasks such as development of budgets, review of budgets, operating statements and other financials, and analysis of strategy/policy making decisions and related economic impacts.

COLLABORATION ABILITY

1. Must have validated strong collaborative and consensus building skills to be applied in leadership and problem solving situations.
2. Ability to create a climate in which people want to do their best and encourage participation and open dialogue at all levels.

REASONING ABILITY

1. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
2. Ability to deal with a variety of abstract and concrete variables.



JOB DESCRIPTION DISTRICT GENERAL MANAGER POSITION

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid and current drivers' license, acceptable to the State of Nevada, with a driving record which ensures insurability is required.
2. Successful completion State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA).

It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor

OTHER SKILLS AND ABILITIES

1. Well developed and proven leadership skills, especially in the use of delegation, collaboration, participation and example; and strong interpersonal and customer 'retention' service skills; excellent organizational, planning, analytical and problem solving skills; ability to set priorities, but also remain flexible.
2. Must be ethical, trustworthy, self-confident, open and approachable, decisive, responsible, dependable, resourceful, enthusiastic, highly motivated, community oriented, and goal and results-oriented.
3. Ability to ski/snowboard and golf is preferred.
4. Experience or ability to turn enterprise(s) from loss to profit/breakeven.

PHYSICAL DEMANDS

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.
2. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.



**JOB DESCRIPTION
DISTRICT GENERAL MANAGER POSITION**

WORK ENVIRONMENT

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.
3. Requires mental dexterity to handle emergency situations and be on call twenty four hours per day/seven days per week.

TRAVEL REQUIREMENTS

1. Should be able to travel, as required, to further the interests and needs of the District.

RESIDENCY

1. The District General Manager must reside within forty five (45) miles of the Incline Village General Improvement District service area boundaries (Incline Village and Crystal Bay, Nevada) and within the State of Nevada during the term of this employment contract.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____

Employee Name: _____

**WRITTEN STATEMENT TO BE ATTACHED TO AND MADE A PART OF THE WRITTEN
MINUTES OF THE IVGID BOARD'S REGULAR JUNE 28, 2023 MEETING – AGENDA
ITEM C – PUBLIC COMMENTS – SOME OBSERVATIONS INSOFAR AS THE
CURRENT RECALL PETITION FOR TRUSTEES SCHMITZ AND DENT ARE
CONCERNED**

Introduction: So as we all know, there's a petition going around town to recall Trustees Dent and Schmitz. We don't know all the people who are behind the effort, but we do know they include Whiner Miles Riner, Tim Callicrate, Gail Krolick, Kendra Wong and their minions.

We have so many people in town who never show up at Board meetings, nor read Board packets, nor research the issues which come before the Board, yet they proclaim to know so much when it turns out they know little if anything. And here we have a perfect example. The petitions being circulated contain misrepresentations insofar as their content is concerned. And why is this relevant? Because NRS 306.210(1)(a) makes it unlawful (a category E felony) for a person to "knowingly or under circumstances amounting to criminal negligence misrepresent, attempt to misrepresent or assist or conspire with another person to misrepresent or attempt to misrepresent the intent *or content* of a petition for the recall of a public officer which is circulated pursuant to the provisions of this chapter." Thus if the content of the petitions have been misrepresented, there's a violation. And because of NRS 195.020, "every person concerned in the commission of (this) felony...whether the person directly commits the act constituting the offense, or aids or abets in its commission, and whether present or absent; and every person who, directly or indirectly, counsels, encourages, hires, commands, induces or otherwise procures another to commit (this) felony...is a principal, and shall be proceeded against and punished as such. The fact that the person aided, abetted, counseled, encouraged, hired, commanded, induced or procured, could not or did not entertain a criminal intent shall *not* be a defense to any person aiding, abetting, counseling, encouraging, hiring, commanding, inducing or procuring him or her."

The Content of the Petition Against Trustee Schmitz: It is alleged, in part, that Sara "unilaterally lost \$25 million grant from the Duffield Foundation to IVGID. She lied during the 2022 GM's Evaluation." These allegations are false. At no time did the Duffield Foundation represent it would grant any amount of money towards construction of a proposed Rec Center expansion. Insofar as lies allegedly perpetrated during the aforesaid GM evaluation, petition signers are not informed of the nature of said lies. So it makes the allegation without fault just that; an allegation without content.

The Content of the Petition Against Trustee Dent: It is alleged, in part, that Matt "failed to disclose his \$800 thousand dollar loan with one of the most outspoken critics of the District." This allegation implies that Trustee Dent was obligated to disclose this fact. However, the allegation is false. An examination of NRS 281A will disclose Trustee Dent had no such obligation.

Did You Know That Every Person Who Violates The Provisions of NRS 306.200, et seq., is Subject to a Civil Penalty of Up to \$20,000? That's right. "In addition to any criminal penalty, a person

who violates the provisions of this chapter is subject to a civil penalty in an amount not to exceed \$20,000 for each violation....(And) each person who *signs* a notice of intent to circulate a petition for the recall of a public officer is jointly and severally liable for any civil penalty imposed pursuant to this section in relation to the petition for recall.”

Conclusion: The identities of every person who signs/signed either petition will be known because the Registrar of Voters has confirmed they are public. Thus the residence addresses for every person will be known. And every signer as well as promoter/conspirator of the petition, may be jointly and severally liable. Congratulations!

Respectfully, Aaron Katz (Your Community Watchdog Because Nearly No One Else Seems to be Watching).

WRITTEN STATEMENT TO BE ATTACHED TO AND MADE A PART OF THE WRITTEN MINUTES OF THE IVGID BOARD'S REGULAR JUNE 28, 2023 MEETING – AGENDA ITEM C – PUBLIC COMMENTS – MORE EVIDENCE OF THE INCOMPETENCE OF STAFF TO PURCHASE A NEW FINANCIAL SOFTWARE PROGRAM WHICH IS NOT COMPATIBLE WITH OUR EXISTING OPEN.GOV SOFTWARE, ALL THE WHILE WASTING OPEN.GOV SOFTWARE LICENSE FEES ON A PROGRAM WHICH IS NO LONGER COMPATIBLE

Introduction: Well “here’s another one” according to my friend DJ Khaled¹! It doesn’t matter what it is. Because it’s essentially *everything!* Over and over and over again. Essentially everything one examines eventually leads to a finding of incompetence and waste. Which is generally hidden from the IVGID Board and the public by our wonderful staff who are so quick to publicize the “transparency” card. And here we have another example; staff’s purchase of a new financial software system (Tyler-Munis) which is not compatible with our Open.gov software, while continuing to pay Open.gov software license fees notwithstanding it is not capable of integration into Tyler-Munis.

I keep telling the Board and the public that the District is not being properly managed² and as a consequence, the facilities and services it furnishes can and should be more efficiently provided by another district³ or Washoe County. Or more preferably, IVGID should simply be dissolved³ and its functions taken over by the private sector? Regardless, in the interim, and in order to provide evidence in support of dissolution, let’s examine another example of the waste and incompetence the District engages in which ends up costing local parcel/dwelling unit owners even though this waste

¹ Go to <https://www.djkhaledofficial.com/>.

² NRS 318.515(1)(a) and 318.515(3)(a)-(d) instruct that “upon notification by the Department of Taxation or upon receipt of a petition signed by 20 percent of the qualified electors of the district, that...a district of which the board of county commissioners is not the board of trustees is not being properly managed...the board of county commissioners of the county in which the district is located shall hold a hearing to consider...(a) adopt(ion of) an ordinance constituting the board of county commissioners, *ex officio*, as the board of trustees of the district; (b) adopt(ion of) an ordinance providing for the merger, consolidation or dissolution of the district...(c) fil(ing) a petition in...district court for the...appointment of a receiver for the district; or, (d) determin(ing) by resolution that management and organization of the district...remain unchanged.”

³ NRS 318.490(1)-(2) instruct that “whenever a majority of the members of the board of county commissioners...deem it to be in the best interests of the county and of the district that the district be merged, consolidated or dissolved, or if the board of trustees of a district, by resolution...agrees to such a merger, consolidation or dissolution, the board of county commissioners shall so determine by ordinance, (that)...(b) the services of the district are no longer needed or can be more effectively performed by an existing unit of government (or)...that the district should be dissolved, merged or consolidated.”

has nothing to do with parcel/dwelling unit owners' "availability" to access and use District recreation and beach facilities and the programs offered thereat⁴. That's the purpose of this written statement.

My E-Mail of June 21, 2023: On June 21, 2023 I sent an e-mail to the IVGID Board alerting members to the fact our Open.gov feature was inoperable, and we were wasting nearly \$26,000 annually on Open.gov software licensing fees – all because of staff incompetence⁵. Rather than reiterating in detail what I shared with the Board, I simply direct the reader to the attached e-mail.

Conclusion: Here we have another example of staff incompetence and non-transparency. This keeps happening over and over and over again. Why? Because it can. And in the end, it ends up costing local parcel owners. And never is there a consequence. Notwithstanding our taxes and Recreation Facility Fees are being wasted.

And You Wonder Why the RFF and BFF Which Pay For Essentially Everything Staff Expends (including this administrative staff incompetence which is subsidized by central services cost transfers to the District's General Fund which are themselves subsidized by the RFF/BFF) Which Local Parcel/Dwelling Unit Owners Are Forced to Involuntarily Pay is Out of Control? I've now provided more answers.

Respectfully, Aaron Katz (Your Community Watchdog Because Nearly No One Else Seems to be Watching).

⁴ This is the justification staff claims for its involuntary assessment of the Recreation ("RFF") and Beach ("BFF") Facility Fees (go to https://www.yourtahoeplace.com/uploads/pdf-ivgid/G.2._-_Recreation_Standby_and_Service_Charges.pdf).

⁵ That e-mail is attached as Exhibit "A" to this written statement..

EXHIBIT "A"

More Evidence of Staff Incompetence - Open Gov License Fees

From: <s4s@ix.netcom.com>
To: "Dent Matthew" <dent_trustee@ivgid.org>
Cc: "Schmitz Sara" <schmitz_trustee@ivgid.org>, "Tonking Michaela" <tonking_trustee@ivgid.org>, "Noble Dave" <noble_trustee@ivgid.org>, "Tulloch Ray" <tulloch_trustee@ivgid.org>
Subject: More Evidence of Staff Incompetence - Open Gov License Fees
Date: Jun 21, 2023 10:41 AM

Chairperson Dent and Other Honorable Members of the IVGID Board -

I keep telling you it's essentially everything these people (our vaunted staff) do. Over and over and over again. It doesn't matter what it is. Dig deep enough and you will discover the ugly truth. And most of the time, it's exactly that. UGLY.

And instead of holding those accountable who should be held accountable, it's the messenger who gets attacked.

Don't you recall I was the one who alerted the Board to the fact that although we had a contract with the county whereby we were to be reimbursed for maintenance of the east/west county parks at either end of Lakeshore Blvd, for twenty (20) or more years staff neglected to bill the county? And then when I called the matter to our GM's attention he negotiated a new deal going forward which in part, WAIVED our right to recover these delinquent fees?

And I was the one who alerted the Board to the fact that for how many years we have been snow plowing the county's dedicated streets (Country Club at Highway 28, to Ski Way, and then Ski way at Country Club all the way to Fairview) and in consideration of what? Enforcement of posted speed limits on a PRIVATELY OWNED roadway (Ski Way at the Big Water Grill all the way to the entrance of Tyrolean Village) which is not capable of public enforcement.

And now we have OpenGov. And BTW, don't take my word for it. You can read it all as agenda item J(1) in the Feb 10, 2021 Board packet.

Effective December of 2015, and in the name of financial transparency, we apparently began our relationship with OpenGov. In November of 2020 the agreement for the immediately preceding three (3) year agreement with OpenGov expired. Thus effective Dec 1, 2020, we entered into a new/current three (3) year term agreement with OpenGov. Pursuant to that agreement, we agreed to pay Open Gov. an annual license fee of \$25,754 for a total of \$77,262. PLUS A 5% INFLATION FEE PER YEAR to boot!

At the Board's February 10, 2021 meeting, prior to retroactively entering into a new three (3) year agreement with OpenGov, you will find Judy's warning to the Board: "we are going into a new financial system, Tyler Technologies, and she can't believe that they don't have some similar platform to allow inquires, internal and external, and it would be a much simpler process assuming it is the same vendor. She doesn't know if any comparisons have been made but the Board would need to hear about that and there is no mention of that in this Board packet tonight so please ask...some questions, and it would seem that it would be much easier to do the integration between Tyler's own product. She has noticed that it takes weeks and sometimes even months to massage the data so it is ready for importing to the Opengov system."

So did anyone listen to Judy? Of course not! Typical that our vaunted staff has the issue covered when as you will see, it DOESN'T!

Fast forward to July 1, 2022. At a cost of how many hundreds of thousands of dollars?, we switched over to a new

financial management system - Tyler/Muis. And instantly, financial data was no longer being imported into OpenGov. Making the software essentially useless. And this was in spite of Mr. Navazio's February 10, 2021 representation to the Board and the public that: "The proposed agreement for renewal of the District's Software Service Agreement for OpenGov's Reporting and Transparency Platform includes several features utilized by and/or available to the District, including...Financial Integration. Earlier software service agreements provided for the foundational financial integration and reporting and analytics platform with additional optional features, provided at an additional cost. For the current three-year renewal agreement, all of the features utilized by the District are now incorporated into the base platform, at a combined annual fee of \$25,754 per year."

Since part of what we agreed to pay for was software support, what support did we receive from OpenGov insofar as its inability to integrate with Tyler/Munis? ZERO, nothing, nada. Why not? Because contrary to Mr. Navazio's representations, this support wasn't included in the contract. "Financial integration" wasn't included in the contract. Meanwhile, ever since July 1, 2022 we have been paying OpenGov for a license on software which is UNUSABLE!

Meanwhile still, at the Board's February 8, 2023 meeting Mr. Navazio asked the Board to "authorize the District General Manager to Execute a Statement of Work ("SOW") with OpenGov, Inc. for Re-integration of the District's Financial Reporting and Transparency Tool with the Tyler Munis Financial System at a Not-to-Exceed Cost of \$16,650." According to Mr. Navazio, this was necessary because "with the new fiscal year, starting July 1, 2022, the District implemented a new enterprise-wide financial system, Tyler/Munis, to replace the legacy Innoprise financial system. The conversion to the Tyler/Munis financial system included implementation of a new Tyler-based chart of accounts (before contracting with Tyler-Muis, didn't our staff know there would be a new chart of accounts and that chart might not work with OpenGov?) as well as the conversion of five years of historical data imported from the legacy Innoprise financial system." And the Board acquiesced even though as you can see, an argument can be made this was and is a task required of OpenGov under our current agreement.

Notwithstanding, according to Mr. Navazio, "the project tasks are proposed to be completed within 6-8 weeks of execution of the Statement of Work, (and) at a fixed price of \$16,650." I don't know when the SOW was "executed," but I am going to guess on/about February 9, 2023. 6-8 weeks from this execution date was March 23-April 6, 2023. And we must assume the completed SOW took place prior to May 11, 2023, because according to our bill pays, that's the date the \$16,650 was paid. 2-1/2 months have passed and STILL, no OpenGov!

On May 2, 2023 Judy e-mailed Indra asking "where is it?" Inasmuch as OpenGov still didn't work. And Indra's response appears under the GM's May 3, 2023 report appearing in the Board's May 10, 2023 Board packet:

"Staff is...continuing to hold training sessions with Tyler...(And) phase 2...importing of historical and current-year financial data from Tyler/Munis into the OpenGov platform...is currently underway...The target go-live date of April 30th has been extended to the end of May DUE TO STAFFING LIMITATIONS."

So now we're nearly TWO MONTHS since OpenGov billed us for completion of this integration and the system STILL DOES NOT WORK! And we're beyond April 30 and the end of May. And as of May 11 we had paid OpenGov over \$41,400 (\$25,754 plus \$16,650) for this year's integration and still we have NOTHING. Even today we have NOTHING. And given Mr. Navazio has submitted his IVGID resignation and Indra has announced his IVGID separation, what do you want to bet this integration is NOT going to be complete and integrated ANYTIME in the near future? In fact more realistically, ANYTIME? Bueller? Bueller?

And rather than seeking a refund from OpenGov, what do you want to bet that within the next several months staff is going to enter into a new renewed software license agreement with OpenGov for another three (3) year term costing the public another nearly \$26K or more annually? And what do you want to bet that this agreement will be entered into without Board approval because the proposed contract amount is far less than our GM's \$100K spending/contracting

limits?

Don't you see behavior like this goes on and on and on, and is the norm? And it never ends? And the deeper one digs, the UGLIER it looks! And then I have to listen to Trustee Schmitz's criticisms that my complaints are too long and unreadable and for this reason she removes her hearing aid? While she represents, in contrast, that she reads EVERY one of the thousand or more pages in a Board packet which are even longer, unreadable, less honest and less forthcoming than my e-mails to the Board. Don't you see that here you needed a history of the problem in order to understand what it is? And now you've gotten it. But I guess you haven't read this far.

Finally, THIS ISN'T MY JOB! It's yours as Board members. I'm not getting paid \$9K/annually to uncover this mis-management. It's not my scope of employment. It's not my "deliverables" included in a consultation agreement with one of our vendors. It's not the SOW with OpenGov. You're learning of problems like these from a concerned member of the public. And why? Because where do you think the \$41.4K has come from?

I'm sure you're going to tell me "General Fund appropriations for Computer Licenses and Fees, split between Accounting (activity code 100-12-120), and Community Relations (activity code 100-14-170)" which is the garbage which Mr. Navazio told us in the February 10, 2021 Board packet. But you've budgeted to spend nearly \$2M more in upcoming fiscal year expenditures assigned to the General Fund, than the tax/other similar revenues assigned to that fund. And rather than reducing overspending, you've budgeted to plug the deficiency with a subsidy disingenuously labeled "central services cost" transfers. And where does the money come from to fund these transfers? Bottom line, my RFF, BFF and excessive water/sewer utility rates. Which where I come from means my Rec Fee!

So what do you intend to do about this? Should we simply forget about it Michaela because "it's water under the bridge?" Or should we do the same Sara because I have not been succinct enough? Or do we do the same because that's what you were allegedly elected to do? NOTHING.

Respectfully, Aaron Katz

WRITTEN STATEMENT TO BE ATTACHED TO AND MADE A PART OF THE WRITTEN MINUTES OF THE IVGID BOARD'S REGULAR JUNE 28, 2023 MEETING – AGENDA ITEM G(1) – REQUEST FOR DIRECTION RE RENO DISPOSAL CO.'S REQUEST FOR THREE (3) YEAR EXTENSION OF EXISTING SOLID WASTE DISPOSAL FRANCHISE

Introduction: Well “here’s another one” according to my friend DJ Khaled¹! It doesn’t matter what it is. Because it’s essentially *everything*! Over and over and over again. Essentially everything one examines eventually leads to a finding of incompetence and waste. Which is generally hidden from the IVGID Board and the public by our wonderful staff who are so quick to publicize the “transparency” card. And here we have another example; Waste Management’s request for three (3) year extension of the current solid waste disposal franchise agreement with next to nothing being offered.

I keep telling the Board and the public that the District is not being properly managed² and as a consequence, the facilities and services it furnishes can and should be more efficiently provided by another district³ or Washoe County. Or more preferably, IVGID should simply be dissolved³ and its functions taken over by the private sector? Regardless, in the interim, and in order to provide evidence in support of dissolution, let’s examine another example of the waste and incompetence the District engages in which ends up costing local parcel/dwelling unit owners even though this waste has nothing to do with parcel/dwelling unit owners’ “availability” to access and use District recreation

¹ Go to <https://www.djkhaledofficial.com/>.

² NRS 318.515(1)(a) and 318.515(3)(a)-(d) instruct that “upon notification by the Department of Taxation or upon receipt of a petition signed by 20 percent of the qualified electors of the district, that...a district of which the board of county commissioners is not the board of trustees is not being properly managed...the board of county commissioners of the county in which the district is located shall hold a hearing to consider...(a) adopt(ion of) an ordinance constituting the board of county commissioners, *ex officio*, as the board of trustees of the district; (b) adopt(ion of) an ordinance providing for the merger, consolidation or dissolution of the district...(c) fil(ing) a petition in...district court for the...appointment of a receiver for the district; or, (d) determin(ing) by resolution that management and organization of the district...remain unchanged.”

³ NRS 318.490(1)-(2) instruct that “whenever a majority of the members of the board of county commissioners...deem it to be in the best interests of the county and of the district that the district be merged, consolidated or dissolved, or if the board of trustees of a district, by resolution...agrees to such a merger, consolidation or dissolution, the board of county commissioners shall so determine by ordinance, (that)...(b) the services of the district are no longer needed or can be more effectively performed by an existing unit of government (or)...that the district should be dissolved, merged or consolidated.”

and beach facilities and the programs offered thereat⁴. That's the purpose of this written statement.

My E-Mails of June 25 and 27, 2023: On June 25, 2023 I first sent an e-mail to the IVGID Board alerting members to the problem looming, and asking they refuse to take action on this agenda item⁵. Rather than reiterating what I shared with the Board, I simply direct the reader to the attached e-mails.

Conclusion: Here another example of a preferred collaborator attempting to take advantage of the public because our employees lack competence. This keeps happening over and over and over again. Because it can. And in the end, it ends up costing local parcel owners.

And You Wonder Why the Recreation ("RFF") and Beach ("BFF") Facility Fees Which Pay For Essentially Everything Staff Expends (Including This Solid Waste Disposal Franchise) Which Local Parcel/Dwelling Unit Owners Are Forced to Involuntarily Pay is Out of Control? I've now provided more answers.

Respectfully, Aaron Katz (Your Community Watchdog Because Nearly No One Else Seems to be Watching).

⁴ This is the justification staff claims for its involuntary assessment of the Recreation ("RFF") and Beach ("BFF") Facility Fees (go to https://www.yourtahoeplace.com/uploads/pdf-ivgid/G.2._-_Recreation_Standby_and_Service_Charges.pdf).

⁵ That e-mail is attached as Exhibit "A" to this written statement.

EXHIBIT "A"

The IVGID Board's June 28, 2023 Board Meeting - Agenda Item G(1) - Proposed Extension of The Reno Disposal aka Waste-Management Solid Waste Disposal Franchise - Update

From: <s4s@ix.netcom.com>
To: "Dent Matthew" <dent_trustee@ivgid.org>
Cc: "Schmitz Sara" <schmitz_trustee@ivgid.org>, "Tonking Michaela" <tonking_trustee@ivgid.org>, "Noble Dave" <noble_trustee@ivgid.org>, "Tulloch Ray" <tulloch_trustee@ivgid.org>, "Navazio Paul" <pcn@ivgid.org>
Subject: The IVGID Board's June 28, 2023 Board Meeting - Agenda Item G(1) - Proposed Extension of The Reno Disposal aka Waste-Management Solid Waste Disposal Franchise - Update
Date: Jun 27, 2023 6:24 PM

Chairperson Dent and the Other Members of the IVGID Board -

Hopefully you will recall that on June 25, 2023 I wrote to each of you concerning this agenda item (see below). Since the District had not as of then produced a Board packet for this meeting, I indicated I would likely have more to say once the Board packet was published. Well now that the Board packet has been publicized, I have more comments/observations to make:

1. Take a look at page 93 of the Board packet. There you will see an April 26, 2023 letter on Waste Management letterhead authored by Barry Skolnick, President of Reno Disposal Co. Have any of you ever seen this letter before? I certainly haven't. And I believe I should have because I have been talking to Indra about this very subject ever since he became interim GM.
2. Regardless, understand that Reno Disposal Co. is NOT Waste-Management. It is a completely separate corporation (entity #C977-1961).
3. Moreover, the Transfer Station is NOT owned by Reno Disposal Co. Nor is it owned by Waste Management. If you do a search of the parcel (APN 130-152-17) with the Assessor, you will see it is owned by a completely separate corporation - Refuse, Inc. (entity #C597-164). BTW, the Secretary of State identifies Mr. Skolnick as Refuse, Inc.'s President as well.
4. So why is Mr. Skolnick using Waste Management letterhead to write a letter on behalf of Reno Disposal, Inc? And why is Mr. Skolnick writing a letter about a trash franchise, making justification on behalf of another corporate entity (Refuse, inc.) which has no interest in the franchise?
5. And why is Brad Underwood telling us this is a Waste Management proposal?
6. Let's go back to the letter. Here Mr. Skolnick informs us of intended capital improvements to the transfer station ("CIPs"). That's fine. But then he requests a 5 year extension of the existing franchise. Although he doesn't say that his intended CIPs are contingent upon the franchise extension (he merely makes the request), there is a hidden veiled threat that they are.
7. Now why do we care about Reno Disposal, Inc.'s transfer station CIPs? Regardless of what they are, or when they will be constructed? And what does this have to do with the solid waste franchise? To demonstrate his ignorance, Mr. Underwood tells us "the extension would also support finalization and implementation of a \$5+million Capital Improvement Project investment in Waste Management's Incline Village transfer station." In other words, to make

it IMPOSSIBLE for us to ever secure control over the transfer station - as I have described, control of the solid waste disposal universe in IV/CB.

8. Okay, what is Mr. Skolnick offering the District in consideration of the 5 year solid waste franchise he requests? After all paragraph 3 of the franchise requires "mutual agreement." Lower rates? Improved service? The trash czar Clean Tahoe service we're currently paying \$45K or more annually to do Reno Disposal's job of monitoring? No. NADA! Thank you very much Mr. Skolnick.

9. So rather than alerting the Board to Reno Disposal's request, our super sharp negotiator, Brad Underwood, took it upon himself to negotiate with Mr. Skolnick for the 5 year extension. And all he requested were 16 add'l annual green waste pick-ups allegedly resulting "in an improved customer service experience for District residents and improved safety for Waste Management employees."

10. Then to demonstrate again his ignorance, Mr. Underwood tells us "No rate increases are planned or linked to this request." SURE THEY ARE. So I guess you can't figure it out for yourself. So let's do the math.

11. Take a look at paragraph 1.23 of the trash franchise. There we are told that net income represents gross receipts minus allowable expenses. Now look at paragraph 1.1 of the trash franchise. There we are told that allowable expenses consist of all commercially prudent expenses in accordance with GAAP. Now look at paragraph 1.26 of the trash franchise. There we are told the collector is entitled to a minimum 9% rate of return. And how is that rate of return calculated? By the ratio of net income to gross receipts. In other words, the lower the net income, the lower the rate of return, and the greater the need for a subsidy up to the minimum 9% = a rate increase!

12. Have any of you ever examined the accounting Reno Disposal used to provide each year which summarizing its expenses, gross receipts and rate of return? Well I have. And I can tell you there are two red flags that staff REFUSE to investigate. One of them is Reno Disposal's federal income taxes or pro-rata portion thereof paid on its IV/CB operations (is this an allowable expense in accordance with GAAP?), and the other is the rent it pays to Refuse, Inc. for use of the transfer station.

13. We can discuss this later if you want, but the higher the rent expense, the greater the allowable expense, the lower the net income, and the lower the rate of return. Which translates into our higher trash rates. So if Reno Disposal wants to increase our trash rates, all it need do is ask Refuse, Inc. to increase the rent the latter pays on the transfer station. And whatever that rent may be, after spending \$5+ million on contemplated improvements which doesn't benefit Refuse, Inc. hardly at all but benefits Reno Disposal greatly, do you really believe this is going to translate into no rate increase in transfer station rent over the next eight (8) years? If you do, then I have a couple of bridges in town to sell you.

14. So the minute Reno Disposal's rent on the transfer station increases, so do our trash rates even though less than sharp Brad Underwood has told us "no rate increases are linked to" his request.

15. The current trash franchise has another 3 years to run. SO WHAT'S THE RUSH? WHAT'S THE NEED? What's the down side if we don't agree? The loss of an add'l 16 green waste pick ups? Whoppy do.

16. There's a bigger issue here and apparently most of you just don't get it! So let me try once again to educate. Take a look at paragraph 5.4 of the trash franchise. This requires our collector to use an approved transfer station. So how many such stations do we have on the North Shore of Lake Tahoe? Can you say one? Can you say Refuse, Inc.'s?

17. So although in a vacuum we can publish our RFP for solid waste disposal bidders, who is going to realistically respond unless they have access to our transfer station? And why is this subsidiary of Waste Management going to make its transfer station available for a competitor's use? The only way we can control our destiny is by controlling the

transfer station. And that means Refuse, Inc. needs to agree to sell it to us, or if they refuse or demand too much money, we have to force the issue by taking the station for the public good - it's called eminent domain.

18. Refuse, Inc. is telling you that the transfer station requires a substantial amount of deferred maintenance, expansion, and massive upgrades. Translation = its current fmv is depressed. In other words, now is the time for us to buy. But if we wait for \$5+ Million of CIPs to be installed, the price is going to be out of our reach. Translation = we don't want Refuse, Inc. to improve the transfer station and if refuse to agree to a 3 year extension, it behooves us. So this is another reason to not agree to an extension.

19. Paragraph 7.5 of the trash franchise entitles us to demand an audit. That's exactly what we should do to get all cards on the table. I want to see Reno Disposal's federal income tax returns. I want to see how they've claimed all or a portion of the transfer station rent it pay as an allowable expense for purposes of determining rate of return. I want to examine the transfer station lease agreements/amendments between Refuse, Inc. and Reno Disposal for the last 8 years (OR ARE THERE ANY to examine?). I want an independent appraisal of fair market rent for the transfer station so it can be compared to the amounts Reno Disposal has been telling us for fairness and reasonableness purposes.

20. And now I want the Board to go to agenda item G(6) to select a citizens advisory committee (because our staff is INCOMPETENT and under employed) to deal with Reno Disposal.

21. And I want the Board to do what paragraph IX of the staff memo requests: "to provide direction to staff on how to move forward with the request from Waste Management to approve a 5-year contract extension term."

I can only hope you'll do the right thing. Respectfully, Aaron Katz

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

From: <s4s@ix.netcom.com>

Sent: Jun 25, 2023 10:15 PM

To: Dent Matthew <dent_trustee@ivgid.org>

Cc: Schmitz Sara <schmitz_trustee@ivgid.org>, Tonking Michaela <tonking_trustee@ivgid.org>, Noble Dave <noble_trustee@ivgid.org>, Tulloch Ray <tulloch_trustee@ivgid.org>, Navazio Paul <pcn@ivgid.org>

Subject: The Board Packet For The IVGID Board's June 28, 2023 Board Meeting - When Are You Going to Enforce Your Own Policies And Hold Staff Accountable? Also, Agenda Item G(1). How And Why Did it Get on The Agenda?

Chairperson Dent and Other Honorable Members of the IVGID Board -

I would like to give the Board a heads up insofar as agenda item G(1) is concerned, and what I suspect is a TERRIBLE item to be bringing before the Board at this time. And since the advancing staff member is Brad Underwood and I have had the displeasure of viewing his past LACK of competence/accomplishments (the effluent storage pond, the replacement effluent storage facility, prosecution of the phase II of the effluent pipeline replacement project, reconstruction of the Mountain Golf Course pathway carts, the utility rate study, proposed expansion of the Rec Center, the lack of negotiation skills with Granite Construction insofar as phase I of the effluent pipeline replacement project, reconstruction management of the Burnt Cedar Pool - do I really need to list more snafus?), I fully expect he will be presenting AN ABSOLUTE DISASTER. In fact such a disaster, each of you know what I am going to suggest insofar as Brad Underwood is concerned. But before I do, let's see what appears in the Board packet.

Meanwhile, let's review what Mr. Underwood is telling us insofar as this agenda item is concerned: First of all, he is RECOMMENDING "that the Board of Trustees...approve the (proposed) 5-year extension clause outlined in the existing contract." Not merely presenting the proposal for discussion and direction. But outright APPROVAL. How dare he!

Second of all, listen to the alleged justification: "The extension would also support finalization and implementation of a \$5+million Capital Improvement Project investment in Waste Management's Incline Village transfer station." STUPID Brad Underwood. Doesn't he know that the transfer station is not Waste Management's? Rather it's a subsidiary of Waste Management's. If it were Waste Management's, then why are we crediting Waste Management with NON-EXISTENT hypothetical rent it is allegedly paying itself for purposes of determining the rate it may charge?

Third of all, and I keep telling you, thou who controls the transfer station, controls the universe. If you don't understand what this means, then you need to watch the original cult movie Dunes. Since the trash franchise mandates that the collector have access to a transfer station in town, as long as Waste Management controls the transfer station, we are guaranteed to never, never, ever secure a competitive bid from any collector other than Waste Management. Talk about a monopoly. So before we start talking of a franchise extension, we need to talk about a transfer station transfer to US. No transfer, then no extension. Waste Management has no transfer station CIP investment contrary to Mr. Underwood's representation because IT DOESN'T OWN THE TRANSFER STATION. So why is this a justification?

Moreover, if there is to be a \$5+ million transfer station CIP, how much more do you think Waste Management's costs are going to increase for purposes of determining its future increased rates? So why are we agreeing to the proposal?

And why would Waste Management want to make this much of an investment in a crappy transfer station? It makes no sense. Moreover, I think we can use this admission to our benefit if we had someone other than Brad Underwood being our point person. If we have to go the eminent domain route, which we very well may have to do, this much deferred maintenance reduces the station's fair market value which is what we'll have to pay. Sounds to me to be the perfect storm brewing if we have someone competent at the helm who knows what he/she is doing.

Finally, I don't like how all of this has come about. According to Trustee Tulloch he was approached by Waste Management with this request. And when Waste Management didn't like the response, it threatened to do an end run with other trustees because Ray wouldn't play ball. And what did they do? I assume go to you other trustees. And I must assume Waste Management didn't get the assurances they were looking for from a majority of you. So then they looked for someone else with less smarts they could pressure. And apparently that was Brad Underwood. And low and behold who has bought into their vision lock, stock and barrel? And in just a handful of weeks no less?

Some of you may have forgotten we went through this crap seven (7) years ago with dirty Pinkerton and stupid Hammer Hell. And what have we learned? Fool me once, shame on us. Fool me twice, and shame on your STUPID STAFF.

Notwithstanding all of this, please understand that there are still 3 years remaining on our current solid waste franchise agreement ["the (current) contract is set to expire June 30, 2026"]. So why is there even a discussion about a five (5) year extension at this time? It's PREMATURE! And you ALL know this.

How about creating a citizens committee to negotiate with Waste Management? Include Trustee Tulloch as well as some of the smart citizens we have in town. Since we have plenty of time, let's put the issue in the hands of the committee rather than our incompetent public works staff and let's see what they come up with.

Thank you for your consideration. Respectfully, Aaron Katz

**WRITTEN STATEMENT TO BE ATTACHED TO AND MADE A PART OF THE WRITTEN
MINUTES OF THE IVGID BOARD'S REGULAR JUNE 28, 2023 MEETING – AGENDA
ITEM C – PUBLIC COMMENTS – THE LACK OF CONSEQUENCE TO STAFF FOR
THEIR BLAZEN VIOLATION OF BOARD POLICY INSOFAR AS THE PREPAR-
ATION AND DISTRIBUTION OF MEETING BOARD PACKETS**

Introduction: Well “here’s another one” according to my friend DJ Khaled¹! It doesn’t matter what it is. Because it’s essentially *everything*! Over and over and over again. Essentially everything one examines eventually leads to a finding of incompetence and waste. Which is generally hidden from the IVGID Board and the public by our wonderful staff who are so quick to publicize the “transparency” card. And here we have another example; staff’s continued failure to prepare and distribute Board meeting packets in accordance with Board policy and in a timely manner.

I keep telling the Board and the public that the District is not being properly managed² and as a consequence, the facilities and services it furnishes can and should be more efficiently provided by another district³ or Washoe County. Or more preferably, IVGID should simply be dissolved³ and its functions taken over by the private sector? Regardless, in the interim, and in order to provide evidence in support of dissolution, let’s examine another example of the waste and incompetence the District engages in which ends up costing local parcel/dwelling unit owners even though this waste has nothing to do with parcel/dwelling unit owners’ “availability” to access and use District recreation

¹ Go to <https://www.djkhaledofficial.com/>.

² NRS 318.515(1)(a) and 318.515(3)(a)-(d) instruct that “upon notification by the Department of Taxation or upon receipt of a petition signed by 20 percent of the qualified electors of the district, that...a district of which the board of county commissioners is not the board of trustees is not being properly managed...the board of county commissioners of the county in which the district is located shall hold a hearing to consider...(a) adopt(ion of) an ordinance constituting the board of county commissioners, *ex officio*, as the board of trustees of the district; (b) adopt(ion of) an ordinance providing for the merger, consolidation or dissolution of the district...(c) fil(ing) a petition in...district court for the...appointment of a receiver for the district; or, (d) determin(ing) by resolution that management and organization of the district...remain unchanged.”

³ NRS 318.490(1)-(2) instruct that “whenever a majority of the members of the board of county commissioners...deem it to be in the best interests of the county and of the district that the district be merged, consolidated or dissolved, or if the board of trustees of a district, by resolution...agrees to such a merger, consolidation or dissolution, the board of county commissioners shall so determine by ordinance, (that)...(b) the services of the district are no longer needed or can be more effectively performed by an existing unit of government (or)...that the district should be dissolved, merged or consolidated.”

and beach facilities and the programs offered thereat⁴. That's the purpose of this written statement.

My E-Mails of June 25 and 26, 2023: On Friday, June 23, 2023, staff published the agenda for tonight's June 28, 2023 meeting. But as of the following Sunday June 25, 2023 evening, at 10:15 P.M., no packet of materials for this evening's meeting had been prepared or distributed to Board members and the public who have requested copies. So on June 25, 2023 at 10:15 P.M., I sent an e-mail to the IVGID Board alerting members to staff's non-compliance with Board policy⁵, and requesting that the meeting date be rescheduled⁶. The following Monday afternoon, at 12:06 P.M., staff finally got around to completing the Board packet for tonight's meeting and notifying Board members and myself via e-mail that it was available for our pick-up⁷. Within a matter of minutes I sent an updated e-mail to Board members advising them of the same, questioning its acceptability, and reiterating my previous request that the meeting be rescheduled⁷.

Rather than reiterating in detail what I shared with the Board, I simply direct the reader to the attached e-mails.

Conclusion: Here another example of brazen staff disregard of Board policy. In other words, it's all about the convenience of our staff rather than the District Board and the public who have employed them. This keeps happening over and over and over again. Because it can. And in the end, it ends up costing local parcel owners. And never is there a consequence. Except that the public is prejudiced by having the least amount of time available to read Board packets, formulate responses, prepare to give public comment to the Board, and submit written statements for inclusion in the written minutes of that meeting.

And You Wonder Why the RFF and BFF Which Pay For Essentially Everything Staff Expends (including this administrative staff incompetence which is subsidized by central services cost transfers which are themselves subsidized by the RFF/BFF) Which Local Parcel/Dwelling Unit Owners Are Forced to Involuntarily Pay is Out of Control? I've now provided more answers. Respectfully, Aaron Katz (Your Community Watchdog Because Nearly No One Else Seems to be Watching).

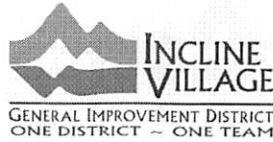
⁴ This is the justification staff claims for its involuntary assessment of the Recreation ("RFF") and Beach ("BFF") Facility Fees (go to https://www.yourtahoeplace.com/uploads/pdf-ivgid/G.2._-_Recreation_Standby_and_Service_Charges.pdf).

⁵ That policy is 3.1.0.4 which instructs in part that "the agenda and Board Packet materials shall be posted on the District's website one calendar week prior to the meeting...No matter shall be heard or acted upon without all accurate and relevant materials being published" in a timely manner. "If materials are inaccurate or missing, the agenda item will be deferred." This policy with asterisks inserted next to the quoted language is attached as Exhibit "A" to this written statement.

⁶ That e-mail is attached as Exhibit "B" to this written statement.

⁷ That e-mail is attached as Exhibit "C" to this written statement.

EXHIBIT "A"



Conduct Meetings of the Board of Trustees Policy 3.1.0

POLICY. The Board of Trustees will establish 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 the meeting location, establishing the agenda and rules for its proceedings for the Incline Village General Improvement District, Washoe County, State of Nevada

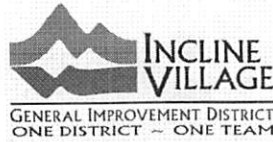
Notice and conduct of all meetings shall conform with the provisions in Nevada Revised Statutes (NRS) 241.020 and NRS 281A (Ethics In Government). Meeting minutes and transcripts of meeting will be in compliance with NRS 241.035.

- 0.1 Regular Meetings.** The regular meeting times and location shall be 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 at least two of the Trustees.
- 0.3 Meeting Place.** All Board of Trustees meetings shall be held within the District.
- 0.4 Item(s) of Business/Agenda Preparation.** The Board Chair, in cooperation with the General Manager, is responsible for preparing the agenda and supporting materials for each meeting. The Chair, in cooperation with the General Manager, will place on the Agenda any item requested by a fellow Trustee.

If a person or party, including the general public, 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.



No matter shall be heard or acted upon without all accurate and relevant materials being published with the initial publication of the Board Packet. If materials are inaccurate or missing, the agenda item



Conduct Meetings of the Board of Trustees Policy 3.1.0

will be deferred. Delayed and/or supplemental materials shall defer an agenda item.



The agenda and Board Packet materials shall be posted on the District's website one calendar week prior to the meeting.

Public comment may be scheduled for individual agenda items in addition to the initial and closing public comment period at the discretion of the Chair. Unless otherwise determined, the time limit shall be three (3) minutes for each person wishing to make an initial or closing public comment and shall be two minutes(2) for each person should public comment be permitted for an individual agenda item. Unless otherwise permitted by the Chair, no person shall be allowed to speak more than once on any single agenda item.

The item(s) of business at the regular meetings of said Board may include, but are not limited to:

- Pledge of Allegiance
- Roll call of Trustees
- Appearances/Presentations (Non-action)
- Initial Public Comment – not to include comments on General Business items with scheduled public comment
- Appearances/Presentations/Declarations/Proclamations (Action)
- Approval of Agenda
- Public Hearings (if any) – all changes to Ordinances require a Public Hearing with a minimum of a 21-day notice
- District Staff Update (if any)
 - The General Manager's monthly report
 - Once a month the General Manager is to provide a formal written report outlining the contracts/expenditures s/he approved with proper signing authority per District policy.
- Legal Counsel Update (if any)
- Reports to the Board – Reports are intended to inform the Board and/or the public – Reports shall be limited to 15 minutes or a time to be determined at the discretion of the Chair.
 - GM Report

EXHIBIT "B"

The Board Packet For The IVGID Board's June 28, 2023 Board Meeting - When Are You Going to Enforce Your Own Policies And Hold Staff Accountable? Also, Agenda Item G(1). How And Why Did it Get on The Agenda?

From: <s4s@ix.netcom.com>
To: "Dent Matthew" <dent_trustee@ivgid.org>
Cc: "Schmitz Sara" <schmitz_trustee@ivgid.org>, "Tonking Michaela" <tonking_trustee@ivgid.org>, "Noble Dave" <noble_trustee@ivgid.org>, "Tulloch Ray" <tulloch_trustee@ivgid.org>, "Navazio Paul" <pcn@ivgid.org>
Subject: The Board Packet For The IVGID Board's June 28, 2023 Board Meeting - When Are You Going to Enforce Your Own Policies And Hold Staff Accountable? Also, Agenda Item G(1). How And Why Did it Get on The Agenda?
Date: Jun 25, 2023 10:15 PM

Chairperson Dent and Other Honorable Members of the IVGID Board -

Last Friday, June 23, 2023, your staff published the agenda for this upcoming Wednesday's (June 28, 2023) Board meeting.

So we are in essence (as of tomorrow morning) a scant two days away from the meeting. AND WHERE IS THE BOARD PACKET for that meeting?

Don't you remember that on February 22, 2023 each of your approved modifications to Board Policy 3.1.0? Don't you recall that section 0.4 of that policy states that "no matter shall be heard or acted upon without all accurate and relevant materials being published with the initial publication of the Board Packet? (And) if materials are inaccurate or missing, the agenda item will be deferred? (And that) delayed and/or supplemental materials shall defer an agenda item?"

And, that "the agenda and Board Packet materials shall be posted on the District's website one calendar week prior to the meeting?" When the Board responded to 15 or more OML complaints, don't you recall she stated that up until then they didn't know how to count? But now they do? Well count for GOD's sake, Your staff has not provided the minimum required notice.

Since your staff is clearly NON-COMPLIANT, what exactly do you intend to do about it? Or are Board Policies really nothing more than "suggestions" that staff are free to ignore? And what consequence is there to your non-compliant staff? I understand. Let's promote them to directorships with a commensurate increase in salary and benefits.

Please RESCHEDULE the meeting to provide a minimum of one calendar week's (after publication of the Board packet for this meeting) advance notice as Board policy instructs! Otherwise RESCIND the policy because obviously, it means nothing.

The agenda looks like a pretty comprehensive meeting. I don't know how large the Board packet will be, but I expect the time necessary to read and evaluate each page (isn't that what you do Sara?), and for members of the public to communicate with Board members concerning its particulars, to require a whole lot more than two days.

Now I would like to give the Board a heads up insofar as agenda item G(1) is concerned, and what I suspect is a TERRIBLE item to be bringing before the Board at this time. And since the advancing staff member is Brad Underwood and I have had the displeasure of viewing his past LACK of competence/accomplishments (the effluent storage pond,

the replacement effluent storage facility, prosecution of the phase II of the effluent pipeline replacement project, reconstruction of the Mountain Golf Course pathway carts, the utility rate study, proposed expansion of the Rec Center, the lack of negotiation skills with Granite Construction insofar as phase I of the effluent pipeline replacement project, reconstruction management of the Burnt Cedar Pool - do I really need to list more snafus?), I fully expect he will be presenting AN ABSOLUTE DISASTER. In fact such a disaster, each of you know what I am going to suggest insofar as Brad Underwood is concerned. But before I do, let's see what appears in the Board packet.

Meanwhile, let's review what Mr. Underwood is telling us insofar as this agenda item is concerned: First of all, he is RECOMMENDING "that the Board of Trustees...approve the (proposed) 5-year extension clause outlined in the existing contract." Not merely presenting the proposal for discussion and direction. But outright APPROVAL. How dare he!

Second of all, listen to the alleged justification: "The extension would also support finalization and implementation of a \$5+million Capital Improvement Project investment in Waste Management's Incline Village transfer station." STUPID Brad Underwood. Doesn't he know that the transfer station is not Waste Management's? Rather it's a subsidiary of Waste Management's. If it were Waste Management's, then why are we crediting Waste Management with NON-EXISTENT hypothetical rent it is allegedly paying itself for purposes of determining the rate it may charge?

Third of all, and I keep telling you, thou who controls the transfer station, controls the universe. If you don't understand what this means, then you need to watch the original cult movie Dunes. Since the trash franchise mandates that the collector have access to a transfer station in town, as long as Waste Management controls the transfer station, we are guaranteed to never, never, ever secure a competitive bid from any collector other than Waste Management. Talk about a monopoly. So before we start talking of a franchise extension, we need to talk about a transfer station transfer to US. No transfer, then no extension. Waste Management has no transfer station CIP investment contrary to Mr. Underwood's representation because IT DOESN'T OWN THE TRANSFER STATION. So why is this a justification?

Moreover, if there is to be a \$5+ million transfer station CIP, how much more do you think Waste Management's costs are going to increase for purposes of determining its future increased rates? So why are we agreeing to the proposal?

And why would Waste Management want to make this much of an investment in a crappy transfer station? It makes no sense. Moreover, I think we can use this admission to our benefit if we had someone other than Brad Underwood being our point person. If we have to go the eminent domain route, which we very well may have to do, this much deferred maintenance reduces the station's fair market value which is what we'll have to pay. Sounds to me to be the perfect storm brewing if we have someone competent at the helm who knows what he/she is doing.

Finally, I don't like how all of this has come about. According to Trustee Tulloch he was approached by Waste Management with this request. And when Waste Management didn't like the response, it threatened to do an end run with other trustees because Ray wouldn't play ball. And what did they do? I assume go to you other trustees. And I must assume Waste Management didn't get the assurances they were looking for from a majority of you. So then they looked for someone else with less smarts they could pressure. And apparently that was Brad Underwood. And low and behold who has bought into their vision lock, stock and barrel? And in just a handful of weeks no less?

Some of you may have forgotten we went through this crap seven (7) years ago with dirty Pinkerton and stupid Hammer Hell. And what have we learned? Fool me once, shame on us. Fool me twice, and shame on your STUPID STAFF.

Notwithstanding all of this, please understand that there are still 3 years remaining on our current solid waste franchise agreement ["the (current) contract is set to expire June 30, 2026"]. So why is there even a discussion about a five (5) year extension at this time? It's PREMATURE! And you ALL know this.

How about creating a citizens committee to negotiate with Waste Management? Include Trustee Tulloch as well as some

of the smart citizens we have in town. Since we have plenty of time, let's put the issue in the hands of the committee rather than our incompetent public works staff and let's see what they come up with.

Thank you for your consideration. Respectfully, Aaron Katz

EXHIBIT "C"

Fw: Your Board packets are available for pick up at the Administration building

From: <s4s@ix.netcom.com>
To: Dent Matthew <dent_trustee@ivgid.org>
Cc: Schmitz Sara <schmitz_trustee@ivgid.org>, Tonking Michaela <tonking_trustee@ivgid.org>, Noble Dave <noble_trustee@ivgid.org>, Tulloch Ray <tulloch_trustee@ivgid.org>
Subject: Fw: Your Board packets are available for pick up at the Administration building
Date: Jun 26, 2023 12:14 PM

Chairperson Dent and Other Honorable Members of the IVGID Board -

Just received this notice below. I am assuming each of you received a similar message at or about the same time.

So this is supposed to be acceptable in light of the earlier e-mail I sent to each of you yesterday evening?

Please reschedule the meeting.

Thank you, Aaron Katz

-----Forwarded Message-----

From: Susan A. Herron <sah@ivgid.org>
Sent: Jun 26, 2023 12:06 PM
To: Susan A. Herron <sah@ivgid.org>
Subject: Your Board packets are available for pick up at the Administration building

Have a good Monday!

Susan

Susan A. Herron, CMC
Director of Administrative Services
IVGID
893 Southwood Boulevard
Incline Village, NV 89451
sah@ivgid.org
775-832-1207 (Office Ph#)

Public Comment - June 28, 2023 by Iljosa Dobler - to be made part of the meeting minutes.

Outsource, a dirty word according to Kendra Wong on our previous Board (chaired by Tim Callicrate) when it came up to approval of several contracts with the accounting firm of Moss Adams to review our accounting, internal control practices, contract administration and board policy at a cost of less than \$100 thousand, that were submitted by Trustee Schmitz. Wong was appalled that Schmitz did not trust staff. Mr. Navazio, hired by GM Winquest, has certainly turned out to be a gem. Leaves July 1, 2023, in the middle of an annual audit, then takes vacation prior to leaving. So unprofessional !

Mr. Johnson and Mr. Pomeroy our previous engineers, assured us that we had a 20 year master plan for water and sewer in place. Apparently not.

Mr. Underwood, part of our current engineering staff made an outsource request to the previous board (Chaired by Tim Callicrate) in October of 2022, to awarded a \$449,000 contract to another engineering firm (Dowl LLC) to prepare the Master Plan for water and sewer. Internal engineering staff cost of \$51,000 was also requested, bringing the total contract to \$500,000 which was budgeted and approved.

Since the review of the SCADA system (\$160,000) would have put the request over budget it was postponed to the 23/24 budget. However, the system has not been included in the 23/24 budget.

Work started in October 2022 and was to be completed November 2023. A 50% draft report was to be presented June 16. This date has come and gone. Any report? What about the SCADA system, anything happening there? There's nothing on the agenda or long range calendar. This total contract is \$660,000 including SCADA plus additional engineering staff time is probably over \$700,000. Seems pretty expensive to me.

Public Comment - June 28, 2023 - IVGID Board Meeting - This written statement is to be made part of the minutes.

The restaurant above the Golf Shop labeled the Grille consists of 21 tables with 82 seats plus 5 bar stools.

On Sunday at 1:30 PM Ellie and I arrived for a late lunch

3 interior tables were label reserved and 2 tables had a Hodge podge of materials where seating was not available.

3 tables on the outside were not occupied.

When asked to be seated, the hosted said it would be a 30 minute wait. I asked why, with so many tables vacant and the response was a lack of servers.

Calculated is 34 seats of the 82 seats were closed down or 41.5%.

We chose not to wait and left.

Through the month long slugfest over the losses at the golf course, Darren Howard indicated that a banner year for food and beverage would be upon us and the food and the operations were ready to go.,

His fiscal 2024 budget indicated that revenues from food and beverage would be \$942K a 34 % increase over 2023. He expects the bottom line in 2024 will be \$35K after losing \$136K in 2023. It is right that Trust ee Tulloch wants to keep an eye on weekly revenues. Is that micromanaging or should we wait until the fall to find out large losses occurred. What do you think Trustee Noble? Is that micromanagement?

As a prior restaurant portfolio owner for over 10 year the most important item were " butts on seats".

My partner Iljosa has found out that most servers make only \$18 per hour and receive no benefits. There is no difference in wages between seasoned servers and new servers. She will talk with Human Resources and provide some concerns .

Food and Beverage is a service business. One must be able to serve.

Public Comments - June 28, 2023 IVGID Board Meeting by Clifford F. Dobler

This written is to be made part of the meeting minutes'

Good evening. My comments relate to Agenda item G.3

General Business - Indebtedness Report and Five Year Capital Plan. These two reports are a mess. The Five Year Capital Plan's first year of 2023/2024 must be the same as the budget filed with the state three weeks ago. It is off by **\$43,000,000**. Also, the budget nor the capital plan reflects \$15,492,000 in carryovers from fiscal 2023. In addition increases in estimates of \$4,335,000 for the Sewer Storage tank and the effluent pipeline have not been reflected.

The State instructions for preparation of the Capital Improvement Plan states the "Total amount of expenditures in the CIP for the ensuing year must EQUAL the total capital outlay for each fund set forth in the final budget for the ensuing year." Yesterday I sent to each of you a marked up version of the two reports. Please have this done right or the Department of Taxation must be made aware.

Each of you may not be aware that on March 25, 2023, Navazio stated that the Board reviewed the five year plan. That is not the case. Only the capital budget for 2023/2024 was reviewed. No review of the remaining four years ever occurred.

Effectively by approving this five year plan, each of you are endorsing future expenditures. While money is not appropriated for the subsequent four years, endorsements would indicate a desire to have the projects done at high costs.

Do you agree with the intended projects?

I would be hard pressed to understand how an investment of over \$7,000,000 for 7 tennis courts could even be deemed prudent and planned to begin construction in 12 months. My inspection on Monday indicates the courts are in good shape.

I am also hard pressed to understand how a \$9,250,000 investment to replace the Snow Flake Lodge is logical. Design is scheduled to start immediately and construction to begin in 12 months.

The original 2015 concept was to replace Snow Flake Lodge to accommodate summer food, beverage and merchandise sales plus weddings. The summer programs at Diamond Peak has fallen by the wayside. Has anyone suggested, other than Mike Bandilin, what Snowflake Lodge should accommodate? Nothing has been heard other than cocktail talk.

These two projects alone account for over 53% of the Community Services planned expenditures over the next five years. Several necessary projects have been tossed aside.

Has the Community services Master Plan priorities been reviewed?. For your information the survey, completed in 2017, indicates the highest priority was expanding walking trails within the IVGID borders. This priority has never been addressed.

Extensive review is required to have a solid and doable capital project plan. It has not been done over the past six years.

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INCLINE VILLAGE
GENERAL IMPROVEMENT DISTRICT
BOARD OF TRUSTEES

TRANSCRIPT OF HEARING
PUBLIC MEETING
Live and Via Zoom

Held at 893 Southwood Boulevard
Incline Village, Nevada
Thursday, July 6, 2023

24 Reported by: Brandi Ann Vianney Smith
25 Job Number: 999421

TRANSCRIPT OF HEARING, PUBLIC MEETING - 07/06/2023

<p style="text-align: right;">Page 2</p> <p>1 A P P E A R A N C E S</p> <p>2</p> <p>3 BOARD MEMBERS PRESENT</p> <p>4 MATTHEW DENT, CHAIR</p> <p>5 SARA SCHMITZ, VICE CHAIR</p> <p>6 DAVE NOBLE, SECRETARY</p> <p>7 RAY TULLOCH, TREASURER</p> <p>8 MICHAELA TONKING, TRUSTEE (via Zoom)</p> <p>9</p> <p>10 ALSO PRESENT</p> <p>11 JOSH NELSON, LEGAL COUNSEL (via Zoom)</p> <p>12</p> <p>13 -o0o-</p> <p>14</p> <p>15 I N D E X</p> <p>16 PAGE</p> <p>17 A. PLEDGE OF ALLEGIANCE 3</p> <p>18 B. ROLL CALL OF TRUSTEES 3</p> <p>19 C. INITIAL PUBLIC COMMENTS 4</p> <p>20 D. APPROVAL OF AGENDA 16</p> <p>21 E. GENERAL BUSINESS 17</p> <p>22 F. FINAL PUBLIC COMMENTS 26</p> <p>23 G. ADJOURNMENT 28</p> <p>24 -o0o-</p> <p>25</p>	<p style="text-align: right;">Page 3</p> <p>1 INCLINE VILLAGE, NEVADA - July 6, 2023 - 5:00 P.M.</p> <p>2 -o0o-</p> <p>3</p> <p>4</p> <p>5 CHAIR DENT: I'd like to call the Incline</p> <p>6 Village General Improvement District special meeting</p> <p>7 to order. The meeting's being held at 5:00 P.M.</p> <p>8 The meeting location is 893 Southwood Boulevard,</p> <p>9 Incline Village, Nevada. Today is July 6th, 2023.</p> <p>10 Item A is the Pledge of Allegiance.</p> <p>11 A. PLEDGE OF ALLEGIANCE</p> <p>12 (Pledge of Allegiance.)</p> <p>13 CHAIR DENT: All right. Thank you for</p> <p>14 that. Moving on to item B.</p> <p>15 B. ROLL CALL OF TRUSTEES</p> <p>16 CHAIR DENT: Trustee Tonking?</p> <p>17 TRUSTEE TONKING: Here.</p> <p>18 CHAIR DENT: Trustee Schmitz?</p> <p>19 TRUSTEE SCHMITZ: Here.</p> <p>20 CHAIR DENT: Trustee Noble?</p> <p>21 TRUSTEE NOBLE: Here.</p> <p>22 CHAIR DENT: Trustee Tulloch?</p> <p>23 TRUSTEE TULLOCH: Here.</p> <p>24 CHAIR DENT: And I'm Trustee Dent. All</p> <p>25 five trustees are present. That will close out item</p>
<p style="text-align: right;">Page 4</p> <p>1 B. Moving on to Item C, initial public comment.</p> <p>2 C. INITIAL PUBLIC COMMENT</p> <p>3 CHAIR DENT: As a reminder, you will have</p> <p>4 three minutes for your public comment. We do have a</p> <p>5 special guest running the clock today, give him a</p> <p>6 little patience in the process.</p> <p>7 MS. CARS: I have to read and run because</p> <p>8 I have an important meeting, but spent a lot of time</p> <p>9 on this this afternoon. Thank you, trustees.</p> <p>10 Start. Incline Village is a community</p> <p>11 which needs visionary, leadership, and each one of</p> <p>12 us to commit to each other as a community. We have</p> <p>13 a number of pressing community issues that have been</p> <p>14 ignored for far too long, and cannot be ignored any</p> <p>15 longer.</p> <p>16 The issues are not personnel choices or</p> <p>17 about those trivial matters that seem to take up</p> <p>18 most of our time. IVGID is our community, not just</p> <p>19 a recreation and utility district, as was posted</p> <p>20 this week. We need community focus by the trustees.</p> <p>21 Please listen.</p> <p>22 This is what Trustee Schmitz campaigned</p> <p>23 on, but it's not what we got. We have heard and</p> <p>24 observed by trustees micromanagement as well as the</p> <p>25 creation of issues that are not problems or issues.</p>	<p style="text-align: right;">Page 5</p> <p>1 Separate golf meeting tonight, but no inclusion of a</p> <p>2 search committee that we asked for the GM. A lack</p> <p>3 of financial direction. You have a temporary</p> <p>4 finance director with an annual audit looming, but</p> <p>5 nothing of the search for the person. Agendize this</p> <p>6 position, please. Reserves are high, ten million,</p> <p>7 with no focus on major community issues. Ridiculous</p> <p>8 board delays on capital expenditures to benefit</p> <p>9 citizens of the community, a new Beach House,</p> <p>10 Snowflake Lodge. Poor choices on getting community</p> <p>11 input. The beach FlashVote was wasteful money spent</p> <p>12 because the questions were not scientifically based</p> <p>13 or vetted. Pay for the important needs, not legal</p> <p>14 fees to protect trustees or to use the staff person</p> <p>15 to take BOT matters and not thousands of dollars on</p> <p>16 outside help.</p> <p>17 We recommend going forward that for issues</p> <p>18 that are high level and community base, you follow a</p> <p>19 different sound process. Community be given</p> <p>20 special -- notice be given special meetings for one</p> <p>21 or two meetings to discuss the issue, another</p> <p>22 special meeting for you guys to discuss the issue,</p> <p>23 another meeting for more citizen input, and then you</p> <p>24 get your monies, you get everything you need to make</p> <p>25 a decision.</p>

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1 One simple request, a trustee's build up,
 2 stop tearing our community. How can we fix all this
 3 together? We can find a way.
 4 A recall effort is underway to awaken
 5 trustees that is time to listen to the community.
 6 Once the recall is behind us, we need to ask
 7 ourselves what will it take for Incline Village to
 8 truly become a community that we all love and enjoy?
 9 Despite our differences, everyone should start
 10 addressing this now.
 11 Trustees, please agendize the established
 12 committees immediately for the GM search committee
 13 that I proposed last week, Snowflake Lodge upgrades,
 14 new upgraded Beach House, repair of stairs and
 15 entrance to the Mountain House Golf Course, repair
 16 of the retaining wall in front of the Mountain House
 17 Golf Course, handicapped parking signs, and any
 18 other critical infrastructure needs.
 19 Please, please respond to us, listen to
 20 us, and work on building community not tearing it
 21 down.
 22 Thank you.
 23 MS. SHACKFORD: Kay Shackford, Donna
 24 Drive.
 25 At the recall tables around town, signers

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1 Then he and his cohorts used endless
 2 ethics commission complaints, among them against
 3 waitresses at The Grill who accepted tips against
 4 board chair Brockman for eating a free dinner at an
 5 Incliner's evening that Gene had not even attended,
 6 yet every defense required months of expense and
 7 stress.
 8 In 2011, he filed a 51-page lawsuit
 9 demanding that limits be set against the facilities,
 10 services, and activities IVGID could provide. Get
 11 rid of the venues, he doesn't have to pay. Seven
 12 years later, IVGID won, then forced him to refund
 13 \$241,000 of our legal expenses.
 14 Then he sought to stack the board with
 15 himself, his wife, Judith Miller, and Frank Wright.
 16 This failed. They were too well known. So they
 17 found fresh faces. They bought Matthew Dent off
 18 with an undisclosed \$800,000 loan. Dent votes the
 19 Katz/Dobler party line.
 20 Then sweet sounding Sarah, unknown here,
 21 known all too well in Danville, hard at work to keep
 22 the riffraff out, no black families or non-resident
 23 IVGID employees contaminating our beaches.
 24 Schmitz, Dent, and Tulloch are in track to
 25 privatize our venues. If they succeed, Katz won't

Page 7

1 keep asking, "What were they thinking turning down
 2 \$25 million, locking up our beaches, messing up golf
 3 policy, reducing the rec fee?"
 4 The Ripley's Believe It Or Not answer is
 5 this: We've been on the receiving end of a deeply
 6 disturbed man's decades-long, monomaniacal vendetta
 7 not to have to pay his rec fee. Unless Ray Tulloch
 8 chooses to stop being a pawn in Arron Katz's game or
 9 unless we succeed with recalling Schmitz and Dent,
 10 Katz is currently winning.
 11 Seventeen years ago when Katz, a serial,
 12 vexatious litigant moved to Incline, he wanted to
 13 pay only those parts of the rec fee for the venues
 14 he used. He was told no. Ever since, he's been on
 15 a vendetta to dismantle IVGID to realized his crazed
 16 objectives.
 17 First, he gathered about 10 disgruntled
 18 haters and hangers-on, each spewing three minutes of
 19 venom at every public comment. This drove folks
 20 away from board meetings, it kept others from
 21 running for the board. They attacked IVGID
 22 employees in word and to print accusing them of
 23 collusion, deception, and theft, contributing to the
 24 2013 suicide of Jay Abdo. Katz referred to Jay's
 25 death as "housecleaning."

Page 9

1 have to pay his rec fee. Of course, our property
 2 values will plummet, ask a realtor, and Incline
 3 without those venues will be a far less lovely place
 4 to live.
 5 So let's remove this rogue board, reclaim
 6 our community. Everyone please support the recall
 7 petition.
 8 Thank you.
 9 MR. NOLETT: Chris Nolett, 765 Lakeshore
 10 Boulevard.
 11 I'm making these comments tonight in my
 12 role as a chair of the audit committee of the IVGID
 13 board of directors.
 14 The errors in the fiscal '23/'24 budget
 15 that I will describe below are after our former GM
 16 and former financial leader sent the final, final
 17 budget to Trustee Ray Tulloch for review during the
 18 week of May 26th, as agreed by the Board of Trustees
 19 in late May.
 20 Trustee Tulloch found a \$33 million error
 21 in that budget, after it had been reviewed and
 22 approved by two IVGID executives.
 23 As it relates to the budget that was
 24 submitted to the State, on or about June 1st, 2023,
 25 I reported to our director of finance and GM on June

<p style="text-align: right;">Page 10</p> <p>1 6th that the budget likely contained at least one 2 additional error of \$17 million in the statement of 3 revenues, expenses, and net position. That being 4 form 4404 LGF. 5 The response I received from director 6 Navazio was as follows. He said that debt proceeds 7 are revenue because the Department of Taxation told 8 him to do it that way. 9 No regular accounting or generally 10 accepted accounting principles or reporting 11 practices were offered in support of this treatment. 12 Further, our new acting Director of Finance, Bobby 13 McGee, who is listening tonight, discussed this 14 treatment with Navazio on June 26th. Together, they 15 were not able to find any support for the current 16 treatment. 17 This error is \$17 million of a total 18 revenue budget of \$107 million, and would need to be 19 corrected by an amended budget to be approved by the 20 board in a future meeting and then submitted to the 21 State at a later date. 22 This budget also appears to contain other 23 errors, one of which individually aggregates \$5.4 24 million. This one relates to how much capital grant 25 dollars we will receive and qualify as revenue in</p>	<p style="text-align: right;">Page 11</p> <p>1 fiscal '24. This second error will also be provided 2 to Bobby McGee for his validation and disposition. 3 Through Paul Navazio's last day of July 4 3rd, these matters were still open and unresolved. 5 Once corrected, the annual budget for '23/'24 has 6 been prepared and approved -- once it has been 7 corrected and prepared and approved by the Board of 8 Trustees, we can then turn to the errors in the 9 current draft of the five-year capital plan. This 10 is NVTC-LGF-11. This is the five-year capital plan 11 that the board asked during its June 28th meeting to 12 be reviewed by the audit committee. 13 While we've had no meetings, I have 14 discussed it individually, one-on-one to be 15 respectful of Open Meeting Laws, and there is a 16 general agreement that there are several errors in 17 there that need to be revised, such as the omission 18 of a budget carryforward on the utility fund capital 19 projects of approximately \$13.7 million from the 20 prior year. These items will also be forwarded to 21 Bobby McGee for confirmation, disposition, and 22 subsequent BOT approval. 23 Lastly, I want to mention -- 24 (Expiration of three minutes.) 25 MR. DOBLER: Cliff Dobler, 995 Fairway.</p>
<p style="text-align: right;">Page 12</p> <p>1 On May 25th, 2023, the final budget for 2 fiscal year ending June 30th, 2024, was submitted to 3 the board for approval. As normally the case, the 4 budget was incorrect and had several errors. 5 The deadline for filing the budget with 6 the State was June 1st, six days later. Since a 7 meeting could not be arranged within the timeline, 8 the corrections were to be made by Trustee Tulloch 9 providing oversight to ensure the corrections would 10 be made, reported to the board, and filed with the 11 State. 12 Of course, not all the errors were 13 discovered as 24 supplemental pages were dropped in 14 the laps of the trustees two hours before the 15 meeting. A large misrepresentation of the utility 16 fund revenue was later found. Chris Nolett, 17 chairman of the audit committee, has a handle on 18 this. 19 At the June 28th, 2023 meeting, in a rush, 20 and before Navazio was to leave the District, an 21 indebtedness report of June 30th, 2023, and a 22 five-year capital plan for years 2024 to 2028 was 23 required to be filed with three Nevada agencies. 24 The due date is August 31st, 2023. A major 25 requirement is that the previous 2024 budget for</p>	<p style="text-align: right;">Page 13</p> <p>1 capital projects must be the same amount as the year 2 2024 in the five-year capital plan. 3 Of course, the required corrections were 4 enormous. A litany of errors was discovered. 5 Chairman Dent asked for a vote to have corrections 6 made and bring the report and plan back to the board 7 on July 28th. 8 Beside the errors, the board never 9 reviewed the ensuing four years of the capital plan, 10 and he believed a discussion of the four years of 11 potential spending was necessary. 12 A vote was called to bring back the report 13 and plans. Believe it or not, Trustee Tonking and 14 Noble voted no. I am trying to understand the logic 15 of the no votes. Could it be that the two trustees 16 think that inappropriate reports should be submitted 17 to the State and ignoring their responsibilities? 18 Could it be that the two trustees did not understand 19 the gravity of the errors? Could it be that two 20 trustees are just obstructionists? Why would two 21 trustees not want to engage in a discussion of 22 projects for the four years beyond 2024? Is it that 23 they don't care or are not interested? Or is it 24 simply a matter of never wanting to have trustees be 25 a team on important matters?</p>

<p style="text-align: right;">Page 14</p> <p>1 Everyone should understand that from a 2 project's inception to beginning of construction 3 takes time; it is not done in one year. Planning is 4 key. This is the most -- that is why most of the 5 existing projects are stuck in the mud and going 6 nowhere. Proper reporting is a must. 7 Thank you. 8 MR. WRIGHT: Frank Wright, Crystal Bay. 9 After listening to Kay Shackford, who has 10 been stealing from the District with her phony, 11 let's-make-you-smile seminars over at Granlibakken, 12 and the money she's been taking and listening to her 13 lie after lie after lie about people in this town 14 who have uncovered critical, critical losses of 15 money, she just doesn't want to have us save that 16 money. She wants to keep spending on herself, 17 through her company that she has in this community. 18 She needs the trustees, though, that'll go along 19 with it. If you listen to the financial explanation 20 that just came out in the last two speakers, 21 Mr. Nolett and Mr. Dobler, what in the world is 22 going on here? 23 We have a community of misfits who are 24 trying to stop the current board from doing their 25 job. Now, why would that be? Could it be that they</p>	<p style="text-align: right;">Page 15</p> <p>1 want to keep stealing the golf courses from the 2 people who live here, who pay for them? Of course. 3 They do not want to have to give up that privilege 4 of having the golf courses as their unique, 5 self-serving course, instead of having everybody in 6 town equally share it. Of course not. We wouldn't 7 want to do that, would we, Ms. Shackford? 8 Well, you know what, we got a trustee that 9 just left. He was the chairman of board. He's 10 leading the recall efforts. He's condemning people 11 in town for being less than good people. This guy's 12 an idiot. He's a three-time drunk. He got busted 13 three times for DUI, and he served time in jail just 14 before he became a trustee. Now, that's the kind of 15 trustee that we can count on. Is that not true? 16 Listening to you people complain about 17 those who know what's going on, and you people 18 trying to go after the most talented trustees we've 19 ever had is really sickening. Go ahead and get your 20 petition going. The stuff that's in your petition 21 is misquoted. There's nothing on there that's true. 22 The \$25 million, Ms. Shackford, is never 23 and never was and never has been and never will be. 24 Duffield never committed to that. Why do you keep 25 bringing that up? He's got his own little gem over</p>
<p style="text-align: right;">Page 16</p> <p>1 there on the Ponderosa. 2 But you guys just keep lying, keep lying, 3 and keep lying for self-serving, suck up the 4 District's money, and go on your little way. It's 5 amazing. Keep it going. Keep it going. Keep it 6 going. I just can't believe that you people come 7 out of the woodworks because you might lose 8 something you've been stealing. 9 Thank you. 10 CHAIR DENT: Any other public comments? 11 MATT: There are not, Mr. Chair. 12 CHAIR DENT: All right. That will close 13 out item C. Moving on to item D., approval of the 14 agenda. 15 D. APPROVAL OF AGENDA 16 CHAIR DENT: Any concerns with the agenda? 17 TRUSTEE SCHMITZ: I just want to go on the 18 record that I had requested this agenda item include 19 two things. At the meeting on the 8th, we discussed 20 sort of on the fly, back of the napkin, the 21 cancellation policy and also the All You Can Play 22 pass. It's not on this agenda, but I'm hopeful that 23 that issue will be on a future agenda, because it 24 was requested. 25 CHAIR DENT: Understood. Thank you for</p>	<p style="text-align: right;">Page 17</p> <p>1 that. Just to comment on that, we will have a 2 report to the board on the All You Can Play passes, 3 I believe, at the next meeting. So, if there's 4 changes, we can agendize that for the meeting on the 5 28th. 6 Any questions, concerns with how the 7 agenda is written? 8 Seeing none, agenda's approved. Moving on 9 to item E, general business. 10 E. GENERAL BUSINESS 11 CHAIR DENT: Review, discuss, and possibly 12 revise existing golf cancellation policy as adopted 13 on May 8th, 2023. This can be found on pages 3 14 through 50 of your board packet. Requesting trustee 15 was Trustee Tonking. 16 TRUSTEE TONKING: It was Trustee Schmitz, 17 I just worked as the liaison. It was something that 18 we talked about in my golf report. I think everyone 19 probably read it, it's pretty straightforward. 20 We are requesting that the 120 hundred 21 days -- or hours be moved to 72 hours and pay 50 22 percent of the fee, and then within -- canceling 23 within 48 hours, you pay a hundred percent of the 24 fee. 25 The reason this has come up is a lot can</p>

Page 18

1 happen in five days. We aren't seeing a large
2 influx of people trying to book really far in
3 advance either, so that's good. We're solving that
4 problem. Our cancellation policy is not aligned
5 with anyone else in the Tahoe Basin, including Reno
6 and Carson, so it's fixing that problem. And then
7 the other thing is there's that possibility -- and
8 what I've been hearing little bit too is a lot
9 happens in five days. There's a lot that can come
10 up that makes this cancellation policy a little bit
11 more hindering than we may have thought.
12 So, something we should come back and look
13 at and see if we should make any changes.
14 CHAIR DENT: Any comment on this item?
15 TRUSTEE SCHMITZ: It's okay. I think
16 Trustee Tonking covered it just fine.
17 CHAIR DENT: Okay. Questions, concerns,
18 comments? We do have Mr. Howard in front of us.
19 MR. HOWARD: Just for the record, Darren
20 Howard, Director of Golf and Community Services.
21 Yeah, it's been quite challenging this summer to try
22 to put up with this rule. There's a lot of
23 one-offs. Just a perfect example is if you're still
24 a working person and you have a tee time on Thursday
25 and you go into work on Monday and your boss says,

Page 20

1 There has been a lot of these one-offs,
2 though, that really do cause some issues, and it is
3 so far away from what the industry standard is.
4 But, no, we have seen -- if we do have
5 people that are booking out, they're canceling way
6 beforehand, so it's not an issue. 48 hours still
7 gives us a chance to fill that time; even 72 surely
8 gives enough time. But no issues as of yet.
9 TRUSTEE TULLOCH: And 48 hours seems to be
10 pretty much the industry standard around here, so
11 we've been in line with industry standards in terms
12 of that.
13 MR. HOWARD: Absolutely we have. The only
14 thing that we've been a little different is the 72
15 to 48, charging half. Most people just leave it at
16 48, so take that for what it's worth.
17 TRUSTEE TULLOCH: Okay. Obviously, you've
18 set yourself some pretty substantial targets, and
19 that's what we wanted to make sure that you had
20 every opportunity of making them. That was one of
21 the reasons for some of the cancellation fees.
22 I do note from your writeup here that you
23 indicated that last June it was 84 percent
24 utilization in Champ Course, and this year it's 71
25 percent. I just did some back-of-the-envelope

Page 19

1 hey, I need you in Chicago Thursday and Friday.
2 Well, it just, per the policy, we have to
3 charge you. So a lot of situations like that.
4 Last-minute injuries. We've been dealing with it,
5 but it's really taken up more time than it probably
6 should to deal with this.
7 And I think it would be better if we got
8 more alignment with area-like courses and
9 facilitates, so I'm for it.
10 CHAIR DENT: Sounds good.
11 TRUSTEE TULLOCH: Just to clarify, I
12 believe last year's cancellation policy was at a
13 hundred percent payment for 24 hours and 50 percent
14 for 48 hours. Okay.
15 And the reason -- as I recall when we
16 discussed this at the board meeting and all the
17 board approved and in favor of it, it was based on
18 the fact that we had done away with the booking
19 fees, and we were concerned there might be gaming of
20 system.
21 Have you seen much gaming of the system?
22 Are people behaving themselves with bookings?
23 MR. HOWARD: That's a great question. I
24 think we scared them enough that people have been
25 behaving this year.

Page 21

1 calculations and given that we have 20 percent more
2 tee times this year, this year we're actually
3 running it -- if we base on last year's metrics,
4 you'd be running at 85 percent rather than 84
5 percent. So it's actual just slightly up from last
6 year. You're actually doing yourself a disservice
7 in your reporting.
8 MR. HOWARD: But I trust your math on
9 that. I just wanted to report the facts as they
10 were, and not try to put anything on top of it. But
11 you will see -- as I know today it went out in the
12 board packet for the next board meeting -- all of
13 June's financials are in there. You'll see we were
14 actually ahead of last year's revenue in the over
15 100 more players in June, which I was actually
16 shocked with the weather we've had.
17 So that's a good sign, but remember those
18 were '22/'23 budget numbers -- '23/'24.
19 TRUSTEE TULLOCH: Perhaps you should have
20 saved them for reserve this year, like a sales guy.
21 I just wanted to correct the record. I
22 thought the rounds were down; the rounds are
23 slightly up in comparison to last year when we use
24 the same metrics.
25 MR. HOWARD: So, one more thing to add to

Page 22

1 that that I think makes a lot of sense when you
 2 think about it. We did move back to 10-minute
 3 intervals. So we are getting rounds within the
 4 prime times right now, also, which means more
 5 dollars. That's another factor in there. And we're
 6 seeing the prime time really full, probably more
 7 times open in the afternoon.

8 TRUSTEE TULLOCH: If you're -- assuming
 9 that you're happy with this proposal, I'm assuming
 10 you've discussed it with Trustee Schmitz and Trustee
 11 Tonking, I'm good to go with it. I think this was
 12 always the intention that we'd review it on an
 13 ongoing basis.

14 MR. HOWARD: I sent what my recommendation
 15 was, so, yes.

16 CHAIR DENT: Any other -- Trustee Schmitz?
 17 TRUSTEE SCHMITZ: I just have a couple
 18 questions compared to other facilities. What about
 19 weather? Do we need to incorporate language as it
 20 relates to the cancellation policy in the event that
 21 there's thunderstorms or weather that actually
 22 closes the course?

23 MR. HOWARD: That is a great question. We
 24 have provided some language within our training
 25 manuals for our frontline staff to give to our

Page 24

1 isn't industry standard except at Edgewood.
 2 So, are you comfortable that if we still
 3 have the 72 hours, that that will be workable for
 4 not only staff, but also the community?

5 MR. HOWARD: That really is a great
 6 question. 72 hours has always been on the front end
 7 of our policy. So, we were trying to get it back to
 8 close to where we were. We actually gave everybody
 9 a little bit of room, 48 instead of 24. The
 10 standard is 48 hours. Typically outside of
 11 48 hours, we're going to be able to fill that time.
 12 So, to totally answer your question, if we
 13 did it 48 hours, that makes it very simple. There's
 14 just no room for any confusion for anybody. That is
 15 pretty much the standard.

16 Just not wanting to totally rewrite our
 17 cancellation policy and start over, that's why I
 18 went back with the 72, because that's been going on
 19 for -- as far back as I can see, that has been the
 20 policy here. So, probably people are used to doing
 21 that and gets them used to canceling on time.

22 It's kind of a hard question to answer,
 23 because in a perfect world, 48 would be perfect, but
 24 it's not a perfect world.

25 TRUSTEE TULLOCH: So we stick with the

Page 23

1 golfers, but I don't know that there's anything
 2 actually posted on our website.

3 I'd be more than happy to send that to you
 4 and let you look at it.

5 TRUSTEE SCHMITZ: So how is it handled?
 6 MR. HOWARD: Right now, if you're out
 7 playing golf, and we determine that there's a
 8 weather, typically lightning, because rain -- we
 9 don't close the golf course because of rain unless
 10 it's so bad that we absolutely have to shut down the
 11 golf course. Because storms kind of pass through
 12 and go on.

13 If it's lightning, we get everybody off
 14 the golf course, and then usually within a half an
 15 hour, we get them back out there. If somebody can't
 16 finish, it's based on the number of holes that you
 17 played. I think it's zero to five, it's the full
 18 value. We don't actually give a refund; we give a
 19 weather check. So it's based on time you played,
 20 the dollar amount, so you can bring it back. If
 21 it's six to 14, it's half, and after 15 holes, it's
 22 the full amount.

23 TRUSTEE SCHMITZ: And my only other
 24 question is what is causing you to decide that you
 25 want to have the 72 hour, where it doesn't -- that

Page 25

1 72 hours that's been in place, we wouldn't be
 2 breaking model?

3 MR. HOWARD: No. And I don't think that
 4 would be -- it's not hard for staff. We've been
 5 doing that for years and years and years. So that
 6 part's not tough.

7 CHAIR DENT: Any other questions? I would
 8 entertain a motion.

9 TRUSTEE TONKING: I move that the Board of
 10 Trustees revises the golf cancellation policy as
 11 presented, effective July 7th, 2023.

12 CHAIR DENT: Motion's been made. Is there
 13 a second?

14 TRUSTEE TULLOCH: Second.

15 CHAIR DENT: Motion's been made and
 16 seconded. Any further discussion by the board?
 17 All right. Seeing none, I'll call for
 18 question. All those in favor, state aye.

19 TRUSTEE TONKING: Aye.
 20 TRUSTEE TULLOCH: Aye.
 21 TRUSTEE NOBLE: Aye.
 22 TRUSTEE SCHMITZ: Aye.
 23 CHAIR DENT: Aye.

24 Opposed? Motion passes 5/0. That will
 25 close out item E 1. Moving on to item F, final

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1 public comments.

2 F. FINAL PUBLIC COMMENTS

3 CHAIR DENT: Are there any public comment

4 from the room? All right. Seeing none, Matt, can

5 we go to Zoom?

6 MR. WRIGHT: Frank Wright, Crystal Bay.

7 Let me finish what I started earlier.

8 After listening to those women who came into the

9 room, Cars and Shackford, our problem is we have

10 some people here who have been stealing, stealing,

11 and stealing from our community. They're not liking

12 the new board. They're not liking the fact that

13 things are being looked at and people are being held

14 accountable.

15 And as a community member knowing that,

16 and knowing as much as I know about this community

17 and how our money is spent and how it's being blown

18 and how many things that have gone wrong that

19 continue to go wrong and amounts of money that are

20 missing, misspent, it's shocking.

21 And then to have somebody who is actually

22 taking from our community stand up and say that we

23 got to stop doing what we're doing, which is right,

24 we gotta stop looking at the books, which is right,

25 which is sick.

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1 people, very intelligent people -- finances are

2 being looked at, things are being exposed, money

3 that has been spent illegally, all these things are

4 coming out and they don't like it.

5 So they attack those who are coming

6 forward and breaking the information to people.

7 They're attacking board members who are doing the

8 job. They're not micromanaging; they're managing

9 the District in a proper and efficient manner.

10 You people in the recall, you should be

11 ashamed of yourselves.

12 Thank you.

13 CHAIR DENT: All right. That will close

14 out item F, final public comment.

15 G. ADJOURNMENT

16 CHAIR DENT: I think we have our shortest

17 meeting of this board and this year, 33 minutes. So

18 I want to thank everyone for attending, and we're

19 adjourned at 5:33.

20 (Meeting ended at 5:33 P.M.)

21

22

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Page 27

1 These people have an agenda. They want to

2 put absolute morons on the board so they can

3 continue stealing from our community. And I mean

4 stealing. Taking things that we're paying for and

5 giving them away to people who don't live here. If

6 you really think that the people in Reno should have

7 beach access because they're an employee, you're

8 nuts. Especially when you have people in Crystal

9 Bay that don't have beach access, and they are your

10 community members.

11 There's something wrong when people come

12 on here and say things like Ms. Shackford was saying

13 which were lie, after lie, after lie. Taking things

14 totally out of context, going after citizens. She

15 never would go after Tim Callicrate or Gail Krolick.

16 Now, there's two lunatics that really, really should

17 not be working in our community. Tim Callicrate,

18 the time he was a board chairman and a board member,

19 he did nothing. That's what they want. They want

20 somebody sitting there, saying yes the everything

21 that they want so they can continue stealing from

22 our community.

23 It's really sad these people come in and

24 they open their mouths and act as if those people

25 who are raising questions -- very intelligent

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1 STATE OF NEVADA)

) ss.

2 COUNTY OF WASHOE)

3

4 I, BRANDI ANN VIANNEY SMITH, do hereby

5 certify:

6 That I was present on July 6, 2023, at the

7 Public Meeting via Zoom, and took stenotype notes of

8 the proceedings entitled herein, and thereafter

9 transcribed the same into typewriting as herein

10 appears.

11 That the foregoing transcript is a full,

12 true, and correct transcription of my stenotype

13 notes of said proceedings consisting of 29 pages.

14 DATED: At Reno, Nevada, this 12th day of

15 July, 2023.

16

17 /s/ Brandi Ann Vianney Smith

18

19 _____

BRANDI ANN VIANNEY SMITH

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21

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INVOICE

1 of 1



151 Country Estates Circle
Reno, NV 89511
Phone: (800) 330-1112
litigationsservices.com

Susan A. Herron, CMC
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village , NV 89451

Invoice No.	Invoice Date	Job No.
1631580	7/12/2023	999421
Job Date	Case No.	
7/6/2023		
Case Name		
Incline Village General Improvement District Board of Trustees Meeting		
Payment Terms		
Net 30		

ORIGINAL AND 1 CERTIFIED COPY OF TRANSCRIPT OF:
Transcript of Hearing, Public Meeting

981.60

TOTAL DUE >>>

\$981.60

Location of Job : parties to appear via zoom

The LIT Group 079F

Please note, disputes or refunds will not be honored or issued after 30 days

Charge to 100-11-100-6030
\$500 Base Fee
\$7.95 per page = 60.57 pages

S. Herron 07-12-2023

Tax ID: 20-3835523

Please detach bottom portion and return with payment.

Job No. : 999421 BU ID : RN-CR
Case No. :
Case Name : Incline Village General Improvement District Board of Trustees Meeting
Invoice No. : 1631580 Invoice Date : 7/12/2023
Total Due : \$981.60

Susan A. Herron, CMC
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village , NV 89451

Remit To: **Sunshine Reporting and Litigation Services, LLC**
P.O. Box 103091
Pasadena, CA 91189-3091

PAYMENT WITH CREDIT CARD



Cardholder's Name: _____
Card Number: _____
Exp. Date: _____ Phone#: _____
Billing Address: _____
Zip: _____ Card Security Code: _____
Amount to Charge: _____
Cardholder's Signature: _____
Email: _____

Chris Nolet
765 Lakeshore Blvd
Public Comment July 6, 2023

I am making these comments tonight in my role as the Chair of the Audit Committee of the IVGID Board of Directors.

The errors in the Fiscal 23/24 budget that I will describe below are AFTER our former GM and former DoF sent the ‘final final’ budget to Trustee Ray Tulloch during the week of May 26th for his final review, as agreed by the BoT in late May. Trustee Tulloch found a \$33 million error in the budget, after it had been reviewed and approved by these two IVGID executives.

As it relates to the Fiscal 23/24 Budget submitted to the State on or about June 1, 2023, I reported to our DoF and GM on June 6 that the budget likely contained an additional major error of \$17 million in the Statement of Revenues, Expenses and Net position (Form 4404LGF). The response I received was as follows:

Paul Navazio said that the debt proceeds are REVENUE because the DoT told him to do it this way. No Government or regular accounting or reporting principles were offered in support of this treatment. Further, our new acting DoF Bobby McGee discussed this with Navazio on June 26. They were not able to find any support for the current treatment. This error is \$17 million on a total revenue budget of \$107 million and will need to be corrected in an amended budget to be approved by the Board and submitted to the State at a later date.

This budget also appears to contain other errors, one of which totals \$5.4 million. This one error relates to how much capital grant dollars will be received and qualify as revenue in Fiscal 24. This second error will also be provided to Bobby McGee for validation.

Through Navazio’s last day of July 3, these matters were still open and unresolved.

Once a corrected annual budget for Fiscal 23/24 has been prepared and approved by the BoT, we can then turn to the errors in the current draft Five-Year Capital Improvement Plan (NVTC-LGF-11). This is the five-year capital plan that the Board asked during its June 28th meeting to be reviewed by the Audit Committee. It will have to be revised so that it agrees to the corrected total Fiscal 24 budget, and further revised for several other errors therein (such as the omission of budget carry forward on Utility Fund capital projects of approximately \$13.7 million from the prior year). These items will also be forwarded to Bobby McGee for confirmation and disposition, and subsequent BoT approval.

And lastly, the Open Matters lookback project that I have described during several BoT meetings to assess and disposition of more than 30 “open” accounting matters for prior years continues to be on hold as our Acting DoF gets up to speed and recruits both a Controller and a Revenue Manager to fill other key open positions left open in the Department of Finance by Paul Navazio.

PUBLIC COMMENT. JULY 6, 2023
KAYE SHACKFORD. DONNA DRIVE.

At the recall tables around town, signers keep asking, "What were they thinking?" Turning down \$25M, locking up our beaches, messing up golf policy, reducing the Rec Fee...?

The *Ripley's Believe It Or Not* answer is this: We've been on the receiving end of a deeply disturbed man's decades-long monomaniacal vendetta not to have to pay his Rec Fee. Unless Ray Tulloch chooses to stop being a pawn in Aaron Katz's game or unless we succeed with recalling Schmitz and Dent, Katz is currently winning.

Seventeen years ago, when Katz, a serial vexatious litigant, moved to Incline, he wanted to pay only those parts of the Rec Fee for venues he used. He was told no. Ever since, he's been on a vendetta to dismantle IVGID to realize his crazed objective.

First, he gathered about 10 disgruntled haters and hangers-on, each spewing 3-minutes of venom at every Public Comment. This drove folks away from Board meetings. It kept others from running for the Board. They attacked IVGID employees in word and print, accusing them of "collusion, deception and theft," contributing to the 2013 suicide of Jay Abdo. Katz referred to Jay's death as "house cleaning."

Then he and his cohorts used endless Ethics Commission complaints - among them, against waitresses at the Grille who accepted tips; against Board Chair Brockman for eating a free dinner at an Incliners' evening that Gene had not attended. Yet every defense required months of expense and stress...

In 2011, he filed a 51-page law suit demanding that "limits be set against the facilities, services and activities IVGID could provide." *Get rid of the venues, he doesn't have to pay.* Seven years later, IVGID won, then forced him to refund \$241K of our legal expenses.

Then he sought to stack the Board with himself, his wife, Judith Miller, and Frank Wright. This failed; they were too well known. So they found fresh faces. They bought Matthew Dent off with an undisclosed \$800K loan. Dent votes the Katz/Dobler party line. Then, sweet-sounding Sara Schmitz, unknown here, known all too well in Danville, hard at work to keep the riff-raff out - no black families or non-resident IVGID employees contaminating *our* beaches.

Schmitz, Dent and Tulloch are on track to privatize our venues. If they succeed, Katz won't have to pay his Rec fee. Of course, our property values will plummet - ask a realtor. And Incline, without those venues, will be a far less lovely place to live.

So, let's remove this rogue Board and reclaim our community. Everyone, please support the recall petition. Thank you.

Linda & Bill Kahrs, 625 Lariat Circle #1

TO START:

INCLINE VILLAGE IS A COMMUNITY WHICH NEEDS VISIONARY LEADERSHIP AND EACH ONE OF US TO COMMIT TO EACH OTHER AS A COMMUNITY!

We have a number of pressing COMMUNITY issues that have been ignored for far too long and cannot be ignored any longer.

The issues are not personnel choices or about those trivial matters that seem to take up most of our time.

IVGID is our community, not just a recreation and utility district.

We need, COMMUNITY focus by our Trustees. This is what Trustee Schmidt campaigned on but that is NOT what we got.

We have heard and observed by Trustees:

- micromanagement as well as the creation of issues that are not problems or issues-
- separate golf meeting tonight but no inclusion of SEARCH COMMITTEE FOR NEW GM
- A lack of financial direction: we have a temporary Finance Director with an annual audit looming but we nothing of the search for the person; AGENDIZE THIS POSITION
- Reserves are high (approx.. \$10 mil) with NO HIGH FOCUS ON MAJOR COMMUNITY ISSUES/CONCERNS-RIDICULOUS Board DELAYs ON CAPITAL EXPENDITURES TO BENEFIT CITIZENS OF THE COMMUNITY

- NEW BEACH HOUSE
- SNOWFLAKE LODGE

POOR CHOICES ON GETTING COMMUNITY INPUT: The BEACH FLASH VOTE WAS WASTEFUL MONEY SPENT BECAUSE THE QUESTIONS WERE NOT SCIENTIFICALLY BASED OR VETTED. PAY FOR THE IMPORTANT NEEDS, NOT LEGAL FEES TO PROTECT TRUSTEES or USE THE STAFF PERSON TO TAKE BOT MINUTES AND NOT THOUSANDS OF DOLLARS ON OUTSIDE HELP

WE RECOMMEND GOING FORWARD THAT FOR ISSUES THAT ARE HIGH LEVEL, AND COMMUNITY BASED, THE BOT FOLLOW A DIFFERENT SOUND PROCESS: FOR EXAMPLE:

- A. Community input be given at a SPECIAL MEETING ON ONE OR TWO MEETINGHS
- B. Then, the BOT hold a special meeting to only discuss, not decide upon the topic
- C. Then, the next meeting, additional citizen input be taken
- D. TheN, the topic be put on for a BOT VOTE once they are ready and costs, etc and in

OUR SIMPLE REQUEST:

- A. TRUSTEES: BUILD UP/ STOP TEARING DOWN OUR COMMUNITY

HOW CAN WE FIX ALL THIS? TOGETHER we can find a way.

AGAIN, A RECALL EFFORT IS UNDERWAY TO AWAKEN TRUSTEES THAT IT IS TIME TO LISTEN TO THE COMMUNITY .

Once the recall is behind us, we need to ask ourselves: WHAT WILL IT TAKE FOR INCLINE VILLAGE TO TRULY BECOME A COMMUNITY THAT WE ALL LOVE AND ENJOY DESPITE OUR DIFFERENCES IN OPINION? EVERYONE SHOULD start addressing this now.

TRUSTEES:

PLEASE AGENDIZE AND ESTABLISH COMMITTEES IMMEDIATELY FOR:

- a. THE GM CITIZEN SEARCH COMMITTEE THAT I PROPOSED LAST WEEK
- b. SNOWFLAKE LODGE UPGRADES
- c. NEW/UPGRADED BEACH HOUSE
- d. REPAIR OF STAIRS AT ENTRANCE TO MOUNTAIN HOUSE
- e. REPAIR OF RETAINING WALL IN FRONT OF MOUNTAIN HOUSE
HANDICAPPED PARKING
- f. ANY OTHER CRITICAL INFRASTRUCTURE NEEDS

Thank you....

MEMORANDUM

TO: Board of Trustees

THROUGH: Brad Underwood, Director of Public Works

FROM: Bree Waters, District Project Manager

SUBJECT: Review, discuss and provide direction for the scope of work for the Incline Beach House Project, CIP #3973LI1302 (Requesting Staff Member: Director of Public Works Brad Underwood)

RELATED STRATEGIC PLAN BUDGET INITIATIVE(S):

LONG RANGE PRINCIPLE #1 - SERVICE

The District will provide superior quality service through responsible stewardship of District resources and assets with an emphasis on the parcel owner and customer experience.

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 venues, facilities, and services.

RELATED DISTRICT POLICIES, PRACTICES, RESOLUTIONS OR ORDINANCES

Board Policy 12.1.0 Multi-Year Capital Planning; 13.2.0 Capital Planning Expenditures; Purchasing Policy for Public Works Contracts

DATE: July 26, 2023

I. RECOMMENDATION

Review, discuss and provide direction for the scope of work for the Incline Beach House Project, CIP #3973LI1302.

II. BACKGROUND

The District Board of Trustees (Board) identifies the Incline Beach House Project (Project) as a Community Services Master Plan Priority Project, a Top Tier Recommendation. The Top Tier Recommendation, from page 136, of the Community Services Master Plan, includes the priorities identified in “The IVGID Beaches Recreation Enhancement Opportunities Plan,” prepared in February 2016 and is located on the Incline Village General Improvement District’s

(District) website. For the detailed Project background, refer to Attachment 1, the Project Board Memorandum from the February 8, 2023 Board Meeting.

At the February 8, 2023 Board Meeting, the Board determined there was a need for further community input. A Flash Vote survey was released on April 13, 2023. The results were made available April 15, 2023. The results of the Flash Vote are presented in Attachment 2. Public Works Staff (Staff) is requesting that the Board review the Flash Vote results and provide Staff clarity on what the needs of the community are for this project.

Members of the Board had directed Staff to bring Alt. #1 to the Board for consideration along with an updated estimate, as the original had been completed in 2019. Alt. #1 was the downsized version of Options A and B that had been developed by BSA Architecture in 2016. The Board had directed the previous engineering staff to develop Alt. #1, which reduced the overall square footage of previous options by removing the scramble area, janitor closet, office, and liquor storage. Although further programming will be needed, the footprint of Alt. #1 was reviewed by the Director of Food and Beverage and the downsized footprint would be the minimum needed for a kitchen to provide the current level of food service the District provides at Incline Beach.

At the February 8, 2023 Board meeting, Staff presented an updated cost estimate for Alt. #1, which detailed a Direct Project Cost of approximately \$3,800,000 with a Total Project Budget of approximately \$6,000,000, which included a 25% contingency. This contingency was included because the Project is in the conceptual phase of design. As the Project development occurs, the contingencies will be lowered as more is understood about the existing conditions, design and construction of the Project. As stated by Staff at this Board meeting, the previous estimates brought to the Board by the previous engineering staff were Direct Project Costs, meaning, the cost of the building and improvements, but not the Total Project Budget Costs, which include the architecture, engineering, planning, general conditions, and staff time.

As also discussed at this Board meeting, the Alt. #1 layout does not include improvements to the parking lot nor improvements to the circulation at the main entrance and guard shack. Improvements to these aspects of Incline Beach were discussed in the "Beach Access Study" performed by LSC. In reviewing the LSC study, the Board asked staff to focus on signage to reflect that the beaches are private, work to revise outside web resources to state that the beaches are private, and limit access through the use of RFID technology for vehicles and pedestrians.

The next step to move the Project forward, as directed by the Board, is to proceed with a Request for Proposal (RFP) for an Architecture and Engineering (A&E) Team. Staff is asking the Board to provide clear direction on the following:

Programming - Level of Service

The A&E team will need clear direction on what the desired programming needs are for the Incline Beach House. Programming defined as the features and functions of the building. Currently, the programming and level of service of the Incline Beach House is unclear. Staff needs clarification from the Board on the following:

- Are the number of restroom stalls to be increased beyond what is proposed in Alt. #1? The Alt. #1 footprint proposed three (3) urinals in the men's bathroom, which is one more urinal than existing. This design also proposed five (5) stalls in the woman's bathroom, which is one more stall than existing.
- Indoor or Outdoor Kitchen: It was brought to Staff that the Board could consider an outdoor kitchen as opposed to an indoor kitchen. An outdoor kitchen could look similar to the outdoor kitchen that was installed in 2019 at the Lone Eagle Grill.
- Outdoor Bar- is this larger than what is existing, the same size or smaller? The existing temporary outdoor bar seats ten (10) customers. Alt. #1 proposed 20 seats. How many seats should be available at the bar?
- Size of patio and hardscape. Alt. #1 proposes 3,130 square feet (SF) of patio area. How much table seating should be available (# patrons)?
- Beach Entry - revised entry and exits- does the Board desire to move forward with circulation improvements? Does the Board want to consider the merging of the Beach Access and Incline Beach House into one project?

Food and Beverage Scope

Staff has had discussions with several architects, engineers and contractors at the direction of the Board to further understand what is needed to move the Project forward. Members of the Board and Staff have also met with an architect in person to discuss the scope of the Project and it has been conveyed that a clear understanding of the "menu" - what the District intends to serve and how and who is going to serve this menu - needs to be agreed upon. Staff would like clear direction on the following options:

- Will the District's Food and Beverage department be preparing and serving food? And what level of service will this be? Considerations are: current level of service, X% increase in service, X% decrease in service. (Information needed for a kitchen design.)
- Will a 3rd Party Contractor be preparing and serving food? And what level of service will be provided? (Information needed for a kitchen design.)
- Will Grab & Go food be offered which will be prepared offsite? (No

- kitchen design needed, but refrigerated coolers would be necessary.)
- No Food Service but keep Beverage Service (No kitchen design would be needed but a bar design would be necessary.)
 - No food or beverage service.

Delievery Method

In order to prepare an RFP, Staff will need clear direction on the delivery method proposed. For example because this project is budget driven, if a "Low-Bid" delivery method is directed by the Board, the A&E Team would hire an outside estimating firm as the design is developed and add this to their proposal. Options for the delivery method are:

- CMAR
- Design-Build
- Low Bid

III. BID RESULTS

Not applicable.

IV. FINANCIAL IMPACT AND BUDGET

The FY 23/24 approved budget included \$4 Million for the Total Project Budget. This budget includes programming, planning and permitting, design, and construction as well as Staff time.

V. ALTERNATIVES

Not applicable.

VI. COMMENTS

Not applicable.

VII. BUSINESS IMPACT/BENEFIT

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

VIII. ATTACHMENTS

1. Feb 8 Board Memo Incline Beach House
2. Flash Vote Results

IX. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES

Clear Direction on:

1. Programming - Level of Service
2. Food and Beverage Scope

3. Delivery Method

MEMORANDUM

TO: Board of Trustees

THROUGH: Indra Winqest, District General Manager
Brad Underwood, Director of Public Works

FROM: Bree Waters, District Project Manager

SUBJECT: Review, Discuss and Possibly Approve Staff Recommendation to Issue a Request for Proposal (RFP) for Design Services by an Architect and Engineering Team, and for Preconstruction Services by a Construction Manager at Risk for the Incline Beach House Project (Requesting Staff Member: District Project Manager Bree Waters)

RELATED STRATEGIC PLAN INITIATIVE(S):

LONG RANGE PRINCIPLE #1 - SERVICE

The District will provide superior quality service through responsible stewardship of District resources and assets with an emphasis on the parcel owner and customer experience.

LONG RANGE PRINCIPLE #5 - ASSETS

The District will practice perpetual asset renewal, replacement, and improvement to provide safe and superior long term utility services and recreation venues, facilities and services.

RELATED DISTRICT POLICIES, PRACTICES, RESOLUTIONS OR ORDINANCES:

Not applicable.

DATE: February 8, 2023

I. RECOMMENDATION

That the Board of Trustees review, discuss and possibly make a motion to approve Staff recommendation to issue a Request for Proposals (RFP) for Design Services by an Architect and Engineering Team, and for Preconstruction Services by a Construction Manager at Risk for the Incline Beach House Project.

II. BACKGROUND

The District Board of Trustees (Board) identifies the Incline Beach House Project (Project) as a Community Services Master Plan Priority Project, a Top Tier

Recommendation. The Top Tier Recommendation, from page 136, of the Community Services Master Plan, includes the priorities identified in “The IVGID Beaches Recreation Enhancement Opportunities Plan,” prepared in February 2016 and is located on the Incline Village General Improvement District’s (District) website. The Project was discussed at the following Board Meetings:

- May 6, 2016: The Board authorized a design contract with Bull Stockwell Allen (BSA), to prepare pre-design concepts for potential Board approval. A focus committee was formed which included two (2) Board members and members of the community. BSA developed two (2) options, Options A and B. Schematic drawings and construction estimates were developed. During this time, the District Public Works Engineering Staff (Staff) surveyed the community via FlashVote and held a public outreach workshop.
- March 23, 2017: Staff presented the schematic design options, community survey results, preliminary cost estimate, project funding and Staff recommendations to the Board. During this time, staff also solicited additional public input and completed an initial cost estimate.
- 2018: Due to higher than expected cost estimates for the Project, coupled with arising issues with the Burnt Cedar Pool, the Board shifted resources to the Burnt Cedar Pool for replacement.
- November 13, 2019: Staff brought the Project back in front of the Board as an agenda item to revisit and to discuss the next steps. The Board directed Staff to develop an alternative design with a reduced project scope and reduced square footage to align with the Board’s expectations for functionality.
- January 22, 2020: Staff revised BSA’s design and presented a new schematic design, Alternative #1 (Alt #1), and the associated cost estimate to the Board. This design:
 - Enlarged the bathrooms over existing conditions. Portables will be used during the busiest periods.
 - Enlarged the bar over existing conditions.
 - Focused on outdoor space and removed the scramble area.

The Board discussed having a meeting the following May, with two (2) Board members and the focus group. However, COVID ensued and the staff turned over.

- January 12, 2022: The Board provided feedback and direction to Staff related to Board/District Priority Projects within Community Services. The Board confirmed that the Incline Beach House Project remains a priority for the District.
- July 27, 2022: Staff provided a historical summary of the Project. Staff requested that the Board review the existing design concepts and provide staff with a clear understanding of the priority improvements moving forward.

The schematic design for Alt. #1 is shown in Attachment A. Staff has developed an updated cost estimate for Alt. #1 and is shown in Attachment B. Alt. #1 reduces the overall square footage by removing the scramble area, janitor closet, office, and liquor storage. See Table 1 in Attachment C for a square footage comparison between the original design Options #A and #B and the updated design, Alt #1.

The Alt. #1 layout does not include improvements to the parking lot nor improvements to the circulation at the main entrance and guard shack. Improvements to these aspects of Incline Beach were discussed in the “Beach Access Study” performed by LSC. In reviewing the LSC study the Board asked staff to focus on signage to reflect that the beaches are private, work to revise outside web resources to state that the beaches are private, and limit access through the use of RFID technology for vehicles and pedestrians. Should the Board desire to move forward with circulation improvements, consideration to merge these projects should be discussed.

Staff recommends using the Construction Manager at Risk (CMAR) model for the project. This model is a collaborative process that manages project, cost and scheduling risks. Staff recommends bringing the Architectural and Engineering (A&E) Team and CMAR on at the beginning of the design process. By bringing the team together at the beginning of design, the team can develop a responsible budget and develop alternative designs with the intention of reducing project costs. The A&E and CMAR will also layout the most efficient schedule to complete the Project.

Bringing the team together at the beginning of design, results in design and cost alternatives being reviewed and discussed during the design phase of the project. For instance, large wooden beam members that were a part of the original BCS design may not be necessary or cost effective now. This is an example of an alternative that can be priced accurately and discussed during the design process and will give the District the most effective design at the best value.

III. BID RESULTS

Not applicable.

IV. FINANCIAL IMPACT AND BUDGET

Staff has been working with several contractors and numerous design professionals to develop an updated project cost estimate. With the current cost of construction and escalation projections, the Project estimate is well over the 2020 estimate that was previously presented to the Board. The Direct Cost Total of the Project is \$3,433,050. The Direct Cost Total includes the demolition, site improvements and building improvements. The overall Total Project Budget is estimated to be \$6,061,050. The Total Project Budget includes the Direct Costs plus the design, engineering and permitting costs as well as the contractor's General Conditions, including bonding, insurance, overhead and profit. There is

a construction contingency, which is best practice to include at this stage of Capital Improvement Projects (CIP). The construction contingency at this stage is based on the current conceptual design and is carried by the District for future circumstances that can not be predicted. For instance, the need to replace aged site infrastructure to current standards. This contingency will decrease as the design progresses. The escalation allowance was obtained from consulting with experienced construction companies who are currently using between 10% and 20% escalation percentages over one year because of the volatility of the construction market.

The current budget for the Project between fiscal years (F/Y) 2023 through 2024 is \$3,350,000. Refer to the CIP Data Sheet in Attachment D. If the Board approves proceeding in the current fiscal year with Design Services by an A&E Team and with Preconstruction Services by a CMAR, staff estimates a budget augmentation in the amount of \$635,000 will be required. The budget augmentation for the Project would be recommended at the same time the Board considers the award of contracts for the A&E Team and with Preconstruction Services by a CMAR. The FY 23/24 the project budget would be modified to reflect a total amount of \$5,326,050 within the CIP. At the beginning of the design process, a construction cost range can be established by the Board and design alternatives can then be developed to fall within the instructed cost range.

V. ALTERNATIVES

The alternative to the CMAR model would be to contract with an A&E Team for the design of the Project and put the Project out to bid in the "Low-Bid" process. Once the Low-Bid was awarded, a Construction Manager would be hired to manage the project. The Construction Manager would support the project and report to Staff. The downfall of this process is the loss of construction knowledge during the design process as well as the inability to bring forward meaningful and cost effective design alternatives.

VI. COMMENTS

If the Board makes a motion to approve Staff to issue an RFP for Design Services by an A&E Team as well as for a CMAR, Staff requests that a price range for the Direct Costs is suggested by the Board. Meaning, an estimated range for the cost of the demolition, site improvements and building improvements. This will allow the A&E Team and CMAR to better understand the scope of work and will more efficiently drive the design development. For example, if a price range of \$2.5M and \$3.5M is defined for Direct Costs, the team can develop options and complete value engineering to meet the defined range.

VII. DISTRICT IMPROVEMENT, COST REDUCTION, RETURN ON INVESTMENT OR PRODUCTIVITY ENHANCEMENT

The District improvements would be the demolition of the original Incline Beach House built in the late 1960's and the construction of a new building with associated site improvements. Completion of the project will provide an increased level of service and an enhanced user experience for attendees at Incline Beach. The Return on Investment is not part of the engineering review of this project.

VIII. BUSINESS IMPACT

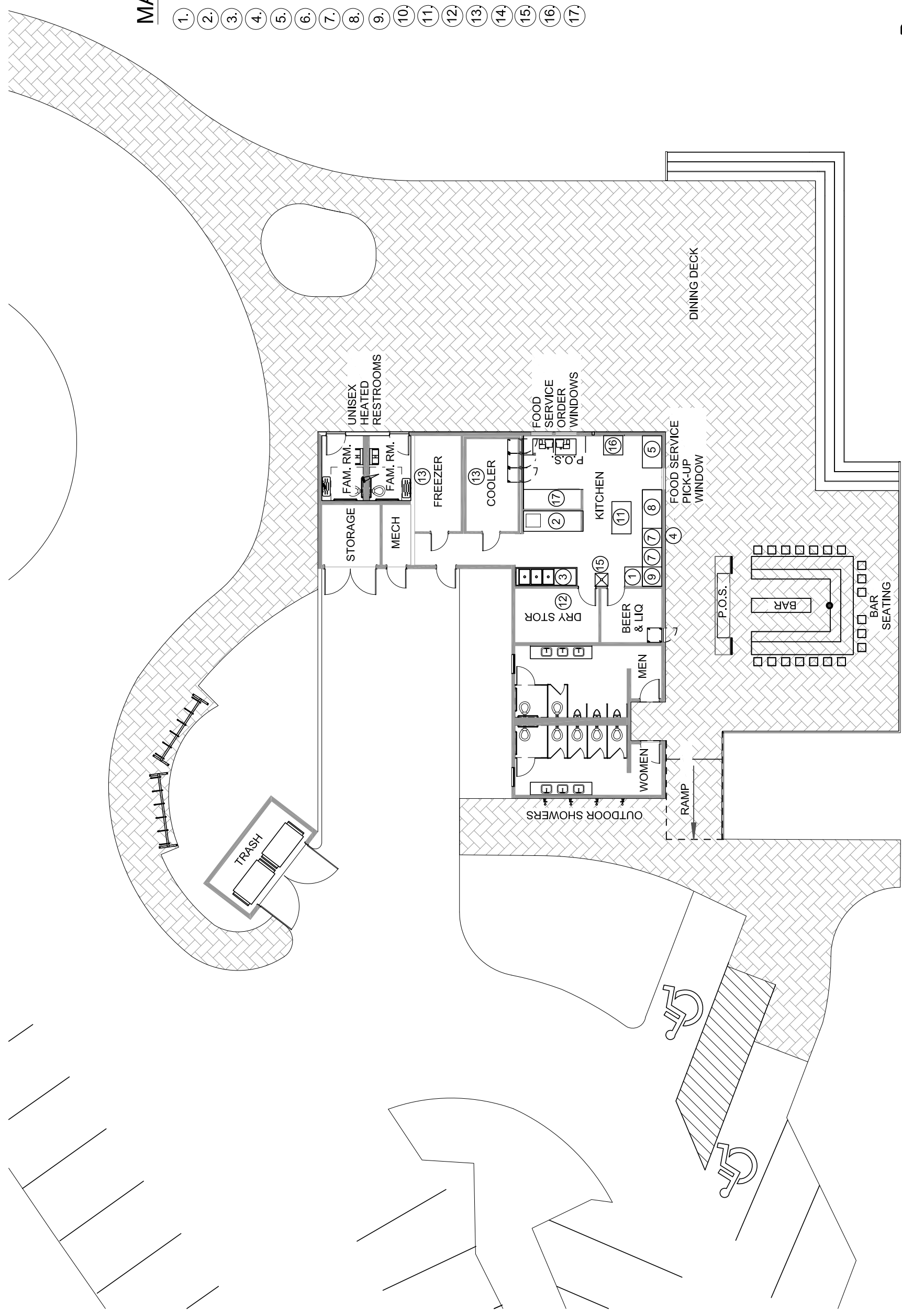
This item is not a "rule" within the Nevada Revised Statute, Chapter 237 and does not require a Business Impact Statement.

IX. ATTACHMENTS

1. Attachment A - Exhibit #1 - Alt. #1
2. Attachment B - 2023 Estimate_24Jan23
3. Attachment C - Square Footage Comparison
4. Attachment D - CIP Datasheet Fiscal Year 2023

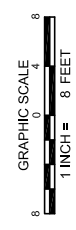
X. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES

Refer to Section I, Recommendations.



MANDATORY ITEMS:

1. HAND WASHING SINK
2. PREP SINK - PRODUCE
3. 3 COMPARTMENT SINK - DISHWASHING
4. HOOD SYSTEM
5. 5' PREP TABLE WITH DRAWERS
6. 6' PREP TABLE WITH DRAWERS
7. 2 EA. FRYERS
8. 48" FLAT TOP GRILL
9. TOASTER
10. 4' PREP TABLE WITH DRAWERS
11. 60" PIZZA STYLE PREP TABLE
12. SHELVING FOR STORAGE AREAS
13. SHELVING FOR WALK-IN COOLERS
14. POTS/PANS/ETC.
15. FLOOR DRAIN
16. ICE MACHINE
17. GRID WALL



Beach House - Alternative #1
 Incline Beach House
 Incline Village General Improvement District
 Feb. 2, 2023

Incline Beach House				
Cost Estimate 2023				
Alternative #1				
	Unit	Qty.	Unit Cost	Total
DEMOLITION				
Hazardous Material Remediation	SF	1,500	\$17.50	\$26,250
Building Demolition	SF	1,500	\$22.50	\$33,750
SITE WORK				
SWPPP/Winter Site Requirements	LS	1	\$136,000	\$136,000
Site Clearing, Grubbing, & Subgrade Prep	SF	10,500	\$8.00	\$84,000
Site Improvement	SF	10,500	\$12.00	\$126,000
Outdoor Bar & Deck	SF	3,130	\$295.00	\$923,350
BUILDING				
Structure Systems (structural concrete, framing, etc.)	SF	2,005	\$250	\$501,250
Enclosure Systems (roofing, siding, windows, etc.)	SF	2,005	\$155	\$310,775
Interiors Systems (doors, finishes, etc.)	SF	2,005	\$110	\$220,550
Mechanical Systems (HVAC, plumbing, etc.)	SF	2,005	\$125	\$250,625
Electrical Systems	SF	2,005	\$100	\$200,500
Food Service Equipment	LS	1	\$620,000	\$620,000
DIRECT COST TOTAL				\$3,433,050
ESCALATION ALLOWANCE ¹		\$3,433,050	10.00%	\$343,305
DIRECT COST + ESCALATION ALLOWANCE				\$3,776,355
		Costs	Percentage	Total Costs
Design & Permitting		\$3,433,050	15.00%	\$514,958
CMAR Pre-Construction Services ²		\$3,433,050	4.25%	\$145,905
Construction Contingency ³		\$3,433,050	25.00%	\$858,263
IVGID Staff Time ⁴		\$3,433,050	8.00%	\$274,644
GENERAL CONTRACTOR				
General Conditions & Requirements		\$3,776,355	8.00%	\$302,108
CMAR Construction Services		\$3,776,355	5.00%	\$188,818
TOTAL PROJECT ESTIMATED BUDGET				\$6,061,050

Notes:

1. The Escalation Allowance accounts for construction cost escalation with construction assumed to begin May 2024.
2. CMAR (Construction Manager at Risk) fee for the pre-construction services prior to the negotiation of the Guaranteed Max Price.
3. A Construction Contingency is based on the current conceptual design and is carried by the District for future circumstances that can not be predicted. For example, old and deteriorated underground utilities that need to be replaced.
4. IVGID Staff Time includes oversight of design, permitting and pre-construction services. This cost also includes construction inspection services.

Square Footage Comparison
Table 1

Area Name	Existing Area (SF)	Proposed BSA Option A Area (SF)	Proposed BSA Option B Area (SF)	Proposed IVGID Alt. #1 Area (SF)
Scramble	-	857	836	-
Janitor Closet	-	17	-	-
Office	-	70	80	-
Family Restroom	-	179	143	162
Men's Restroom ¹	240	323	270	287
Women's Restroom ²	240	323	263	287
Beer	-	70	79	90
Cooler	-	117	113	136
Dry Storage	90	90	106	121
Freezer	-	52	60	96
Kitchen	320	546	468	501
Liquor	-	88	45	54
Storage	88	117	87	102
Mechanical	46	63	45	51
Hall	-	147	147	118
Total	1,024	3,059	2,742	2,005

Notes:

1. The proposed Men's Restroom has one (1) more urinal than the existing Men's Restroom.
2. The proposed Women's Restroom has one more stall than the existing Woman's Restroom.



Project Summary

Project Number:	3973LI1302
Title:	Incline Beach Facility Replacement
Project Type:	
Division:	38 - Beach Food and Beverage
Budget Year:	2023
Finance Options:	
Asset Type:	LI - Land Improvements
Active:	Yes

Project Description

This CIP is for the replacement of the Incline Beach House. Based on the outcome of the 2016 Beach Facility Study and the 2019 Community Services Master Plan this project will replace the existing structure at Incline Beach and will provide a covered bar and associated deck along with an open-air dining deck. The preliminary design funds allocated in 2021 are being carried over to the FY22/23 due to the engineering team not being fully staffed for a good portion of FY22. ~~Funds are being allocated in FY24/25 and FY25/26 for final design, permitting and construction.~~

If the Board approves the Total Project Budget, funds should be allocated for FY 22/23 for \$735,000 (see below)

Project Internal Staff

Engineering will manage the project with support from Parks, Recreation, and Beaches Staff. This project has been identified as a CMAR project.

Project Justification

Improving the community gathering area at Incline Beach and the associated structure will improve an under-developed area at Incline Beach and will greatly improve the beach use for customers and community events. The existing structure is under-sized relative to current operations as well as customer use and expectations. The facility is not winterized and the structure is unavailable for use by customers during the winter months. These enhancements were identified as the highest priority improvements in the 2016 Beach Facility Study, Priority Project in the Community Services Master Plan, and a Board Priority project in 2021.

Budget Year	Total Expense	Total Revenue	Difference
Forecast			
2023 - Carryover = \$100,000			
2024			
Final Design	180,000	0	180,000
Internal Staff	25,000	0	25,000
Permitting	45,000	0	45,000
Year Total	250,000	0	250,000
2025			
Construction	2,825,000	0	2,825,000
Construction Administration (A&E)	80,000	0	80,000
Internal Staff	45,000	0	45,000
Material Testing/Special Inspection	50,000	0	50,000
Year Total	3,000,000	0	3,000,000
	3,250,000	0	3,250,000

Current Budget:
 Total Budget for FY 22/23 = \$100,000
 Total Budget for FY 23/24 = \$3,250,000
 Total Project Budget = \$3,350,000

Updated Budget from Current Cost Estimate for Project:
 Proposed Project Budget = \$6,061,050
 Proposed FY 22/23 = \$735,000 (Includes Design, Permitting, Pre-Construction CMAR Services and IVGID Staff time through July 1, 2023).
 Proposed FY 23/24 = \$5,326,050 (includes all estimated Construction, and Construction Phase Services)

Budget Augmentation:
 FY 22/23 \$735,000 - \$100,000 = \$635,000

Year Identified	Start Date	Est. Completion Date	Manager	Project Partner
2012			Engineering Manager	

Q1 Last summer, from June through September 2022, about how often did you go to Incline Beach (including Ski Beach and Hermit Beach)?

VOTES	POPULATION	SUMMARY	
343	624	343 votes of 624 (55.0%)	"About once a week or more"
198	624	198 votes of 624 (31.7%)	"About once every few weeks or less, but at least once"
72	624	72 votes of 624 (11.5%)	"Didn't go to Incline Beach (or Ski Beach or Hermit Beach) last summer"
11	624	11 votes of 624 (1.8%)	"Not Sure"

Q2 How important is it for you to have food available to buy at Incline Beach?

VOTES	POPULATION	SUMMARY	
132	625	132 votes of 625 (21.1%)	"Not at all"
104	625	104 votes of 625 (16.6%)	"Slightly - I've bought food there in a pinch"
238	625	238 votes of 625 (38.1%)	"Somewhat - I'll buy food from time to time"
120	625	120 votes of 625 (19.2%)	"Very - I usually buy food when I visit"
24	625	24 votes of 625 (3.8%)	"Extremely - I wouldn't visit if there wasn't food there"
7	625	7 votes of 625 (1.1%)	"Not Sure"

Q3 IVGID is considering options to improve the Incline Beach building area and the entrance/exit access. Which of the following possible improvements would be most important to you, if any? (You can choose up to FOUR, if any)

VOTES	POPULATION	SUMMARY	
142	590	142 votes of 590 (24.1%)	"Bigger restrooms/changing areas - so bathrooms are less crowded"
276	590	276 votes of 590 (46.8%)	"Year-round restrooms (open during fall/winter/spring) - so you don't have to use portable toilets"
165	590	165 votes of 590 (28.0%)	"Bigger/better bar - so its easier to buy drinks there"
145	590	145 votes of 590 (24.6%)	"Better/faster food service - so its easier to buy food there"
231	590	231 votes of 590 (39.2%)	"Outdoor showers/foot wash - so you can wash sand off you before leaving"
262	590	262 votes of 590 (44.4%)	"Fix the single lane exit - so that drop-off parking doesn't block traffic leaving"
36	590	36 votes of 590 (6.1%)	"Sell concessions (sunblock, hats, toys, etc.) - in case you forget something"
344	590	344 votes of 590 (58.3%)	"More parking spots nearby - so you can park closer to the beach when crowded"
77	590	77 votes of 590 (13.1%)	"Other:"

Q4 Which of the following best describes your overall preference for investments to improve Incline Beach?

VOTES	POPULATION	SUMMARY
134	614	134 votes of 614 (21.8%) "Doesn't need anything, completely fine as is"
230	614	230 votes of 614 (37.5%) "Doesn't need much, just fix all the little things for \$500,000 to \$1 million (\$70 to \$140/parcel)"
115	614	115 votes of 614 (18.7%) "Needs some bigger fixes (add access, new bathrooms) for \$2 million to \$4 million (\$280 to \$560/parcel)"
70	614	70 votes of 614 (11.4%) "Needs an overhaul (add new and bigger building) for \$5 million to \$10 million (\$700 to \$1,400/parcel)"
43	614	43 votes of 614 (7.0%) "Not Sure"
22	614	22 votes of 614 (3.6%) "Other:"

MEMORANDUM

TO: Board of Trustees

FROM: Erin Feore
Director of Human Resources

SUBJECT: Review, discuss, and possibly approve the recommended changes to the General Manager's job description and authorize staff to start the recruiting process

RELATED STRATEGIC: Long Range Principle #4 - Workforce
PLAN INITIATIVE(S)

DATE: July 18, 2023

I. RECOMMENDATION

That the Board of Trustees approve the recommended changes to the General Manager's job description and authorize Staff to start the recruiting process for the General Manager, Director of Finance and Director of Public Works, as discussed at this meeting.

II. BACKGROUND

As noted during the July 12th Board of Trustees meeting, the Director of Human Resources updated the first draft of the General Manager's job description. Additional recommendations and suggestions were provided at that time to include additional language such as:

- Size of District Budget
- Description of District entities
- Size of District staff
- Continuity of language re: Senior Leadership Staff
- Removal of item #20 in first-draft edition
- Residency language updated

Based on these suggestions, the Director of Human Resources has created a 2nd draft of the General Manager job description for review and possible approval by the Board of Trustees.

Additionally, the Board of Trustees requested the Director of Human Resources to identify executive recruiting search firms to assist with the recruitment needs of the District. This would include a firm or firms who could assist with the General Manager, Director of Finance and (as noted this week) Director of Public Works

positions. The Director of Human Resources has collaborated with Talent Acquisition Specialist Lisa Hoopes, and Interim Director of Finance, Bobby Magee, to prepare a Request for Quotation (RFQ) for the Board's approval. A Vendor Selection Plan is attached and recommended for approval.

III. BID RESULTS

Not applicable to this agenda item at this time.

IV. FINANCIAL IMPACT AND BUDGET

Unknown at this time.

V. ALTERNATIVES

As the District General Manager is the employee of the Board of Trustees, Staff welcomes any thoughts and/or ideas offered by the Board of Trustees at this meeting. It is noted that all District job descriptions are "living documents" that are reviewed annually and updated, as business needs change.

VI. COMMENTS

No additional comments at this time.

VII. DISTRICT IMPROVEMENT, COST REDUCTION, RETURN ON INVESTMENT OR PRODUCTIVITY ENHANCEMENT

Not applicable to this agenda item.

VIII. ATTACHMENTS

Current District General Manager's Job Description
Revised District General Manager's Job Description (Draft #1)
Revised District General Manager's Job Description (Draft #2)
Proposed Vendor Selection Plan

X. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES

The Board of Trustees needs to decide if the process, as outlined, is acceptable for moving forward with the search for a new District General Manager, Director of Finance and Director of Public Works.



JOB DESCRIPTION DISTRICT GENERAL MANAGER POSITION

Job Title: General Manager
Job Number: 1110A
Salary Grade: Contract
Department: Administration
Reports to: Board of Trustees
FLSA Status: Exempt - Executive
Salary Range: \$182,000 to \$230,000 (which includes measurable incentives)

SUMMARY

Under the general direction of the District's Board of Trustees, assumes full responsibility for the operation and management of the Incline Village General Improvement District (IVGID).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Not necessarily in order of priority, include the following. Other duties may be assigned by the Board of Trustees.

1. Provides excellent customer service to parcel owners, local businesses, government agencies and visitors to Incline Village/Crystal Bay.
2. Oversees the operation and management of the District, including the supervision and control of all of the District's property, activities, personnel, business, and operations. The General Manager is the chief executive officer of IVGID, responsible for all services, programs, budgets, and the overall operational and financial performance of the District.
3. Recommends, supports the development of, and implements policies and directives set by the Board of Trustees.
4. Directs operation and management of the District in compliance with Ordinances, Resolutions, Regulations, Long Range Principles, Policies and Practices.
5. Directs and participates in the development and implementation of long and short range goals, objectives, policies, practices, and procedures for the District.
6. Implements all personnel rules and regulations, recommends staffing levels, and maintains authority to hire, discipline, or discharge employees as may be necessary to carry out District business.
7. Leads, manages, mentors, empowers and coaches direct reports such as, but not limited to, the Senior Team.
8. Negotiates a variety of contracts and agreements on the District's behalf including labor negotiations with various union bargaining units.



JOB DESCRIPTION DISTRICT GENERAL MANAGER POSITION

9. Prepares and coordinates preparation of and administers the annual operating budget, long range financial planning, and capital improvement programs for approval by the Board of Trustees.
10. Coordinates preparation and presents to the Board of Trustees agenda packages as requested by the Board of Trustees.
11. Controls, monitors, and reports on programs, projects, and activities in collaboration with Department Heads and Directors.
12. Participates in the development of departmental strategic management and business plans.
13. Leads and supports District wide efforts and training to provide excellent customer service with a focus on retention and loyalty building service.
14. As supported and guided by the Board of Trustees, represents IVGID to the community, media, and other entities, organizations, and government agencies at the local, regional, state, and federal levels.
15. Confers with and responds to District stakeholders and their requests for services, suggestions, and complaints.
16. Supports District managers in identifying day-to-day and IVGID organization-wide departmental operating issues and problems; analyzes alternatives and initiates solutions through effective leadership, collaboration and communication.
17. Directs Staff in the preparation, award, and administration of service, maintenance, construction, concessionaire, material, and other contracts.
18. Assists, advises, and supports the Board of Trustees on special projects, problems, and initiatives.
19. In support of the Board of Trustees, acts as primary interface with the District's General Counsel.
20. Adheres to and enforces stated safety policies and procedures.

LEADERSHIP AND SUPERVISORY RESPONSIBILITIES

1. Leads and manages a staff of Directors and Department Heads who, in turn, lead and supervise a total of approximately 750 employees (including seasonal employees) in the General Manger Department, Administrative, Internal Services, Community Services and Public Works areas.
2. Responsible for the overall leadership, direction, coordination, and evaluation of these units.
3. Carries out leadership responsibilities in accordance with the organization's policies, practices and procedures and applicable laws.



JOB DESCRIPTION DISTRICT GENERAL MANAGER POSITION

4. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
5. Works closely with the Senior Staff which is defined as Director of Human Resources, Executive Assistant/District Clerk, Director of Finance, Ski Resort General Manager, Director of Parks & Recreation, Director of Public Works, Director of Asset Management and Director of Information Systems & Technology.
6. Is responsible for fostering a positive and productive organizational culture.

QUALIFICATIONS

1. To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily.
2. The requirements listed below are representative of the knowledge, skill, and/or ability required.
3. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

1. A Bachelor's degree in Public Administration, Business, Finance, Accounting, Engineering or other related field from an accredited four year college or university is required or relevant work experience with increasing responsibilities which include the management and leadership of a sizable organization.
2. A Master's Degree in Public Administration or Business Administration is strongly preferred.

EXPERIENCE

1. A minimum of ten (10) years of related, increasingly responsible, management experience within a customer-service driven and multi-functional environment is required.
2. Experience must also include successful leadership and management of disparate disciplines, i.e., finance, engineering, operations, administration, recreation, and marketing.
3. Experience within a municipal, governmental, community based organization, or recreational service environment is strongly preferred.
4. Experience reporting to a publically elected Board and experience in providing public services subject to public scrutiny is also strongly preferred.



JOB DESCRIPTION DISTRICT GENERAL MANAGER POSITION

COMPREHENSION/COMMUNICATIONS SKILLS

1. Ability to read, analyze, and interpret complex documents.
2. Ability to understand, use, and effectively communicate to a diverse audience financial, technical, regulatory, and operational data.
3. Ability to respond effectively to sensitive inquiries or complaints and to establish and maintain effective working relationships with a broad variety of people.
4. Ability to develop presentations and write articles to address a community-wide audience.
5. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to employees, management, public groups, and the Board of Trustees.
6. Ability to effectively communicate in a one on one environment, where emotions may run extremely high.
7. Ability to influence others through persuasion, leading by example and team decision-making skills as opposed to the authority of rank is essential.
8. Overall, must be an extremely effective communicator, orally and in writing, with an open and approachable style.
9. The duties and responsibilities of this position necessitate the use of a cellular phone/mobile communication device for District business reasons.

MATHEMATICAL SKILLS

1. Ability to apply advanced mathematical concepts and mathematical operations to tasks such as development of budgets, review of budgets, operating statements and other financials, and analysis of strategy/policy making decisions and related economic impacts.

COLLABORATION ABILITY

1. Must have validated strong collaborative and consensus building skills to be applied in leadership and problem solving situations.
2. Ability to create a climate in which people want to do their best and encourage participation and open dialogue at all levels.

REASONING ABILITY

1. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
2. Ability to deal with a variety of abstract and concrete variables.



JOB DESCRIPTION DISTRICT GENERAL MANAGER POSITION

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid and current drivers' license, acceptable to the State of Nevada, with a driving record which ensures insurability is required.
2. Successful completion State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA).

It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor

OTHER SKILLS AND ABILITIES

1. Well developed and proven leadership skills, especially in the use of delegation, collaboration, participation and example; and strong interpersonal and customer 'retention' service skills; excellent organizational, planning, analytical and problem solving skills; ability to set priorities, but also remain flexible.
2. Must be ethical, trustworthy, self-confident, open and approachable, decisive, responsible, dependable, resourceful, enthusiastic, highly motivated, community oriented, and goal and results-oriented.
3. Ability to ski/snowboard and golf is preferred.
4. Experience or ability to turn enterprise(s) from loss to profit/breakeven.

PHYSICAL DEMANDS

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.
2. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.



JOB DESCRIPTION
DISTRICT GENERAL MANAGER POSITION

WORK ENVIRONMENT

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.
3. Requires mental dexterity to handle emergency situations and be on call twenty four hours per day/seven days per week.

TRAVEL REQUIREMENTS

1. Should be able to travel, as required, to further the interests and needs of the District.

RESIDENCY

1. The District General Manager must reside within forty five (45) miles of the Incline Village General Improvement District service area boundaries (Incline Village and Crystal Bay, Nevada) and within the State of Nevada during the term of this employment contract.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____

Employee Name: _____

Incline Village General Improvement District Job Description

Job Title: General Manager
Job Code: 1110
Salary Grade: Contract
Department: Administration
Reports To: Board of Trustees
FLSA Status: Exempt
Prepared By: E. Feore/M. Dent
Prepared Date: 07/01/2023
Approved By: Board of Trustees
Approved Date:

SUMMARY

Under the general direction of the Board of Trustees, the General Manager assumes full responsibility for the operation and management of the Incline Village General Improvement District (IVGID). **The General Manager is responsible for the fair and efficient execution of District policies, procedures, resolutions and ordinances, as well as the overall performance of IVGID.** *Language pulled from Resolution 1898*

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent customer service to parcel owners, local businesses, government agencies and visitors to Incline Village/Crystal Bay.
2. Oversees the operation and management of the District, including the supervision and control of all the District's property, activities, personnel, business and operations. The General Manager is the chief executive officer of IVGID, responsible for all services, programs, budgets and the overall operational and financial performance of the District.
3. Applies Board established policies into day-to-day practices. Provides leadership and engages in strategic thinking to develop and implement operational goals, objectives, policies, capital improvements, programs and services while ensuring a customer-service oriented work environment that supports achieving the District's mission, plans, objectives, and values. *Language pulled from AGM job description.*
4. ~~Recommends, supports the development of, and implements policies and directives set by the Board of Trustees.~~ Develops policy recommendations to present to Board of Trustees for approval. Implements policies and directives as set by the Board of Trustees. Directs operation and management of the District in compliance with Ordinances, Resolutions, Regulations, Long Range Principals, Strategic Plans, Policies and Practices. *Recommended language changes.*
5. ~~Directs operation and management of the District in compliance with Ordinances, Resolutions, Regulations, Long Range Principals, Policies and Practices.~~ *Combined with #4.*
6. Implements all personnel rules and regulations, recommends staffing levels and maintains authority to hire, discipline, or discharge employees as may be necessary to carry out District business. Maintains direct, day-to-day supervision over all District employees. Supervision includes the power to hire, fire, motivate, discipline, evaluate, promote, demote, transfer and train employees, subject to established personnel policies, union contracts, Board policy and generally accepted personnel practices. Provides leadership, mentorship and empowerment to direct reports, to include performance management and achievement of predetermined goals. *Recommended language changes, includes language from Res 1898.*
7. Supports District managers in identifying day-to-day operating issues both departmentally and District-wide; analyzes alternatives and initiates solutions through effective leadership, collaboration and communication. *Moved from item # 17 for*
8. ~~Leads, manages, mentors, empowers and coaches direct reports, such as (but not limited to) the Senior Team.~~ *Combined with #6.*

9. ~~Negotiates a variety of contracts and agreements on the District's behalf, including labor negotiations with various union bargaining units.~~ Negotiates and manages contracts and agreements to ensure oversight of deliverables, deadlines, contract terms and conditions to ensure compliance. This will include labor negotiations with identified union bargaining units. Directs staff in the preparation, award, and administration of service, maintenance, construction, concessionaire, material and other necessary contracts.. *Recommended language changes.*
10. Working closely with the Director of Finance and other identified members of the Senior Leadership Team, prepares and coordinates preparation of and administers the annual operating budget, long range financial planning, and capital improvement programs for approval by the Board of Trustees. *Recommended language changes.*
11. Coordinates preparation and presents to the Board of Trustees agenda packages as requested by the Board of Trustees.
12. Controls, monitors, and reports on programs, projects, and activities in collaboration with ~~Department Heads and Directors~~ division leaders and Senior Leadership Team.
13. Participates in the development of departmental strategic management and business plans to achieve desired outcome as directed by the Board of Trustees. *Added language.*
14. Leads and supports District wide efforts and training to provide excellent customer service with a focus on retention and loyalty building service.
15. As supported and guided by the Board of Trustees, represents IVGID to the community, media and other entities, organizations, and government agencies at the local, regional, state and federal levels. *Stays abreast of latest developments within the District, County and Region. Represents the District well in public and provides a positive, professional image. Added language from GM Evaluation form.*
16. Confers with and responds to District stakeholders and their requests for services, suggestions and complaints. *Provides accessibility and provides consistent and equal treatment to the Board of Trustee members. Added language from GM Evaluation form.*
17. ~~Supports District managers in identifying day-to-day and IVGID organization wide departmental operating issues and problems; analyzes alternatives and initiates solutions through effective leadership, collaboration and communication. Similarly stated in item #6.~~
18. ~~Directs Staff in the preparation, award, and administration of service, maintenance, construction, concessionaire, material, and other contracts.~~ *Added to #8*
19. Assists, advises and supports the Board of Trustees on special projects, problems and initiatives.
20. **In support of the Board of Trustees, acts as primary interface with the District's General Counsel.** *Consider updating language.*
21. Adheres to and enforces stated safety policies and procedures.

LEADERSHIP AND SUPERVISORY RESPONSIBILITIES

1. Leads and manages a staff of Directors and Department Heads who, in turn, lead and supervise a total of approximately 750 employees (including seasonal employees) in the General Manger Department, Administrative, Internal Services, Community Services and Public Works areas.
2. Responsible for the overall leadership, direction, coordination, and evaluation of these units.
3. Carries out leadership responsibilities in accordance with the organization's policies, practices and procedures and applicable laws.
4. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
5. Works closely with the Senior Staff which is defined as Director of Human Resources, Executive Assistant/District Clerk, Director of Finance, Ski Resort General Manager, Director of Parks & Recreation, Director of Public Works, Director of Asset Management and Director of Information Systems & Technology.
6. Is responsible for fostering a positive and productive organizational culture.

Recommend removing the numbered points and list in narrative form to match formatting of other job descriptions. This is true for the Qualifications, Education, Experience, Comprehension/Communication Skills, and all else listed below.

Recommend travel requirements is listed as essential duty above to match formatting of other District job descriptions.

QUALIFICATIONS

1. To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily.
2. The requirements listed below are representative of the knowledge, skill, and/or ability required.
3. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

1. A Bachelor's degree in Public Administration, Business, Finance, Accounting, Engineering or other related field from an accredited four year college or university is required or relevant work experience with increasing responsibilities which include the management and leadership of a sizable organization.
2. A Master's Degree in Public Administration or Business Administration is strongly preferred.

EXPERIENCE

1. A minimum of ten (10) years of related, increasingly responsible, management experience within a customer-service driven and multi-functional environment is required.
2. Experience must also include successful leadership and management of disparate disciplines, i.e., finance, engineering, operations, administration, recreation, and marketing.
3. Experience within a municipal, governmental, community based organization, or recreational service environment is strongly preferred.
4. Experience reporting to a publically elected Board and experience in providing public services subject to public scrutiny is also strongly preferred.

COMPREHENSION/COMMUNICATIONS SKILLS

1. Ability to read, analyze, and interpret complex documents.
2. Ability to understand, use, and effectively communicate to a diverse audience financial, technical, regulatory, and operational data.
3. Ability to respond effectively to sensitive inquiries or complaints and to establish and maintain effective working relationships with a broad variety of people.
4. Ability to develop presentations and write articles to address a community-wide audience.
5. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to employees, management, public groups, and the Board of Trustees.
6. Ability to effectively communicate in a one on one environment, where emotions may run extremely high.
7. Ability to influence others through persuasion, leading by example and team decision-making skills as opposed to the authority of rank is essential.
8. Overall, must be an extremely effective communicator, orally and in writing, with an open and approachable style.
9. The duties and responsibilities of this position necessitate the use of a cellular phone/mobile communication device for District business reasons.

MATHEMATICAL SKILLS

1. Ability to apply advanced mathematical concepts and mathematical operations to tasks such as development of budgets, review of budgets, operating statements and other financials, and analysis of strategy/policy making decisions and related economic impacts.

COLLABORATION ABILITY

1. Must have validated strong collaborative and consensus building skills to be applied in leadership and problem solving situations.
2. Ability to create a climate in which people want to do their best and encourage participation and open dialogue at all levels.

REASONING ABILITY

1. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
2. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid and current drivers' license, acceptable to the State of Nevada, with a driving record which ensures insurability is required.
2. Successful completion State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA).

It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor

OTHER SKILLS AND ABILITIES

1. Well developed and proven leadership skills, especially in the use of delegation, collaboration, participation and example; and strong interpersonal and customer 'retention' service skills; excellent organizational, planning, analytical and problem solving skills; ability to set priorities, but also remain flexible.
2. Must be ethical, trustworthy, self-confident, open and approachable, decisive, responsible, dependable, resourceful, enthusiastic, highly motivated, community oriented, and goal and results-oriented.
3. Ability to ski/snowboard and golf is preferred.
4. Experience or ability to turn enterprise(s) from loss to profit/breakeven.

PHYSICAL DEMANDS

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.
2. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.
3. Requires mental dexterity to handle emergency situations and be on call twenty four hours per day/seven days per week.

TRAVEL REQUIREMENTS

1. Should be able to travel, as required, to further the interests and needs of the District.

RESIDENCY

1. The District General Manager must reside within forty five (45) miles of the Incline Village General Improvement District service area boundaries (Incline Village and Crystal Bay, Nevada) and within the State of Nevada during the term of this employment contract.

I have read and understand this explanation and job description.

Employee Signature: _____ **Date:** _____

Employee Name: _____

**Incline Village General Improvement District
Job Description**

Draft #2 - 07262023

Job Title: General Manager
Job Code: 1110
Salary Grade: Contract
Department: Administration
Reports To: Board of Trustees
FLSA Status: Exempt
Prepared By: E. Feore/M. Dent
Prepared Date: 07/18/2023
Approved By: Board of Trustees
Approved Date:

SUMMARY

Under the general direction of the Board of Trustees, the General Manager assumes full responsibility for the operation and management of the Incline Village General Improvement District (IVGID). The General Manager is responsible for the fair and efficient execution of District policies, procedures, resolutions and ordinances, as well as the oversight of the performance of IVGID’s multi-million dollar annual budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Oversees the operation and management of the District, including the supervision and control of all the District’s property, activities, personnel, business and operations. The General Manager is the chief executive officer of IVGID, responsible for all services, programs, budgets and the overall operational and financial performance of the District.
2. Applies Board established policies into day-to-day practices. Provides leadership and engages in strategic thinking to develop and implement operational goals, objectives, policies, capital improvements, programs and services while ensuring a customer-service oriented work environment that supports achieving the District’s mission, plans, objectives, and values.
3. Develops policy recommendations to present to Board of Trustees for approval. Implements policies and directives as set by the Board of Trustees. Directs operation and management of the District in compliance with Ordinances, Resolutions, Regulations, Long Range Principals, Strategic Plans, Policies and Practices.
4. Implements all personnel rules and regulations, recommends staffing levels and maintains authority to hire, discipline, or discharge employees as may be necessary to carry out District business. Maintains direct, day-to-day supervision over all District employees. Supervision includes the power to hire, fire, motivate, discipline, evaluate, promote, demote, transfer and train employees, subject to established personnel policies, union contracts, Board policy and generally accepted personnel practices. Provides leadership, mentorship and empowerment to direct reports, to include performance management and achievement of predetermined goals.
5. Supports District managers in identifying day-to-day operating issues both departmentally and District-wide; analyzes alternatives and initiates solutions through effective leadership, collaboration and communication. Participates in the development of departmental strategic management and business plans to achieve desired outcome as directed by the Board of Trustees.
6. Negotiates and manages contracts and agreements to ensure oversight of deliverables, deadlines, contract terms and conditions to ensure compliance. This will include labor negotiations with identified union bargaining units. Directs staff in the preparation, award, and administration of service, maintenance, construction, concessionaire, material and other necessary contracts.
7. Working closely with the Director of Finance and other identified members of the Senior Leadership Team, prepares and coordinates preparation of and administers the annual operating budget, long range financial planning, and capital improvement programs for approval by the Board of Trustees.

8. Coordinates preparation and presents to the Board of Trustees agenda packages as requested by the Board of Trustees.
9. Controls, monitors, and reports on programs, projects, and activities in collaboration with division leaders and Senior Leadership Team.
10. Ensures compliance with District Policy 1.1.0 to ensure the District's multi-year Strategic Plan provides a long-term perspective for service delivery and budgeting, thus establishing logical links between authorized spending and broad organizational goals. Coordinating with the Senior Leadership Team, ensures the Strategic plan is initiated, critical issues are identified and strategies are developed to achieve each noted long range principal.
11. Provides direction to identified staff to leads and support District wide efforts and training to provide excellent customer service with a focus on retention and loyalty building service.
12. As supported and guided by the Board of Trustees, represents IVGID to the community, media and other entities, organizations, and government agencies at the local, regional, state and federal levels. Stays abreast of latest developments within the District, County and Region. Represents the District well in public and provides a positive, professional image.
13. Confers with and responds to District stakeholders and their requests for services, suggestions and complaints. Provides accessibility and provides consistent and equal treatment to the Board of Trustee members.
14. Assists, advises and supports the Board of Trustees on special projects, problems and initiatives.

LEADERSHIP AND SUPERVISORY RESPONSIBILITIES

Leads and manages a staff of Directors and Senior Leadership staff who, in turn, lead and supervise a total of approximately 750 employees (including seasonal employees) in each District venue and division. This includes Administration, Public Works, Recreation (to include Parks and Tennis), and Golf. Responsible for the overall leadership, direction, coordination, and evaluation of these units. Carries out leadership responsibilities in accordance with the organization's policies, practices and procedures and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Works closely with the Senior Leadership Staff which is defined as Director of Human Resources, Director of Administrative Services, Director of Finance, Ski Resort General Manager, Director of Parks & Recreation, Director of Public Works, and Director of Information Systems & Technology. Is responsible for fostering a positive and productive organizational culture.

QUALIFICATIONS

To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

A Bachelor's degree in Public Administration, Business, Finance, Accounting, Engineering or other related field from an accredited four-year college or university is required or relevant work experience with increasing responsibilities which include the management and leadership of a sizable organization. A Master's Degree in Public Administration or Business Administration is strongly preferred. A minimum of ten (10) years of related, increasingly responsible, management experience within a customer-service driven and multi-functional environment is required. Experience must also include successful leadership and management of disparate disciplines, i.e., finance, engineering, operations, administration, recreation, and marketing. Experience within a municipal, governmental, community based organization, or recreational service environment is strongly preferred. Experience reporting to a publically elected Board and experience in providing public services subject to public scrutiny is also strongly preferred.

COMPREHENSION/COMMUNICATIONS SKILLS

Ability to read, analyze, and interpret complex documents. Ability to understand, use, and effectively communicate to a diverse audience financial, technical, regulatory, and operational data. Ability to respond effectively to sensitive inquiries or complaints and to establish and maintain effective working relationships with a broad variety of people. Ability to develop presentations and write articles to address a community-wide audience. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to employees, management, public groups, and the Board of Trustees. Effective communication in a one on one environment, where emotions may run extremely high. Ability to

influence others through persuasion, leading by example and team decision-making skills as opposed to the authority of rank is essential. Overall, must be an extremely effective communicator, orally and in writing, with an open and approachable style. Ability to apply advanced mathematical concepts and mathematical operations to tasks such as development of budgets, review of budgets, operating statements and other financials, and analysis of strategy/policy making decisions and related economic impacts. The duties and responsibilities of this position necessitate the use of a cellular phone/mobile communication device for District business reasons.

COLLABORATION AND REASONING ABILITY

Must have validated strong collaborative and consensus building skills to be applied in leadership and problem solving situations. Ability to create a climate in which people want to do their best and encourage participation and open dialogue at all levels. Ability to apply principals of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid and current drivers' license, acceptable to the State of Nevada, with a driving record which ensures insurability is required. Successful completion State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA).

It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor

OTHER SKILLS AND ABILITIES

Well developed and proven leadership skills, especially in the use of delegation, collaboration, participation and example; and strong interpersonal and customer 'retention' service skills; excellent organizational, planning, analytical and problem solving skills; ability to set priorities, but also remain flexible. Must be ethical, trustworthy, self-confident, open and approachable, decisive, responsible, dependable, resourceful, enthusiastic, highly motivated, community oriented, and goal and results-oriented. Ability to ski/snowboard and golf is preferred. Experience or ability to turn enterprise(s) from loss to profit/breakeven.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a typical temperature controlled environment subject to typical office noise and conditions. Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work as needed.

TRAVEL REQUIREMENTS

Should be able to travel, as required, to further the interests and needs of the District.

RESIDENCY

The District General Manager must reside within the Incline Village General Improvement District service area boundaries (Incline Village and Crystal Bay, Nevada) and within the State of Nevada during the term of this employment contract.

I have read and understand this explanation and job description.

Employee Signature: _____ **Date:** _____

Employee Name: _____



**GENERAL IMPROVEMENT DISTRICT
ONE DISTRICT ~ ONE TEAM**

RFQ No. XXXX

Vendor Selection Plan

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SEC. 1 INTRODUCTION

A. Purpose and Goal -- The purpose of this Vendor Selection Plan (VSP) is (1) to describe the procedures, criteria, and scoring methodology for the technical evaluation of proposals received in response to the Request for Qualifications (RFQ) issued by the Incline Village General Improvement District (IVGID); and (2) to provide overall guidance to the Evaluation Committee in the review and evaluation of proposals, with the goal of assuring a fair, thorough, and unbiased evaluation consistent with the criteria in the RFQ.

B. Background --The award of contract under this RFQ will be based on qualifications, in accordance with the Evaluation Criteria set forth in the RFQ.

C. Confidentiality and Security -- All members of the Evaluation Committee and other participants in the evaluation process shall not discuss the status of the process, the content of proposals, the content of discussions or negotiations, or the evaluation or scoring of proposals, with any proposer or any other individual who is not directly involved in the evaluation process. All vendor selection information shall be identified and controlled as “Confidential – For Official Use Only” material and shall not be disclosed. All members of the Evaluation Committee and other individuals involved in the evaluation process must comply with these requirements.

SEC. 2 EVALUATION COMMITTEE

Evaluation of proposals received will be conducted by an Evaluation Committee, composed of individuals identified as follows: *Evaluator Number 1, Evaluator Number 2, and so forth*. All members of the Evaluation Committee will evaluate and score the proposals in accordance with this Vendor Selection Plan.

SEC. 3 OVERVIEW OF PROCESS

A. Initial Actions – The Human Resources Department shall provide each member of the Evaluation Committee with a copy of each proposal (excluding the price proposals) and a copy of the Vendor Selection Plan. Each member of the Committee shall acknowledge receipt of the proposals, and shall be responsible for the confidentiality of the material provided to him or her, as well as for the overall confidentiality of the evaluation process.

B. Familiarity with RFQ Contents -- Members of the Evaluation Committee should be familiar with the contents of the RFQ. If any member has any questions regarding the RFQ, he or she should, to the maximum extent practical, address those questions to the Human Resources Department prior to the initiation of evaluations.

C. Overview of Evaluation Process -- Each member of the Evaluation Committee shall independently perform an evaluation of each proposer's technical proposal. The members of the Evaluation Committee shall act independently and shall not communicate with other members regarding their individual evaluations, other than at sessions called by the Human Resources Department. Members of the Evaluation Committee shall not communicate directly with any proposer, other than in interviews and discussion sessions.

SEC. 4 TECHNICAL EVALUATION

A. Technical Review -- Each proposal will be reviewed and evaluated by all members of the Evaluation Committee using the forms in **Exhibit A**, using the procedures and criteria described below. Each evaluator will initially review the Technical Qualifications submittal of each proposal for its technical qualifications and its compliance with mandatory terms and conditions of the RFQ. The initial evaluation shall be based solely upon the materials provided in the proposals. Each evaluator will then conduct a second (and final) review of each proposal based on the results of the interviews with each proposer, if interviews are held.

B. Technical Evaluation Criteria -- Each evaluator shall assign scores as specified on the appropriate form in **Exhibit A**. In addition, each evaluator shall provide written comments on each evaluation factor, as indicated on the forms. The written comments should justify and be consistent with the particular score assigned by the evaluator for that factor.

C. Scoring -- Using the forms in **Exhibit A**, each Evaluation Committee member shall rate each proposal for each Technical Evaluation factor. The rating shall consist of number of points (i.e., 90) and written comments justifying the particular score assigned by the evaluator.

D. Questions and Issues -- Members of the Evaluation Committee shall notify the Purchasing Division of any questions or issues that arise during the evaluation process regarding particular proposals.

E. Interviews -- Following the review of the proposals by the Evaluation Committee and submission of their initial evaluations, the Evaluation Committee will conduct interviews (if necessary) with the proposers.

SEC. 5 INITIAL EVALUATION AND SCORING

After receipt of the technical evaluations, IVGID shall make the final calculations and prepare the Initial Technical Qualifications compiled scoring.

SEC. 6 INTERVIEWS

A. Overview -- IVGID shall invite each proposer within the competitive range for a private presentation and oral interview, which may be completed in person, via Zoom, or similar methods at the sole discretion of IVGID. All members of the Evaluation Committee shall attend such interviews. At these sessions, the proposers should be given the opportunity to make a brief presentation regarding their proposal and to respond to questions from the members of the Evaluation Committee.

B. Impermissible Actions -- During the interview process, representatives of IVGID and/or members of the Evaluation Committee should not engage in:

1. Technical leveling (i.e., helping a proposer to bring its proposal up to the level of other proposals through successive rounds of discussion, such as by pointing out weaknesses resulting from the proposer's lack of diligence, competence, or inventiveness in preparing the proposal);
2. Technical transfusion (i.e., disclosure of technical information pertaining to a competitor's proposal that results in improvement of a competing proposal); or
3. Auction techniques, such as –
 - (A) Indicating to a proposer a cost or price that it must meet to obtain further consideration;
 - (B) Advising a proposer of its price standing relative to another proposer (however, it is permissible to inform a proposer that its cost or price is considered by IVGID to be too high or unrealistic); and
 - (C) Otherwise furnishing information about other proposers' prices or technical qualifications.

C. Final Evaluations -- Each member of the Evaluation Committee shall conduct final evaluations of each proposer following completion of the interviews.

D. Scoring -- Using the forms in **Exhibit B**, each Evaluation Committee member shall rate each proposal for each Technical Evaluation factor based on the private presentations and interviews. The rating shall consist of a number of points (i.e., 85) and written comments justifying the particular score assigned by the evaluator.

E. Submittal of Final Evaluations -- Each member of the Evaluation Committee shall complete his/her ratings and submit the evaluation score sheets to the individual listed in the RFQ as IVGID's contact person. The contact person shall review the technical evaluation score sheets.

SEC. 7 RECOMMENDATIONS AND AWARD

A. Recommendation -- After reviewing the evaluations and recommendations made by the Evaluation Committee, IVGID's contact person shall submit the Evaluation Committee's recommendation for the highest ranked proposer to the Human Resources Director and the Interim Finance Director, the compiled scoring and ranking of all acceptable proposals.

C. Award of Contract -- Following determination of the highest ranked offer, IVGID shall award the contract in accordance with IVGID policies.

CONFLICT OF INTEREST STATEMENT RFQ# 0001

I certify, as a participant in the evaluation of this solicitation that I have received, reviewed, signed, and submitted a copy of the Incline Village General Improvement District (IVGID) Proposal Evaluation Rules of Conduct to the Project Manager. I further certify that I will comply with all conditions or restrictions imposed by the IVGID to manage, reduce or eliminate actual or potential conflicts of interest. This form must be completed and signed by each team members before the evaluation commences.

EMPLOYMENT:

- I am an employee of IVGID;
- I am a contractor (not an IVGID employee) employed by: _____; - OR -
Company Name
- Other (explain): _____

FINANCIAL INTEREST:

- I have no financial interests in any of the vendors associated with this solicitation process
- OR -
- I am disclosing the following financial interests in vendors associated with this solicitation process:
 - Salary or other payments for goods and/or services to myself or another family member,
 - Equity or ownership,
 - Intellectual property rights, and/or
 - Other financial interests that could affect or be perceived to affect the results of the solicitation process:

<u>Company</u>	<u>Financial Interest</u>
_____	_____
_____	_____

- OR -

- I am disclosing the following non-financial interests (such as personal relationships, etc.):

<u>Company</u>	<u>Non-Financial Interest</u>
_____	_____
_____	_____

CERTIFICATION:

I certify that the above information is true and accurate to the best of my knowledge:

Print Name: _____ Signature: _____ Date: _____
 Job Title: _____ Agency/Department: _____



Proposal Evaluation Rules of Conduct

The following rules were established to enhance the overall transparency of the RFQ evaluation process:

1. All contact with Proposers must be conducted through the Project Manager assigned to the Request for Qualifications (a.k.a. solicitation). Any questions the Evaluators may have must be submitted, in writing, to Proposers by the Project Manager, with written responses required.
2. The identified point of contact is responsible for scheduling proposal presentations and/or interviews, should they be requested by the Evaluators.
3. Evaluators must NOT have a personal interest (financial or other personal benefit) with any vendors affiliated with this particular project. Any such interest must be reported immediately to the Project Manager before starting the evaluation whereupon that interest will be reviewed as to whether or not it constitutes a Conflict.
4. Evaluators must have sufficient understanding of the evaluation process and the rules associated with the evaluation process to support their recommendation.
5. Each Evaluator must sign and submit a Conflict of Interest Statement to the Project Manager before the evaluation begins certifying that their participation as an Evaluator creates no conflict of interest. Failure to sign a Conflict of Interest Statement will disqualify the Evaluator from participating in the evaluation process.
6. Evaluators are directed to perform as fair and unbiased an evaluation of all proposals as possible. Past or current association with particular firms and/or individuals must NOT influence the evaluation. Evaluators are required to be particularly objective and may not favor a particular firm or individual. Use of reference checks is allowable as part of the evaluation process as are follow-up presentations and interviews.
7. During the evaluation process, the Evaluators shall maintain confidentiality. No Evaluator shall transmit, communicate, or otherwise convey preliminary conclusions or results of what was submitted by the Proposers, or that a given proposal was selected. All internal workings of the evaluation shall be kept confidential until the Project Manager has completed their work and has received concurrence from the Interim Finance Director for their chosen solution or in the case of Formal Request(s) for Qualifications, the intent to award has been posted on a Meeting Agenda.
8. Each Evaluator will complete an individual evaluation of each proposal. The individual signed and dated evaluations will be submitted to the Project Manager where they will be preliminarily summarized and totaled, then presented to and finalized by the Evaluators as a whole.
9. If the evaluation results in an unacceptable conclusion due to a failure to correctly follow the evaluation process, any Evaluator may make their findings known to the others. If a consensus cannot be reached, the Interim General Manager shall make a ruling. The Project Manager shall keep a record of the evaluation process.
10. After the selection is made, all inquiries regarding the evaluation process shall go through the Project Manager. The Project Manager must submit reproductions of the signed evaluations, summary, Conflict of Interest Statements, and Proposal Evaluation Rules of Conduct to the Interim General Manager (or designee) for concurrence regarding the intent to award.

Print Name: _____ Signature: _____ Date: _____

MEMORANDUM

TO: Board of Trustees

THROUGH: Mike Bandelin
Interim General Manager

FROM: Bobby Magee
Interim Director of Finance

SUBJECT: Approval of the District's Form NVTC-LGF-10 (Formerly 4410LGF_ - Indebtedness Report, as of June 30, 2023, for filing with the Nevada Department of Taxation, the Washoe County Clerk, and Washoe County Debt Management Commission.

Approval of the District's Form NVTC-LGF-11 (Formerly 4411LGF) - Five-Year Capital Improvement Plan, to include the IVGID-prepared Five Year Capital Plan Summary for fiscal years 2023-24 through 2027-28, for filing with the Nevada Department of Taxation, the Washoe County Clerk and the State of Nevada Legislative Counsel Bureau.

DATE: July 26, 2023

I. RECOMMENDATIONS

That the Board of Trustees make a motion to:

Approve the District's Form NVTC-LGF-10 - Indebtedness Report, as of June 30, 2023, and direct Staff to file the documents with the State of Nevada Department of Taxation, Washoe County Clerk and Washoe County Debt Management Commission by August 1, 2023.

That the Board of Trustees make a motion to:

Approve the District's Form NVTC-LGF-11 - Five Year Capital Improvement Plan, as of July 1, 2023, the related IVGID-prepared Five Year Capital Plan Summary for the fiscal years starting July 1, 2023 for filing with the Nevada Department of Taxation, the Washoe County Clerk and the State of Nevada Legislative Counsel Bureau by August 1, 2023.

II. DISTRICT STRATEGIC PLAN

This action supports Long Range Principle #2, Finance; *"The District will ensure fiscal responsibility and sustainability of service capacities by maintaining effective*

financial polices for operating budgets, fund balances, capital improvement and debt management.”

- *Comply with State and Federal regulations.*
- *Develop and maintain a long term plan to sustain financial resources.*

III. BACKGROUND

Overview

At the June 28, 2023 Board of Trustee’s meeting this item was presented for the Board’s consideration. (Item G (3)) During its consideration of the item the Board commented the merit of the reports, received related public comment, and directed staff to make a number of revisions to the reports and bring the item back for the Board’s consideration at the July 26, 2023 meeting. Those revisions have been made, and the attached documents reflect the Board’s previous direction.

The recommend action is to approve and direct staff to file the reports, which are an annual filing pursuant to the requirements of NRS 350.013. The required reports and related forms, NVTC-LGF-10 and NVTC-LGF-11, (formerly 4410LGF and 4411LGF) are due to the State Department of Taxation on or before August 1st of each year. The filing is also made with the Washoe County Clerk to allow any disclosures to be shared with the Washoe County Debt Commission. The Legislative Counsel Bureau receives information related to capital budgeting and multi-year plans (Form NVTC-LGF-11). The Nevada Department of Taxation, Division of Local Government Finance, has formalized the form sets and included individual filing instructions for each form. As such, separate Board motions are recommended for each form submission.

Form NVTC-LGF-10 - Indebtedness Report

The Nevada Department of Taxation, Local Government Finance, has prescribed annual filing of Form NVTC-LGF-10 (formerly 4410LGF), the Indebtedness Report. The Indebtedness Report provides the District’s response to specific sections of the Nevada Revised Statutes (NRS) 350.013 related to municipal obligations and required filings with respective County Debt Management Commissions.

The report also requires inclusion of a statement of the District’s Debt Management Policy to the extent that the policy has been updated, or if any additional new debt was incurred during the reporting fiscal year. The debt management policy referenced in the Form NVTC-LGF-10 - Indebtedness Report was last updated to reflect the Board Policy and Practice changes approved May 18, 2016. No policy changes have been made since that date.

As of the fiscal year ending June 30, 2023, the District has outstanding debt totaling \$2,791,017 including \$2,362,957 of general obligation bond debt, \$400,192 in outstanding debt (revenue-pledged loan contracts) with the State of Nevada Revolving Fund, and \$27,868 outstanding debt on a medium-term capital equipment lease. During the fiscal year ended June 30, 2023, two existing debt issues were fully-paid off, including the District’s 2012 Recreation Bond Refunding, and the SRF Water Pollution (C32-0204) loan. In addition, a new State Revolving Fund loan (CW-2303) was secured, in the amount of \$16,000,000; however, only an initial draw of \$82,500 was taken during the fiscal year and is included in this report.

The District presently has a statutory debt limit of \$983,778,232 based on the final 2022-23 Redbook Assessed Valuation of \$1,967,556,463. Of this statutory debt limit, the District’s overall debt as of June 30, 2023 results in \$980,987,215 (99.7%) of remaining statutory debt limit.

Notwithstanding this statutory debt limit, the District has established its own internal debt limit through Board Policy 14.1.0 (Debt Management and Limits) and related Board Practice 14.2.1 (Debt Issuance Limitations). The District’s internal limitation is generally based on maintaining a debt coverage ratio over the term of an issue that reflects affordability relative to District’s net operating revenues.

The internal limit set through Board Practice 14.2.1 establishes minimum debt service coverage ratio of 1.75 x coverage for “utility” (water and sewer) related debt service, and 1.5 x coverage for “non-utility” debt service. The Practice further states that while it is acceptable for this standard to be met, on average, over the life of the debt issue, the coverage ration should not fall below 1.0 in any one year.

For fiscal year 2022-23 the Final Budget (per Form 4404LGF) provides for the following debt coverage ratios, as computed pursuant to Board Practice 14.2.1:

	FY2023/24 Budget	Policy Level	Minimum Level
Community Services Fund	n/a	1.50	1.0
Beach Fund	n/a	1.50	1.0
Utility Fund	7.87	1.75	1.0

All of the District’s major funds currently maintain debt coverage ratios well in excess of the internal debt ratios established by Board policy

Form NVTC-LGF-11 – Five-Year Capital Plan

A companion filing to the Form NVTC-LGF-10 - Indebtedness Report is the required reporting related to the District’s Five-Year Capital Improvement Plan as of July 1, 2023.

The Five-Year Capital Plan is formally updated through the annual budget process. The resulting update capital plan for Year 1 is, in turn, incorporated into the Board's actions approving the annual Final fiscal year budget, effective July 1st.

For FY2023-24, the initial update to the Five-Year Capital Plan was presented to the Board at a Budget Workshop held on March 22nd. This workshop reviewed existing Board Policies related to the development of the District's Multi-Year Capital Plan, Board Priority Projects, and a review of the financing plan supporting the District's capital investments through FY2027-28.

Following the Board's capital planning workshop, updates to the multi-year capital plan were discussed at the Board meeting of March 30th, as part of the presentation of the Tentative Budget on April 5th, and again as a component of the Board agenda item constituting formal actions approving the FY2023-24 Final Budget on May 25th.

As discussed throughout the budget development process, the Five-Year Capital Plan includes one or more projects that may be financed through future debt obligations. These include the Export Effluent Pipeline Project, various Diamond Peak improvements (Snowflake Lodge, Ski Way, etc.) and potentially, priority Beach improvement projects (Incline Beach House).

Significantly, approval of the capital plan documents to be filed with Forms NVTC-LGF-10 and NVTC-LGF-11 does not commit the District, nor does it represent Board authorization for projects beyond those included and funded as part of the FY2023-24 approved budget, as adopted by the Board of Trustees on May 25, 2023.

VI. FINANCIAL IMPACT AND BUDGET

This memorandum discusses required filings related to the District's debt obligations as of June 30, 2023 and the District's Five-Year Capital Plan as of July 1, 2023. As the information provided in these documents is consistent with FY2023-24 adopted budget, there is no direct fiscal or budget implication related to the Board action requested with this item. The reports include additional disclosures related to planned debt for the next five years as well as individual bond/debt amortization schedules, as required by the form set.

The Executive Summary of the Indebtedness Report is to serve notice if any bond issues are contemplated for the immediate succeeding fiscal year. The District has identified possible debt financing as potential sources for projects occurring after June 30, 2023, and has made this distinction in the Executive Summary that no general obligation bond issues are currently contemplated for the fiscal year ending June 30, 2024.

The Indebtedness Report for the Nevada Department of Taxation, Local Government Finance, prescribes required disclosure of the Five Year Capital Improvement Plan on Form NVTC-LGF-11 is supported by the IVGID-prepared Capital Project Summary reviewed with the Board of Trustees leading up to the approval of the Final Budget on May 25, 2023. The report approved for the purposes of filing the Form NVTC-LGF-11 relates to the entire project list for five years beginning with 2023-24.

Form NVTC-LGF-11 as of July 1, 2023, includes the District's Five Year Capital Plan totaling \$124,457,448 plus an additional \$112,443 in FY2022-23 Carryforwards approved with the FY2023/24 Final Budget, as follows:

CAPITAL IMPROVEMENT PLAN PROJECT SUMMARY	FY2023/24 UPDATE					
	Updated FY 2024	Updated FY 2025	Updated FY 2026	Update FY 2027	Updated FY 2028	Updated 5-Yr Total
General Fund	\$ 1,865,000	\$ 1,061,000	\$ 555,000	\$ 699,600	\$ 562,000	\$ 4,742,600
Utility Fund						
Shared	493,000	1,646,000	1,020,700	1,207,000	31,000	4,386,700
Water	2,388,000	1,495,000	2,770,000	1,450,000	1,250,000	9,353,000
Sewer	60,864,000	1,690,000	2,973,000	930,000	675,000	67,132,000
Sub-Total Utility Fund	\$ 63,745,000	\$ 4,831,000	\$ 6,763,700	\$ 3,587,000	\$ 1,956,000	\$ 80,871,700
Community Services Fund						
Golf - Championship	209,500	555,300	575,880	586,770	727,200	2,654,650
Golf - Mountain	100,000	389,000	1,126,200	94,000	908,000	2,017,200
Facilities	12,000	150,000	53,375	81,620	35,090	332,085
Ski	1,780,443	6,785,000	6,064,400	1,265,000	967,400	16,862,243
Recreation	245,000	1,232,200	289,820	273,000	-	2,040,020
CS Admin	-	64,000	-	-	64,000	128,000
Tennis	25,000	3,010,000	2,019,000	2,017,000	-	7,071,000
Sub-Total Community Services Fund	\$ 2,371,943	\$ 12,185,500	\$ 10,128,675	\$ 4,317,390	\$ 2,701,690	\$ 31,105,198
Beaches	4,442,500	1,129,000	985,000	385,000	54,250	6,995,750
Internal Services						
Fleet	-	-	-	20,000	-	20,000
Buildings	-	21,200	45,000	-	45,000	111,200
Sub-Total Internal Services Fund	\$ -	\$ 21,200	\$ 45,000	\$ 20,000	\$ 45,000	\$ 131,200
TOTAL CAPITAL IMPROVEMENT PLAN PROJECTS	\$ 72,424,443	\$ 19,227,700	\$ 18,477,375	\$ 9,008,990	\$ 5,318,940	\$ 123,846,448

(Note: Approval of the Form NVTC-LGF-11 is not authorization for any projects beyond June 30, 2024).

V. ALTERNATIVES

The Board of Trustees can modify either Form NVTC-LGF-10 or Form NVTC-LGF-11 and the related Indebtedness Report; however, the District's filing of these forms must occur with the State of Nevada and the Washoe County Clerk by August 1st.

VII. COMMENTS

It should be noted the Five Year Capital Improvement Plan is only a plan, and as such no action or authority to act, especially beyond June 30, 2024, is implied with

approval of Form NVTC-LGF-10, Form NVTC-LGF-11 or companion summaries and schedules.

Staff also anticipates a review of the District's Debt Policy and Practices over the course of the current fiscal year in conjunction with ongoing review and implementation of the District's Five-Year Capital Plan, and specifically, consideration of possible debt financing to support priority capital projects

VIII. BUSINESS IMPACT

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

Attachments:

- IVGID Indebtedness Report for the Fiscal Year June 30, 2023
- Form NVTC-LGF-10 (pages 1 through 4 with Appendix 1 through 5 after page 4)
- Form NVTC-LGF-11 (2 pages)
- IVGID Five-Year Capital Improvement Plan Summary – As of 7/1/23
- FY2023-24 Capital Improvement Projects Budget (with Carryforwards) (2 pages)
- Reconciliation of Debt Service Requirements State of Nevada Form NVTC-LGF-10 as of July 1, 2023 (1 page)

Provided for reference only – will not be included in the report submitted to any of the agencies listed

- Board Policy 14.1.0 – Debt Management
- Board Practice 14.2.0 – Debt Service Payment Settlement
- Board Practice 14.2.1 – Debt Issuance Limitation

**Incline Village General
Improvement District,
Incline Village, Nevada**

**Indebtedness Report
For the Fiscal Year June 30, 2023**

*Approved by the Board of Trustees
July 26, 2023*

*Filed with State of Nevada Department of Taxation,
Washoe County Clerk & Debt Management Commission
July 27, 2023*



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 Medium-Term Obligation
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 State of Nevada Form 4410LGF Indebtedness Report
 with Appendix Debt Service Schedules 1 to 6Attached

 State of Nevada Form 4411LGF Reporting Five-Year Capital
 Improvement Plan (CIP), with 5 Year Project Summary and
 Capital Improvement Projects Carry Over ScheduleAttached

 Reconciliation of Five-Year CIP, Carry Over Schedule, and
 Form 4411LGF.....Attached

IVGID Indebtedness Report - Overview

Nevada Revised Statutes (NRS) require certain content as a part of the District's Indebtedness Report on Debt Management. These include:

Affordability of Existing, Authorized and Proposed General Obligation Debt

- *NRS 350.013 1.(c)(1) A discussion of its ability to afford existing general obligation debt, authorized future general obligation debt and proposed future general obligation debt;*
- *NRS 350.013 1.(c)(6) A discussion of its sources of money projected to be available to pay existing general obligation debt, authorized future general obligation debt and proposed future general obligation debt.*

General Obligation Debt Limit Statutory Reference

- *NRS 350.013 1.(c)(2) A discussion of its capacity to incur authorized and proposed future general obligation debt without exceeding the applicable debt limit.*

General Obligation Debt Comparisons

- *NRS 350.013 1.(c)(3) A discussion of its general obligation debt that is payable from property taxes per capita as compared with such debt of other municipalities in this state.*
- *NRS 350.013 1.(c)(4) A discussion of its general obligation debt that is payable from property taxes as a percentage of assessed valuation of all property within the boundaries of the municipality.*

Affording the District's Existing General Obligation Bond Indebtedness

The use of proceeds from the District's bonded indebtedness has been for recreation and utility service infrastructure. Prior to adopting plans to acquire this infrastructure the District studied and developed a plan for identified revenue sources to be used for the repayment of the bond principal and interest. Examples of these sources include an element of water and sewer user fees that are specifically stated for capital expenditure, including debt service, used to acquire such assets. The Recreation and Beach Facility Fee charged to the individual benefited parcels includes elements for capital items and related debt service.

None of the currently outstanding bond issues use a tax levied on the assessed valuation of property in the District to meet debt service requirements. Each issue

has been or will be repaid from the identified resources developed from user fees or the Recreation and Beach Facility Fee (which is an availability of service charge as defined under NRS 318.197) and is collected on specified parcels within the District's boundaries as allowed under NRS 318.201.

Sources Available to Pay Existing, Authorized Future and Proposed General Obligation Bond Indebtedness

The District's annual operating budget process considers the use of resources in an order of priority. User fees and the Recreation and Beach Facility Fee are set at levels to assure the proper coverage of debt service requirements from each activity for its related bond(s). The capital improvement charges, which are a part of utility rates, are adopted by ordinance and are established in a process that allows public notice and input, before setting a schedule for the coming year and forward. The District's elected Board of Trustees adopts utility rates through an ordinance amendment. The Recreation and Beach Facility Fee is set each year and includes a matter of public notice and hearing before adoption in connection with the fiscal operating budget.

The assumptions for rate of collection have proven to be at adequate levels so that amounts realized are sufficient to meet intended needs including debt service requirements.

The 5-Year Capital Project Summary for the period July 1, 2023 through June 30, 2028 includes projects that may be financed, in part, through a future general obligation bond issue or other debt. The capital plan contemplates debt financing to support construction of Effluent Export Pipeline Project through either issuance of utility-revenue bonds or via a low-interest State Revolving Fund loan. The Board of Trustees also continues to discuss the possibility of issuing new debt for selected priority projects, including Ski Way and Diamond Peak Parking Lot Reconstruction, renovation of Snowflake Lodge and renovation of the Incline Beach House through issuance of general obligation bonds.

The projects that are potentially to be supported by new debt are contemplated within the five-year planning horizon, but have not yet been formally approved or scheduled. Any potential bond issue currently contemplated would not significantly affect the District's Debt Limit.

General Obligation Debt Limit

State statutes limit the amount of indebtedness to no more than 50% of the District's total assessed valuation. The District presently has a statutory debt limit

of \$983,778,232, based on the final 2022-23 Redbook Assessed Valuation of \$1,967,556,463. Of this statutory debt limit, the District's overall debt as of June 30, 2023 results in \$980,987,215 (99.7%) of remaining statutory debt limit.

General Obligation Debt Comparisons

The District's general obligation bonds are issued pursuant to NRS Chapter 350 and Chapter 318. The District's general obligation bonds constitute direct and general obligations of the District and the full faith and credit of the District is pledged to the payment of the principal and interest, subject to Nevada constitutional and statutory limitations on the aggregate amount of property taxes. The bonds are payable from the general property taxes on all taxable property in the District. The bonds are secured by certain pledged revenues.

The general obligation bonds are payable by the District from any source legally available; at the times such payments are due, including the General Fund of the District. In the event, however, that such legally available sources of funds, including net pledged revenues, are insufficient, the District is obligated to levy a general tax on all taxable property within the District for payment of the general obligation bonds, subject to the limitations provided in the constitution and the statutes of the State of Nevada (the State).

In any year in which the total property taxes levied within the District by all applicable taxing units (e.g., the State, the County, the District, the school district, any city or any special district) exceed such property tax limitations, the reduction to be made by those units must be in property taxes levied for purposes other than the repayment of their bonded indebtedness, including interest on such indebtedness.

Nevada statutes provide that no act concerning the District's bonds or their security may be repealed, amended or modified in such manner as to impair adversely the bonds or their security until all of the bonds have been discharged in full or provision for their payment and reception has been fully made.

The District currently has no outstanding general obligation debt paid by the levy of a specific property tax.

Principal and interest on the District's debt are payable from the various net pledged revenues of the District. There is no impact on the property tax rate so long as the net pledged revenues are sufficient to pay debt service.

IVGID Indebtedness Report for the Fiscal Year June 30, 2023
 Approved by the IVGID Board of Trustees July 26, 2023

Outstanding General Obligation Debt as of June 30, 2023

Issue	Issue Date	Maturity Date	Amount Issued	Outstanding *
State of Nevada - State Water Pollution Revolving Fund				
Water Pollution CS32-0404	8/1/2006	1/1/2026	\$ 3,000,000	\$ 622,610
Drinking Water DW1201	3/16/2012	1/1/2032	\$ 3,000,000	\$ 1,740,347
<i>Total GO Revenue Utility Debt</i>				<u>\$ 2,362,957</u>
Total General Obligation Bonds Debt				<u>\$ 2,362,957</u>
<hr/>				
Medium-Term Obligation				
Capital Equipment - Installment Purchase Agreement				
PNC Equipment Finance, LLC (# 9898941)	2/12/2020	5/1/2025	\$ 121,605	\$ 27,868
Total Medium-Term Obligations				<u>\$ 27,868</u>
<hr/>				
State of Nevada Revolving Funds (Loan Contracts with Utility Revenue Pledge)				
Drinking Water IVGID-1	9/9/2004	7/1/2025	\$ 1,687,282	\$ 284,120
Clean Water - CW-2302	4/14/2022	7/1/2052	82,500	\$ 116,072
Total Loan Contracts with Revenue Pledge				<u>\$ 400,192</u>
Total Debt Outstanding *				<u><u>\$ 2,791,017</u></u>

** Includes Principal and Interest due on Outstanding Debt*

Method of Sale

NRS 350.013 1.(c)(5) Policy regarding the manner in which the municipality expects to sell its debt;

Bonds can generally be sold at a competitive sale, negotiated sale or to be privately placed.

Competitive Sale - Offering documents are sent to any firm interested in purchasing bonds. A day and time are chosen for the sale and bonds are awarded to the firm offering the lowest true interest cost on the bonds ("TIC"). The TIC is the discount rate which results in the present value of the future debt service payments equal to the bid for the bonds.

Negotiated Sale – A firm, or group of firms, is chosen in advance to offer the bonds for sale. At the time of the sale, interest rates and other terms of the bonds are negotiated with the Underwriter.

Private Placement – A purchaser, usually an individual or bank, is identified and the bonds are placed directly. Interest rates and other terms of the bonds are negotiated with the purchaser.

NRS 350 generally requires bonds issued by the District to be sold at competitive sale. For most District general obligation bonds, a competitive sale will usually result in the lowest TIC on the bonds. There are certain circumstances under which the District would consider a negotiated sale or private placements. Such circumstances include, but are not limited to:

- 1) Bonds issued with a variable rate of interest
- 2) Bonds rated below A- or not rated
- 3) Very small or very large bond issues
- 4) Unstable or highly volatile markets
- 5) Bonds with unusual security or structure

The District will follow the requirements of NRS 350.155 in choosing a method for its bonds. If the District determines that a negotiated sale is warranted for a general obligation bond or a bond secured by an excise tax, it will distribute a request for proposal to underwriting firms. The selection of an underwriter(s) will be based on a determination of the firm that demonstrates its ability to obtain the overall best interest rate for the District. Consideration in making this determination will be given to the firm's experience with similar financings, proposed compensation structure and marketing plan.

Operational Costs of Future Capital Projects

NRS 350.013 1.(c)(7) A discussion of its operational costs and revenue sources, for the ensuing 5 fiscal years, associated with each project included in its plan for capital improvement submitted pursuant to paragraph (d), if those costs and revenues are expected to affect the property tax rate.

The District has prepared a Capital Improvement Plan Summary, which is attached utilizing Form 4411LGF. The plan includes projects which affect general revenues as well as charges for services. These were all considered as a part of the process of developing the District's budget for the year ending June 30, 2024. Only projects scheduled for completion by that date are actually authorized with funding appropriated in the adopted annual budget. The remainder of the multi-year plan

represents an intention for years 2 through 5. As such the approved projects for the year ending June 30, 2024 do not affect the property tax rate. No projects intended in years 2 through 5 contemplate an effect on the property tax rate to those related years.

Capital Improvement Plan

NRS 350.013 1.(d) either:

- (1) Its plan for capital improvement for the ensuing 5 fiscal years, which must include any contemplated issuance of general obligation debt during this period and the sources of money projected to be available to pay debt; or*
- (2) A statement indicating that no changes are contemplated in its plan for capital improvement for the ensuing 5 fiscal years.*

(See State of Nevada Form 4411LGF Five Year Capital Improvement Plan)

Chief Financial Officer of the District

NRS 350.013 1.(e) A statement containing the name, title, mailing address and telephone number of the chief financial officer of the municipality.

The Chief Financial Officer of the Incline Village General Improvement District:

Bobby Magee, Interim Director of Finance
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village, Nevada 89451
Direct Telephone Number: 775-832-1365
Facsimile Number: 775-832-1122
E-Mail Address: bma@ivgid.org

INDEBTEDNESS REPORT
As of June 30, 2023
Postmark Deadline 8/01/2023



Entity: Incline Village General Improvement District Date: June 30, 2023

DEBT MANAGEMENT COMMISSION ACT (NRS 350.013)

1. Has your local government issued any new General Obligation Bond issues since July 1, 2022? Yes No

If so, amount: Date:

2. Has your local government approved any new Medium-Term Obligation issues since July 1, 2022? Yes No

If so, amount: Date:

3. Has your local government updated its debt management policy? (Per NRS 350.013) If Yes, submit updated policy with Indebtedness Report or prepare a statement discussing the following areas: Yes No

- A. Discuss the ability of your entity to afford existing and future general obligation debt.
B. Discuss your entity's capacity to incur future general obligation debt without exceeding the applicable debt limit.
C. Discuss the general obligation debt per capita of your entity as compared with the average for such debt of local governments in Nevada.
D. Discuss general obligation debt of your entity as a percentage of assessed valuation of all taxable property within the boundaries of your entity. (REDBOOK FY 2022-2023)
E. Present a policy statement regarding the manner in which your entity expects to sell its debt.
F. Discuss the sources of money projected to be available to pay existing and future general obligation debt.
G. Discuss the operating costs and revenue sources with each project.

If No, please provide a brief explanation.

4. Has your local government updated its five-year capital improvement plan? (Required pursuant to NRS 350.013, 354.5945 & 354.5947) Yes No

Submitted By: (signature) (775) 832-1365 (Phone number)

SCHEDULE OF INDEBTEDNESS REPORT

For June 30, 2023

Postmark Deadline 8/1/2023



Entity: Incline Village General Improvement District

CHECK HERE IF YOUR ENTITY HAS NO OUTSTANDING DEBT

GENERAL OBLIGATION BONDS

1. General obligation	_____	
2. General obligation/revenue	_____	2,362,957
3. General obligation special assessment	_____	
Total general obligation bonded debt		<u>2,362,957</u>

MEDIUM-TERM OBLIGATIONS

1. General Obligation bonds	_____	
2. Negotiable notes or bonds	_____	
3. Capital lease purchases	_____	27,868
Total medium-term obligation debt		<u>27,868</u>

REVENUE BONDS

400,192

OTHER DEBT

1. Capital lease purchases-MTO not required or prior to law change	_____	
2. Mortgages	_____	
3. Warrants	_____	
4. Special Assessments	_____	
5. Other (specify) _____		
6. Other (specify) _____		
Total other debt		<u>0</u>

TOTAL INDEBTEDNESS

2,791,017

Authorized but unissued general obligation bonds \$ _____ -

Note: Please explain and provide documentation for any differences between the amounts reported on this schedule and those reported on Schedule C-1 of your Final Fiscal Year 2023-2024 budget.

SCHEDULE OF FIVE YEAR DEBT SERVICE REQUIREMENTS
 as of June 30, 2023
 Postmark Deadline 8/1/2023



Entity: _____

For the next five years, list the total dollar requirement for principal and interest broken down for each type of indebtedness the entity currently has outstanding.

	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>
<u>General Obligation Bonds</u>					
G/O Bonds	_____				
G/O Revenue	\$ 400,909	\$ 400,909	\$ 400,908	\$ 193,372	\$ 193,372
G/O Special Assessment	_____				
<u>Medium-Term Obligation</u>					
G/O Bonds	_____				
Notes/Bonds	_____				
Leases/ Purchases	\$ 27,868	\$ -	\$ -	\$ -	\$ -
<u>Revenue Bonds</u>	\$ 114,948	\$ 115,455	\$ 58,631	\$ 4,065	\$ 4,069
<u>Other Debt</u>					
Other Lease Purchases	_____				
Mortgages	_____				
Warrants	_____				
Special Assessments	_____				
Other Debt	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 543,725	\$ 516,364	\$ 459,539	\$ 197,437	\$ 197,441



NVTC-LGF-10

SCHEDULE OF DEBT REPAYMENT

As of June 30, 2023

Postmark Deadline 8/1/2023

The repayment schedules should start with the payment of principal and interest due **after June 30, 2023** and continue until any particular issue is retired.

Indebtedness Report as of June 30, 2023

Incline Village General Improvement District
2006 State Revolving Fund Loan
Clean Water Loan CS32-0404

Date	Principal Value	Coupon	Interest	Total Payment	Fiscal Year Payment
07/01/23	\$ 95,676	2.725%	\$ 8,093	\$ 103,769	
01/01/24	96,979	2.725%	6,789	103,768	207,537
07/01/24	98,300	2.725%	5,468	103,768	
01/01/25	99,640	2.725%	4,129	103,769	207,537
07/01/25	100,997	2.725%	2,771	103,768	
01/01/26	102,373	2.725%	1,395	103,768	207,536
Total	<u><u>\$ 593,965</u></u>		<u><u>\$ 28,645</u></u>	<u><u>\$ 622,610</u></u>	<u><u>\$ 622,610</u></u>

Source of repayment is users charges and a pledge of net revenue.

Indebtedness Report as of June 30, 2023

Incline Village General Improvement District
2012 State Revolving Fund Loan
Drinking Water DW1201

Date	Principal Value	Coupon	Interest	Total Payment	Fiscal Year Payment
07/01/23	\$ 78,072	2.390%	\$ 18,613	\$ 96,686	
01/01/24	79,006	2.390%	17,680	96,686	193,372
07/01/24	79,950	2.390%	16,736	96,686	
01/01/25	80,905	2.390%	15,781	96,686	193,372
07/01/25	81,872	2.390%	14,814	96,686	
01/01/26	82,851	2.390%	13,835	96,686	193,372
07/01/26	83,841	2.390%	12,845	96,686	
01/01/27	84,843	2.390%	11,843	96,686	193,372
07/01/27	85,856	2.390%	10,830	96,686	
01/01/28	86,882	2.390%	9,804	96,686	193,372
07/01/28	87,921	2.390%	8,765	96,686	
01/01/29	88,971	2.390%	7,715	96,686	193,372
07/01/29	90,035	2.390%	6,651	96,686	
01/01/30	91,110	2.390%	5,576	96,686	193,372
07/01/30	92,199	2.390%	4,487	96,686	
01/01/31	93,301	2.390%	3,385	96,686	193,372
07/01/31	94,416	2.390%	2,270	96,686	
01/01/32	95,544	2.390%	1,142	96,686	193,372
Total	\$ 1,557,576		\$ 182,771	\$ 1,740,347	\$ 1,740,347

Source of repayment is users charges and a pledge of net revenue.

Indebtedness Report as of June 30, 2023

Incline Village General Improvement District
Installment Purchase Agreement - PNC Equipment Lease # 98989419-1

Principal: \$ 204,627.16
Interest Rate: 5.00%
Monthly Payments: 48
Purchase Option: Yes

Payment Date	<u>FY 23-24</u>
1-Jul	2,533.44
1-Aug	2,533.44
1-Sep	2,533.44
1-Oct	2,533.44
1-Nov	2,533.44
1-Dec	2,533.44
1-Jan	2,533.44
1-Feb	2,533.44
1-Mar	2,533.44
1-Apr	2,533.44
1-May	2,533.44
1-Jun	
<i>Fiscal Year Totals</i>	\$ 27,867.84

Indebtedness Report as of June 30, 2023

Incline Village General Improvement District
State Revolving Fund Loan
Drinking Water IVGID-1

Date	Principal Value	Coupon	Interest	Total Payment	Fiscal Year Payment
07/01/23	\$ 52,641	3.082%	\$ 4,183	\$ 56,824	
01/01/24	53,452	3.082%	3,372	56,824	113,648
07/01/24	54,276	3.082%	2,548	56,824	
01/01/25	55,112	3.082%	1,712	56,824	113,648
07/01/25	55,962	3.082%	862	56,824	56,824
Rounding	<u>1</u>				
Total	<u>\$ 271,444</u>		<u>\$ 12,677</u>	<u>\$ 284,120</u>	<u>\$ 284,120</u>

Source of repayment is users charges and a pledge of net revenue.

Indebtedness Report as of June 30, 2023

Incline Village General Improvement District
State Revolving Fund Loan
Clean Water Loan CW-2303

Date	Remaining Principal	Coupon	Interest	Total Payment	Fiscal Year Payment
07/01/23	\$ 82,500	2.190%	396.48	396	
01/01/24	82,500	2.190%	903.38	903	1,300
07/01/24	82,500	2.190%	903.38	903	
01/01/25	82,500	2.190%	903.38	903	1,807
07/01/25	82,500	2.190%	903.38	903	
01/01/26	82,500	2.190%	903.38	903	1,807
07/01/26	81,372	2.190%	903.38	\$2,032	
01/01/27	80,231	2.190%	891.02	\$2,033	4,065
07/01/27	79,077	2.190%	878.53	\$2,034	
01/01/28	77,911	2.190%	865.90	\$2,035	4,069
07/01/28	76,733	2.190%	853.13	\$2,036	
01/01/29	75,541	2.190%	840.22	\$2,037	4,073
07/01/29	74,337	2.190%	827.18	\$2,038	
01/01/30	73,119	2.190%	813.98	\$2,039	4,077
07/01/30	71,887	2.190%	800.65	\$2,040	
01/01/31	70,643	2.190%	787.17	\$2,041	4,081
07/01/31	69,385	2.190%	773.54	\$2,042	
01/01/32	68,112	2.190%	759.76	\$2,043	4,085
07/01/23	66,826	2.190%	745.83	\$2,044	
01/01/24	65,526	2.190%	731.75	\$2,045	4,089
07/01/24	64,212	2.190%	717.51	\$2,046	
01/01/25	62,883	2.190%	703.12	\$2,047	4,093
07/01/25	61,540	2.190%	688.57	\$2,048	
01/01/26	60,182	2.190%	673.86	\$2,049	4,097
07/01/26	58,809	2.190%	658.99	\$2,050	
01/01/27	57,421	2.190%	643.96	\$2,051	4,101
07/01/27	56,018	2.190%	628.76	\$2,052	
01/01/28	54,600	2.190%	613.40	\$2,053	4,105
07/01/28	53,166	2.190%	597.87	\$2,054	
01/01/29	51,716	2.190%	582.17	\$2,055	4,109
07/01/29	50,251	2.190%	566.29	\$2,056	
01/01/30	48,769	2.190%	550.25	\$2,057	4,113
07/01/30	47,271	2.190%	534.02	\$2,058	
01/01/31	45,757	2.190%	517.62	\$2,059	4,117
07/01/31	44,226	2.190%	501.04	\$2,060	

Indebtedness Report as of June 30, 2023

Incline Village General Improvement District
State Revolving Fund Loan
Clean Water Loan CW-2303

Date	Principal Value	Coupon	Interest	Total Payment	Fiscal Year Payment
01/01/32	42,679	2.190%	484.28	\$2,061	4,121
07/01/32	41,114	2.190%	467.33	\$2,062	
01/01/33	39,533	2.190%	450.20	\$2,063	4,125
07/01/33	37,934	2.190%	432.88	\$2,064	
01/01/34	36,317	2.190%	415.37	\$2,065	4,129
07/01/34	34,683	2.190%	397.67	\$2,066	
01/01/35	33,031	2.190%	379.78	\$2,067	4,133
07/01/35	31,361	2.190%	361.69	\$2,068	
01/01/36	29,672	2.190%	343.40	\$2,069	4,137
07/01/36	27,965	2.190%	324.91	\$2,070	
01/01/37	26,240	2.190%	306.22	\$2,071	4,141
07/01/37	24,495	2.190%	287.33	\$2,072	
01/01/38	22,732	2.190%	268.22	\$2,073	4,145
07/01/38	20,949	2.190%	248.91	\$2,074	
01/01/39	19,146	2.190%	229.39	\$2,075	4,149
07/01/39	17,324	2.190%	209.65	\$2,076	
01/01/40	15,482	2.190%	189.70	\$2,077	4,153
07/01/40	13,620	2.190%	169.53	\$2,078	
01/01/41	11,737	2.190%	149.14	\$2,079	4,157
07/01/41	9,834	2.190%	128.52	\$2,080	
01/01/42	7,910	2.190%	107.68	\$2,081	4,161
07/01/42	5,964	2.190%	86.61	\$2,082	
01/01/43	3,998	2.190%	65.31	\$2,083	4,165
07/01/43	2,010	2.190%	43.78	\$2,084	
01/01/44	(0)	2.190%	22.01	\$2,085	4,169
Rounding					
Total			\$ 32,132	\$ 116,072	116,072

STATEMENT OF CONTEMPLATED GENERAL OBLIGATION DEBT AND SPECIAL ELECTIVE TAXES
 Postmark Deadline 8/1/2023



Entity: Incline Village General Improvement District

CONTEMPLATED GENERAL OBLIGATION DEBT

(1) PURPOSE	(2) TYPE	(3) AMOUNT	(4) TERM	(5) FINAL PAYMENT DATE	(6) INTEREST RATE
NONE at this time					

SPECIAL ELECTIVE TAX

PURPOSE	TYPE	RATE	ELECTION DATE	EXPIRATION DATE	IMPLEMENTATION DATE
NONE					

FIVE YEAR CAPITAL IMPROVEMENT PLAN
(Per NRS 354.5945)



Minimum level of expenditure for items classified as capital assets	\$10,000	ENTITY: Incline Village GID
Minimum level of expenditure for items classified as capital projects	\$10,000	DATE: Period Beginning July 1, 2023

		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Fund:	General Fund					
Capital Improvement:	5-Year Capital Improvement Plan	\$ 1,865,000	\$ 1,061,000	\$ 555,000	\$ 699,600	\$ 562,500
	Carry-Forward Funding from Prior Year(s)	112,443				
Funding Source:	General Fund Revenues (Property / Consolidated Taxes)					
	Available Fund Balance	x	x	x	x	x
Completion Date:	Within Each Fiscal Year, as Scheduled	\$ 1,977,443	\$ 1,061,000	\$ 555,000	\$ 699,600	\$ 562,500
Fund Total						

		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Fund:	Utility Fund					
Capital Improvement:	5-Year Capital Improvement Plan	\$ 63,745,000	\$ 4,831,000	\$ 6,763,700	\$ 3,587,000	\$ 1,956,000
	Carry-Forward Funding from Prior Year(s)					
Funding Source:	Charges for Services - Utility Rate Revenues	X	x	x	x	x
	Available Fund Balance	x	x			
	Debt - State Revolving Fund (SRF) Loans	x	x	x		
	Grants - Capital	x	x			
Completion Date:	Within Each Fiscal Year, as Scheduled					
Fund Total		\$ 63,745,000	\$ 4,831,000	\$ 6,763,700	\$ 3,587,000	\$ 1,956,000

		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Fund:	Internal Services Fund					
Capital Improvement:	5-Year Capital Improvement Plan	\$ -	\$ 21,200	\$ 45,000	\$ 20,000	\$ 45,000
Funding Source:	Charges for Services		x	x	x	x
Completion Date:	Within Each Fiscal Year, as Scheduled					
Fund Total		\$ -	\$ 21,200	\$ 45,000	\$ 20,000	\$ 45,000

List of Funding Sou

- Property Tax - Gen. Revenues
- Charges for Services
- Debt
- Grants

Note: FY23-24 Capital Budget within the Utility Fund includes an appropriation of \$57,000,000 in support of the Effluent Pipeline Project (CIP# 2524SS1010). This project is expected to be completed over the next 2-3 years; as such the District's FY23-24 Final Budget (Form 4404LGF) reflects an estimated \$17.5 million estimated to be expended in the budget year.

FIVE YEAR CAPITAL IMPROVEMENT PLAN
(Per NRS 354.5945)



Minimum level of expenditure for items classified as capital assets	\$10,000
Minimum level of expenditure for items classified as capital projects	\$10,000

ENTITY: Incline Village GID
DATE: Period Beginning July 1, 2023

		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Fund:	Community Service Fund					
Capital Improvement:	5-Year Capital Improvement Plan	\$ 2,371,943	\$ 12,185,500	\$ 10,128,675	\$ 4,317,390	\$ 2,701,690
Funding Source:	Charges for Services	x	x	x	x	x
	Facility Fees		x	x	x	x
	Available Fund Balance	x				
	Grants	x				
Completion Date:	Within Each Fiscal Year, as Scheduled					
Fund Total		\$ 2,371,943	\$ 12,185,500	\$ 10,128,675	\$ 4,317,390	\$ 2,701,690

		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Fund:	Beach Fund					
Capital Improvement:	5-Year Capital Improvement Plan	\$ 4,442,500	\$ 1,129,000	\$ 985,000	\$ 385,000	\$ 54,250
Funding Source:	Charges for Services					
	Facility Fees	x	x	x	x	x
	Available Fund Balance	x	x			
Completion Date:	Within Each Fiscal Year, as Scheduled					
Fund Total		\$ 4,442,500	\$ 1,129,000	\$ 985,000	\$ 385,000	\$ 54,250

List of Funding Sources:

- Property Tax - Gen. Revenues
- Charges for Services
- Debt
- Grants
- Other** (Please Describe)

FY2023/24 FINAL BUDGET

Five-Year Capital Plan – Capital Projects



Multi-Year Capital Improvement Project Summary Report

Run Date: 3/29/23

FY2023/24 UPDATE

CAPITAL IMPROVEMENT PLAN PROJECT SUMMARY	Updated FY 2024	Updated FY 2025	Updated FY 2026	Update FY 2027	Updated FY 2028	Updated 5-Yr Total
General Fund	\$ 1,865,000	\$ 1,061,000	\$ 555,000	\$ 699,600	\$ 562,000	\$ 4,742,600
Utility Fund						
Shared	493,000	1,646,000	1,020,700	1,207,000	31,000	4,386,700
Water	2,388,000	1,495,000	2,770,000	1,450,000	1,250,000	9,353,000
Sewer	60,864,000	1,690,000	2,973,000	930,000	675,000	67,132,000
Sub-Total Utility Fund	\$ 63,745,000	\$ 4,831,000	\$ 6,763,700	\$ 3,587,000	\$ 1,956,000	\$ 80,871,700
Community Services Fund						
Golf - Championship	209,500	555,300	575,880	586,770	727,200	2,654,650
Golf - Mountain	100,000	389,000	1,126,200	94,000	908,000	2,017,200
Facilities	12,000	150,000	53,375	81,620	35,090	332,085
Ski	1,780,443	6,785,000	6,064,400	1,265,000	967,400	16,862,243
Recreation	245,000	1,232,200	289,820	273,000	-	2,040,020
CS Admin	-	64,000	-	-	64,000	128,000
Tennis	25,000	3,010,000	2,019,000	2,017,000	-	7,071,000
Sub-Total Community Services Fund	\$ 2,371,943	\$ 12,185,500	\$ 10,128,675	\$ 4,317,390	\$ 2,701,690	\$ 31,105,198
Beaches	4,442,500	1,129,000	985,000	385,000	54,250	6,995,750
Internal Services						
Fleet	-	-	-	20,000	-	20,000
Buildings	-	21,200	45,000	-	45,000	111,200
Sub-Total Internal Services Fund	\$ -	\$ 21,200	\$ 45,000	\$ 20,000	\$ 45,000	\$ 131,200
TOTAL CAPITAL IMPROVEMENT PLAN PROJECTS	\$ 72,424,443	\$ 19,227,700	\$ 18,477,375	\$ 9,008,990	\$ 5,318,940	\$ 123,846,448



Multi-Year Capital Improvement Project Summary Report

Run Date: 3/29/23

Department Description	Project #	Project Title	Updated FY 2024	Updated FY 2025	Updated FY 2026	Update FY 2027	Updated FY 2028	Updated 5-Yr Total
General Fund								
Accounting/Information Systems	Rolling Stock	Fleet / Vehicle Replacement - Admin	-	-	33,000	-	30,000	63,000
	12138D2106	Network Closet Updates (HVAC)	25,000	25,000				50,000
	1213CE1501	Wireless Controller Upgrade			72,000			72,000
	1213CE2101	Power Infrastructure Improvements	75,000			27,500		102,500
	1213CE2102	Network Upgrades - Switches, Controllers, WAP	195,000	50,000		95,000		340,000
	1213CE2104	Fiber Installation/Replacement						-
	1213CE2105	Security Cameras						-
	1213CO1505	Server Storage and Computing Hardware		275,000				275,000
	Total		295,000	350,000	105,000	122,500	30,000	902,500
General								
	4378LI2104	IVGID Community Dog Park						-
	1099OE1401	Admin Printer Copier Replacement - 893 Southwood Administration Building				35,000		35,000
	1099CE2201	Board Meeting - Technology Upgrades	60,000					60,000
	Total		60,000	-	-	35,000	-	95,000
	Total General Fund		355,000	350,000	105,000	157,500	30,000	997,500
Utilities								
Public Works Shared	2097BD1702	Replace Public Works Front Security Gate				80,000		80,000
	2097BD2301	Building B Replacement						-
	2097LI1701	Pavement Maintenance, Reservoir 3-1 WPS 4-2/5-1	75,000	250,000				325,000
	NEW	Utilities System and Plant Control Upgrades		250,000	250,000	250,000		750,000
	Rolling Stock	Fleet / Vehicle Replacement - PW Shared	168,000	446,000	741,700	877,000	31,000	2,252,700
	2097CO2101	Public Works Billing Software Replacement	-	200,000				200,000
	2097OE1205	Large Format Printer Replacement			29,000			29,000
	NEW	Lab Equipment/Expansion	250,000	500,000				750,000
	Total		493,000	1,646,000	1,020,700	1,207,000	31,000	4,386,700
Water								
	2299DI1702	Water Pump Station 2-1 Improvements	400,000				100,000	500,000
	2299WS1705	Watermain Replacement - Crystal Peak Road						-
	2299WS1802	Watermain Replacement - Alder Avenue	1,250,000					1,250,000
	2299WS1803	Watermain Replacement - Future	50,000	800,000	800,000	800,000	800,000	3,250,000



Multi-Year Capital Improvement Project Summary Report

Run Date: 3/29/23

Department Description	Project #	Project Title	Updated FY 2024	Updated FY 2025	Updated FY 2026	Update FY 2027	Updated FY 2028	Updated 5-Yr Total
	2299WS1804	R6-1 Tank Road Construction		125,000				125,000
	2299DI2205	R2-1 Reservoir Roof Replacement				300,000		300,000
	2299DI2206	R-2 Interior Tank Rehabilitation			120,000			120,000
	NEW	Fire Hydrant Replacement Project	250,000	250,000	250,000	250,000	250,000	1,250,000
	2299DI1102	Water Pumping Station Improvements	100,000	100,000	100,000	100,000	100,000	500,000
	2299DI1401	Burnt Cedar Water Disinfection Plant Improvements		150,000	1,500,000			1,650,000
	Rolling Stock	Fleet / Vehicle Replacement - Water	38,000	-	-	-	-	38,000
	2299CO2101	SCADA Management Servers/Network - BCDP		70,000				70,000
	2299CO2203	LIMSs Software						-
	2299DI1707	BCWDP Emergency Generator Fuel Tank	300,000					300,000
	Total		2,388,000	1,495,000	2,770,000	1,450,000	1,250,000	9,353,000
Sewer	2524SS1010	Effluent Pipeline Project	57,000,000	850,000	900,000			58,750,000
	2599SS2010	Effluent Storage Tank Project	2,989,000					2,989,000
	2599DI1703	Sewer Pump Station #1 Improvements						-
	2599SS1702	WRRF Biosolids Bins			100,000			100,000
	2599DI2209	SPS#1 Pump Station & Generator Bldg Roof Replacement			255,000			255,000
	2599BD1105	Roof Replacement Water Resource Recovery Facility	325,000					325,000
	2599DI1104	Sewer Pumping Station Improvements	100,000	100,000	100,000	100,000	100,000	500,000
	2599DI1701	Sewer Pumping Station 14 Improvements		115,000	400,000			515,000
	2599SS1102	Water Resource Recovery Facility Improvements	175,000	475,000	400,000	175,000	175,000	1,400,000
	2599SS1103	Wetlands Effluent Disposal Facility Improvements	175,000	50,000	50,000	200,000	100,000	575,000
	2599SS1203	Sewer Main Rehabilitation	100,000	100,000	500,000	300,000	300,000	1,300,000
	Rolling Stock	Fleet / Vehicle Replacement - Sewer			198,000	155,000		353,000
	2599SS2107	Update Camera Equipment						-
	2599CO2105	SCADA Management Servers/Network - WRRF			70,000			70,000
	Total		60,864,000	1,690,000	2,973,000	930,000	675,000	67,132,000
	Total Utilities		63,745,000	4,831,000	6,763,700	3,587,000	1,956,000	80,871,700



Multi-Year Capital Improvement Project Summary Report

Run Date: 3/29/23

Department Description	Project #	Project Title	Updated FY 2024	Updated FY 2025	Updated FY 2026	Update FY 2027	Updated FY 2028	Updated 5-Yr Total
Internal Service								
Fleet	Rolling Stock	Fleet / Vehicle Replacement - Fleet	-	-	-	20,000	-	20,000
	5190ME1201	Replacement Shop Tools and Equipment	-	-	-	-	-	-
	5197CO1501	Fuel Management Program	-	-	-	-	-	-
	5197CO1801	Fleet Software upgrade - manages rolling stock/equip	-	-	-	-	-	-
	Total					20,000		20,000
Buildings	Rolling Stock	Fleet / Vehicle Replacement - Bldgs.	-	21,200	45,000	-	45,000	111,200
	Total			21,200	45,000		45,000	111,200
		Total Internal Service		21,200	45,000	20,000	45,000	131,200
Community Services								
Championship Golf	3144BD2101	Championship Golf Cart Barn Siding Replacement	-	165,000	-	-	-	165,000
	3141GC1901	Practice Green Expansion	-	-	-	-	-	-
	3143GC1201	Driving Range Nets	-	-	-	-	285,000	285,000
	3144BD2602	Cart Barn Replacement	-	-	-	-	-	-
	3141GC1103	Irrigation Improvements	-	-	-	-	-	-
	3141GC1202	Championship Course Bunkers	-	-	170,000	175,000	180,000	525,000
	3141LI1202	Cart Path Replacement - Champ Course	-	195,000	187,500	55,000	-	437,500
	3143GC1202	Driving Range Improvements	34,000	-	-	-	-	34,000
	3153BD2001	Recoat Chateau F&B Grill and Catering Kitchen Floors	-	-	-	-	-	-
	3141LV1898	Championship Golf Course Electric Cart Fleet and GPS	-	-	-	-	-	-
	Rolling Stock	Fleet / Vehicle Replacement - Champ Course	111,000	195,300	206,000	344,800	227,000	1,084,100
	3144FF1702	Replace Icemaker Championship Golf Course Cart Barn	-	-	-	11,970	-	11,970
	3153FF1801	Grille Furniture	-	-	-	-	35,200	35,200
	3153FF2604	Grille Patio Table and Chairs	-	-	12,380	-	-	12,380
	3197LE1748	Replace Blade Grinding Equipment	64,500	-	-	-	-	64,500
	3199OE1501	Championship Golf Printer Copier Replacement 955 Fairway	-	-	-	-	-	-
	Total		209,500	555,300	575,880	586,770	727,200	2,654,650



Multi-Year Capital Improvement Project Summary Report

Run Date: 3/29/23

Department Description	Project #	Project Title	Updated FY 2024	Updated FY 2025	Updated FY 2026	Update FY 2027	Updated FY 2028	Updated 5-Yr Total
Mountain Golf	3241GC1502	Wash Pad Improvements	-	-	100,000	-	-	100,000
	3241LI2001	Mountain Golf Cart Path Replacement - Phase II	-	-	-	-	-	-
	3299BD2201	Maintenance Bldg. / Torch Down Roof Replacement	100,000	-	-	-	-	100,000
	NEW	Mountain Course Fuel Tank Replacement	-	100,000	500,000	-	-	-
	3241GC1404	Irrigation Improvements	-	12,000	-	-	800,000	812,000
	3241LV1899	Mountain Course 58 Cart Fleet	-	-	491,200	-	-	491,200
	Rolling Stock	Fleet / Vehicle Replacement - Mount. Course	-	277,000	35,000	94,000	108,000	514,000
	Total		100,000	389,000	1,126,200	94,000	908,000	2,017,200
Facilities	3350BD1302	Resurface Patio Deck Replace Railings	-	75,000	-	-	-	75,000
	3350BD1808	Replace Rock Facia - Chateau Chateau Community Room Ceiling and Beam Refurbishing	-	-	25,000	-	-	25,000
	3351BD1703	Aspen Grove Outdoor Seating BBQ and Landscaping	-	-	-	-	-	-
	Rolling Stock	Fleet / Vehicle Replacement - Facilities	-	-	-	40,000	-	40,000
	3350BD1702	Upgrade Chateau Community Room Lighting Control Module	-	-	-	25,620	-	25,620
	3350FF1204	Catering Kitchen Equipment	-	-	-	-	-	-
	3350FF1603	Portable Bars	-	-	18,375	-	-	18,375
	3352FF1003	Catering Ceremony Chairs	-	-	-	16,000	-	16,000
	3352FF1104	Replace Banquet Serviceware	12,000	75,000	-	-	-	87,000
	3352FF1704	Banquet Tables	-	-	10,000	-	35,090	45,090
	Total	12,000	150,000	53,375	81,620	35,090	332,085	
Ski	3469LI1805	Ski Way and Diamond Peak Parking Lot Reconstruction	-	480,000	-	-	-	480,000
	3453BD1806	Base Lodge Walk In Cooler and Food Prep (Kitchen) Reconfiguration	321,443	-	-	-	-	321,443
	3462CE1902	Diamond Peak Fiber Network to Lifts	-	-	-	75,000	-	75,000
	3464ME1802	Diamond Peak Fuel Storage Facility	-	20,000	400,000	-	-	420,000
	3462HE1502	Crystal Express Ski Lift Maintenance and Improvements	-	200,000	180,000	450,000	-	830,000
	3462HE1702	Lakeview Ski Lift Maintenance and Improvements	-	-	-	-	210,000	210,000
	3462HE1711	Lodgepole Ski Lift Maintenance and Improvements	-	80,000	200,000	-	-	280,000



Multi-Year Capital Improvement Project Summary Report

Run Date: 3/29/23

Department Description	Project #	Project Title	Updated FY 2024	Updated FY 2025	Updated FY 2026	Update FY 2027	Updated FY 2028	Updated 5-Yr Total
	3462HE1712	Red Fox Ski Lift Maintenance and Improvements	64,000					64,000
	3453FF1706	Rolling Stock Replace Main Lodge/Snowflake Lodge Dining Furniture and Fixtures	641,000	920,000	184,400	320,000	737,900	2,803,300
	3453FF1707	Replacement of Main and Snowflake Lodge Kitchen Equipment						-
	3464SI1002	Snowmaking Infrastructure Replacement	504,000	100,000	600,000	260,000		1,464,000
	3468RE0002	Replace Ski Rental Equipment		300,000		160,000		460,000
	3468RE1609	Replace Ski Rental Machinery		40,000				40,000
	34BD2101	Replace Ski Lodge Facility Equipment		145,000				145,000
	3499CE2201	Installation RFID - Software and Gantries						-
	3499OE1502	Skier Services Administration Printer Copier Replacement 1210 Ski Way						-
	Total		1,530,443	2,285,000	1,564,400	1,265,000	947,900	7,592,743
Ski Master Plan	3653BD1502	2015 Ski Area Master Plan Implementation - Phase 2 Snowflake Lodge and Activities	250,000	4,500,000	4,500,000			9,250,000
	3653BD1503	2015 Ski Area Master Plan Implementation - Phase 3 Mountain Trail and Lift Improvements					19,500	19,500
	3653BD1504	2015 Ski Area Master Plan Implementation - Phase 4 Mountain Lift Improvements						-
	Total		250,000	4,500,000	4,500,000	-	19,500	9,269,500
Parks	4378LI2104	IVGID Community Dog Park	1,000,000					1,000,000
	4378RS1501	Replace Playground - Incline Park		20,000		150,000		170,000
	4378BD1605	Aspen Grove Flatscape and Retaining Wall Enhancement and Replacement			250,000			250,000
	4378BD1701	Dumpster enclosure - Incline Park		45,000				45,000
	4378BD1710	Storage Container replacement				20,000		20,000
	4378BD1801	Preston Field Retaining Wall Replacement		500,000				500,000
	4378BD2102	Batting cage - Incline Park						-
	4378BD2201	Incline Park 2 bleacher replacement				75,000		75,000
	4378BD2202	Skate Park Enhancement	500,000					500,000



Multi-Year Capital Improvement Project Summary Report

Run Date: 3/29/23

Department	Description	Project #	Project Title	Updated FY 2024	Updated FY 2025	Updated FY 2026	Update FY 2027	Updated FY 2028	Updated 5-Yr Total
		4378ME2203	Central Irrigation Controller Upgrade		60,000				60,000
		4378RS1501	Replace Playgrounds - Incline Park		20,000		150,000		170,000
		4378LI1303	Pavement Maintenance Rehabilitation, Village Green Parking					450,000	450,000
		4378LI1403	Pavement Maintenance, Preston Field						-
		4378RS1601	Replace Playgrounds - Preston	10,000		200,000			210,000
		Rolling Stock	Fleet / Vehicle Replacement - Parks	-	46,000	-	147,100	82,000	275,100
		4378RS2204	GPS Field Striper	-	20,000				20,000
		Total		1,510,000	711,000	450,000	542,100	532,000	3,745,100
Tennis			Reconstruct Tennis Courts 5 thru 7		3,000,000				3,000,000
			Reconstruct Tennis Courts 3 thru 4			2,000,000			2,000,000
		4588RS1501	Reconstruct Tennis Courts 1 and 2		10,000		2,000,000		2,010,000
		4588RS1401	Resurface Tennis Courts 8-9-10-11			19,000			19,000
		4588RS1402	Resurface Tennis Courts 3 thru 7 (ex)	25,000					25,000
		4588ME1701	Ball Machines for Tennis Center				17,000		17,000
		Total		25,000	3,010,000	2,019,000	2,017,000		7,071,000
Recreation Center		4884BD2201	Recreation Center Expansion Project						-
		4884BD1803	UV Replacement at Recreation center						-
		4884BD2202	Rec Center Exterior Wall Waterproofing & French Drain - Xeroscape						-
		4884BD4004	Replace Condensing Unit 2 and 4						-
		4884LI1102	Recreation Center Parking Lot Reconstruction		950,000				950,000
		4884RS1503	Replaster Recreation Center Pool				200,000		200,000
		4885BD1606	Pool Facility Deck/Floor Re-coat				38,000		38,000
		4884BD1702	Replace Bird Netting			17,720			17,720
		4884BD1804	Chemtrol System for Recreation Center Pool						-
		4886LE0001	Fitness Equipment	70,000	57,200	51,300			178,500
		4899OE1607	Recreation Center Printer Copier			25,000			25,000
		NEW	Replacement 980 Incline Way HVAC System Replacement	175,000	175,000	150,000			500,000
		NEW	Upstairs Lighting Upgrade	-	-				-



Multi-Year Capital Improvement Project Summary Report

Run Date: 3/29/23

Department Description	Project #	Project Title	Updated FY 2024	Updated FY 2025	Updated FY 2026	Update FY 2027	Updated FY 2028	Updated 5-Yr Total
Community Services Shared	NEW	Xero-Scape West Front Entry Area		50,000				50,000
	Rolling Stock	Fleet / Vehicle Replacement - Recreation			45,800	35,000		80,800
	Total		245,000	1,232,200	289,820	273,000		2,040,020
	Rolling Stock	Fleet / Vehicle Replacement - Comm. Services Shared		64,000			64,000	128,000
	Total			64,000			64,000	128,000
		Total Community Services	3,881,943	12,896,600	10,578,675	4,859,490	3,233,690	34,850,298

Note: Includes Parks Capital Projects that have been transferred from Community Services Fund To General FUnd, starting in FY2023/24.



Multi-Year Capital Improvement Project Summary Report

Run Date: 3/29/23

Department Description	Project #	Project Title	Updated FY 2024	Updated FY 2025	Updated FY 2026	Update FY 2027	Updated FY 2028	Updated 5-Yr Total
Beaches								-
	3973LI1302	Incline Beach Facility Replacement	4,000,000					4,000,000
	3972BD1501	Beaches Beautification and Retaining Wall Enhancement and Replacement	55,000	55,000				110,000
	3972BD1710	Storage Container Replacement					40,000	40,000
	3972FF1205	All Beaches Picnic Tables					14,250	14,250
	3972BD2101	Ski Beach Boat Ramp Improvement Project	100,000	150,000				250,000
	3999BD1708	Ski Beach Bridge (2) Replacement	170,000					170,000
	3999LI1902	Burnt Cedar Beach Eastern Stormwater Improvements						-
	3999FF2201	Beach Furnishings	10,000	10,000		10,000		30,000
	3999ME2202	Central Irrigation Controller Upgrade		30,000				30,000
	3999BD2203	Third Creek Fence Redesign and Replacement		15,000				15,000
	3999LI2204	Ski and Incline Beach Landscape Enhancement		15,000				15,000
	3972BD2102	Beach Access Improvements	100,000	400,000				500,000
	3972BD1301	Reconstruct Pavement - Ski Beach		250,000				250,000
	3972LI1201	Pavement Maintenance, Incline Beach				350,000		350,000
	3972LI1202	Pavement Reconstruction - Burnt Cedar Beach			835,000			835,000
	3972RS1701	Replace Playgrounds - Beaches	7,500	150,000	150,000			307,500
	3999BD1703	Replace Ski Beach Entrance Gate				25,000		25,000
	Rolling Stock	Fleet / Vehicle Replacement - Beaches		54,000				54,000
	Total		4,442,500	1,129,000	985,000	385,000	54,250	6,995,750
Grand Total			72,424,443	19,227,700	18,477,375	9,008,990	5,318,940	123,846,448

FY2023/24 FINAL BUDGET

FY23/24 Capital Budget – Capital Projects (with Carry-forward Estimates)

FY2023/24 CAPITAL IMPROVEMENT PROJECT BUDGET (w/ Carry-Forward Estimates)

Department Description	Project #	Project Title	New Appropriations FY2023/24	Requested Carry-Forward	FY2023/24 Final Budget	(May) Estimated Carry-Forward	(June 30) Actual Carry-Forward	(September) Approved Carry-Forward	FY2023/24 Amended Budget
General Fund Accounting/Information	1228BD2106	Network Closet Updates (HVAC)	25,000		25,000				
	1213CE2101	Power Infrastructure Improvements	75,000		75,000				
	1213CE2102	Network Upgrades - Switches, Controllers, WAP	195,000		195,000				
	1213CE2105	Security Cameras		25,000	25,000				
	Total		295,000	25,000	320,000				
General	4378LI2104	IVGID Community Dog Park							
	1099OE1401	Admin Printer Copier Replacement - 893 Southwood Administration Building	60,000	25,000	85,000				
	1099CE2201	Board Meeting - Technology Upgrades	60,000	25,000	85,000		0		
	Total		1,000,000		1,000,000				
	4378LI1604	Pump Track	54,118		54,118				
4378BD2202	Skate Park Enhancement	500,000	8,325	508,325					
4378RS1601	Replace Playgrounds - Preston	10,000		10,000					
Total		1,510,000	62,443	1,572,443		0			
		Total General Fund	1,865,000	112,443	1,977,443				
Utilities Public Works Shared	2097LI1701	Pavement Maintenance, Reservoir 3-1 WPS 4.2/5-1	75,000		75,000				
	Rolling Stock	Fleet / Vehicle Replacement - PW Shared	168,000		168,000				
	NEW	Lab Equipment/Expansion	250,000		250,000				
	Total		493,000		493,000				
	2299DI1702	Water Pump Station 2-1 Improvements	400,000		400,000				
2299WS1802	Watermain Replacement - Alder Avenue	1,250,000		1,250,000	7,000				
2299WS1803	Watermain Replacement - Future	50,000		50,000					
NEW	Fire Hydrant Replacement Project	250,000		250,000					
2299DI1102	Water Pumping Station Improvements	100,000		100,000					
2299DI1401	Burnt Cedar Water Disinfection Plant Improvements				44,208				
Rolling Stock	Fleet / Vehicle Replacement - Water	38,000		38,000					
2299DI1707	BCWDP Emergency Generator Fuel Tank	300,000		300,000					
Total		2,388,000		2,388,000	51,208				
Sewer	2524SS1010	Effluent Pipeline Project	57,000,000		57,000,000	8,149,998			
	2595SS2010	Effluent Storage Tank Project	2,989,000		2,989,000	3,596,549			
	2595DI1703	Sewer Pump Station #1 Improvements				1,536,472			
	2595BD1105	Roof Replacement Water Resource Recovery Facility	325,000		325,000				
	2595DI1104	Sewer Pumping Station Improvements	100,000		100,000				
	2595SS1102	Water Resource Recovery Facility Improvements	175,000		175,000	145,586			
	2595SS1103	Wetlands Effluent Disposal Facility Improvements	175,000		175,000	261,023			
	2595SS1203	Sewer Main Rehabilitation	100,000		100,000				
	Total		60,864,000		60,864,000	13,689,628			
			Total Utilities	63,745,000		63,745,000	13,740,836		
Community Services Championship Golf	3141LI1202	Cart Path Replacement - Champ Course				169,667			
	3143GC1202	Driving Range Improvements	34,000		34,000				
	Rolling Stock	Fleet / Vehicle Replacement - Champ Course	111,000		111,000				
	3197LE1748	Replace Blade Grinding Equipment	64,500		64,500				
	Total		209,500		209,500	169,667			
Mountain Golf	3299BD2201	Maintenance Bldg. / Torch Down Roof Replacement	100,000		100,000				
	Total		100,000		100,000				
Facilities	3352FE1104	Replace Banquet Serviceware	12,000		12,000				
	Total		12,000		12,000				
Ski	3465BD1806	Base Lodge Walk In Cooler and Food Prep (Kitchen) Reconfiguration				549,789			
	3462HE1711	Lodgepole Ski Lift Maintenance and Improvements	321,443		321,443	18,000			
	3462HE1712	Red Fox Ski Lift Maintenance and Improvements	64,000		64,000	75,000			

FY2023/24 CAPITAL IMPROVEMENT PROJECT BUDGET (w/ Carry-Forward Estimates)

Department Description	Project #	Project Title	New Appropriations		FY2023/24		(May) Estimated Carry-Forward	(June 30) Actual Carry-Forward	(September) Approved Carry-Forward	FY2023/24 Amended Budget
			FY2023/24	Requested Carry-Forward	FY2023/24	Final Budget				
Ski Master Plan	Rolling Stock	Fleet / Vehicle Replacement - Ski	641,000		641,000		399,750			
	3453F1706	Replace Main Lodge/Snowflake Lodge Dining Furniture and Fixtures	504,000		504,000		49,000			
	3464S1002	Snowmaking Infrastructure Replacement					131,880			
	3468RE0002	Replace Ski Rental Equipment					110,494			
	34BD2101	Replace Ski Lodge Facility Equipment					1,333,913			
	Total		1,530,443		1,530,443					
Tennis	3653BD1502	2015 Ski Area Master Plan Implementation - Phase 2 Snowflake Lodge and	250,000		250,000					
	3653BD1504	2015 Ski Area Master Plan Implementation - Phase 4 Mountain Lift								
	Total		250,000		250,000					
Recreation Center	4588RS1402	Resurface Tennis Courts 3 thru 7 (ex)	25,000		25,000					
	4884BD2202	Rec Center Exterior Wall Waterproofing & French Drain - Xeroscape					77,442			
	4886LE0001	Fitness Equipment	70,000		70,000					
	NEW	HVAC System Replacement	175,000		175,000					
	Total		245,000		245,000		77,442		0	0
		Total Community Services	2,371,943		2,371,943		1,581,027			
Beaches	3970BD2601	Burnt Cedar Swimming Pool and Site Improvements					165,543			
	3973I11302	Incline Beach Facility Replacement	4,000,000		4,000,000					
	3972BD1501	Beaches Beautification and Retaining Wall Enhancement and Replacement	55,000		55,000					
	3972BD2101	Ski Beach Boat Ramp Improvement Project	100,000		100,000		50,000			
	3959BD1708	Ski Beach Bridge (2) Replacement	170,000		170,000		120,000			
	3959FF2201	Beach Furnishings	10,000		10,000					
	3972BD2102	Beach Access Improvements	100,000		100,000					
	3972RS1701	Replace Playgrounds - Beaches	7,500		7,500					
	Total		4,442,500		4,442,500		170,000			
Grand Total			77,424,443		77,424,443		15,491,856			

Reconciliation of Debt Service Requirements (FORM NVTC-LGF-10 - Page 3) To
Amortization Schedules (Appendix 1-5)

		2023-24	2024-25	2025-26	2026-27	2027-28
General Obligation Bonds						
SRF CS32-0404	Appendix 1	207,537	207,537	207,536		
SRF DW1201	Appendix 2	193,372	193,372	193,372	193,372	193,373
		<u>400,909</u>	<u>400,909</u>	<u>400,908</u>	<u>193,372</u>	<u>193,373</u>
Medium-Term Obligations						
PNC Equipment Lease	Appendix 3	27,868				
		<u>27,868</u>	-	-	-	-
Revenue Bonds						
SRF CS32-0204	Appendix 4	113,648	113,648	56,824		
SRF CW-2303	Appendix 5	1,300	1,807	1,807	4,065	4,069
		<u>114,948</u>	<u>115,455</u>	<u>58,631</u>	<u>4,065</u>	<u>4,069</u>
Other Debt						
		-	-	-	-	-
TOTALS		<u>\$ 543,725</u>	<u>\$ 516,364</u>	<u>\$ 459,539</u>	<u>\$ 197,437</u>	<u>\$ 197,441</u>



Debt Management
Debt Management and Limits
Policy 14.1.0

POLICY. The District will adopt comprehensive written debt management practices and they will be reviewed annually in conjunction with the budget process and revised as necessary.

1.0 Debt Limits. The Practice will define specific limits or acceptable ranges for each type of debt. Limits are generally set for legal, public policy, and financial reasons.

1.1 Legal limits may be determined by:

1.1.1 State constitution or law.

1.1.2 Local resolution or ordinance, or covenant.

1.2 Public Policy limits can include:

1.2.1 Purposes for which debt proceeds may be used or prohibited.

1.2.2 Types of debt that may be issued or prohibited.

1.2.3 Relationship to and integration with the Multi-Year Capital Planning.

1.2.4 Policy goals related to economic development, capital improvement financings, tax increment financing, and public-private partnerships.

1.3 Financial limits generally reflect public policy or other financial resource constraints, such as reduced use of a particular type of debt due to changing financial conditions. Appropriate debt limits can positively impact bond ratings, if the District demonstrates adherence to such policies over time. Debt limits will be stated as follows:

1.4 Direct Debt can be measured or limited by the following ratios:

1.4.1 Debt per capita,

1.4.2 Debt to taxable property value



Debt Management
Debt Management and Limits
Policy 14.1.0

- 1.4.3 General Obligation debt service payments as a percentage of governmental fund type revenues or expenditures.
- 1.5 Revenue Debt levels are often limited by debt service coverage ratios or credit rating impacts contained in bond covenants.
- 1.6 Short-Term Debt Issuance should describe the specific purposes and circumstances under which it can be used, as well as limitations in term or size of borrowing.
- 2.0 Debt Structuring Practices. The Practice will include specifics regarding the debt structuring practices for each type of bond, including:
 - 2.1 Maximum term stated in absolute terms or based on the useful life of the asset(s);
 - 2.2 Average maturity;
 - 2.3 Debt service pattern such as equal payments or equal principal amortization;
 - 2.4 Use of optional redemption features that reflect market conditions and/or needs of the government;
 - 2.5 Use of variable or fixed-rate debt, credit enhancements, short-term debt, and limitations as to when each can be used;
 - 2.6 Other structuring practices should be considered such as capitalized interest, deferral of principal and/or other internal credit support including general obligation pledges.
- 3.0 Debt Issuance Practices. The Practice will provide guidance regarding the issuance process, which may differ for each type of debt. These practices include:
 - 3.1 Criteria for determining the sale method (competitive, negotiated, placement) and investment of proceeds,



Debt Management
Debt Management and Limits
Policy 14.1.0

- 3.2 Criteria for issuance of advance refunding and current refunding bonds,
 - 3.3 Selection and use of professional service providers,
 - 3.4 Use of comparative bond pricing services or market indices as a benchmark in negotiated transactions, as well as to evaluate final bond pricing results, and
 - 3.5 Use of credit ratings, minimum bond ratings, determination of the number of ratings, and selection of rating services.
- 4.0 Debt Management Practices. The Practice will provide guidance for ongoing administrative activities including:
- 4.1 Investment of bond proceeds,
 - 4.2 Primary and secondary market disclosure practices, including annual certifications as required,
 - 4.3 Arbitrage rebate monitoring and filing,
 - 4.4 Federal and state law compliance practices, and
 - 4.5 Market and investor relations efforts.



**Debt Management
Debt Service Payment Settlement
Practice 14.2.0**

RELEVANT POLICIES: 11.1.0 Investment Management and 14.1.0 Debt Management and Limits

To ensure that debt principal and interest payments are made on a timely and cost effective basis, the District will manage debt service as follows:

- 1.0 The District will ensure that all parties responsible for making debt service payments fulfill their fiduciary and operational responsibilities. The negotiation of contract terms should serve the District, the trustee/fiscal agent/paying agent and the bondholders and include:
 - 1.1 requirements for timely payment of all funds on the due date;
 - 1.2 full utilization of funds by the District until the due date;
 - 1.3 requirement for use of electronic fund transfer throughout the payment process; and
 - 1.4 requirements that all parties execute transactions in the most cost efficient and effective manner.
- 2.0 The District will ensure that appropriate contractual terms and internal procedures are in place. The District will negotiate terms allowing for full investment of funds by the District until the payment due date by utilizing electronic fund transfer.
- 3.0 The District will require that trustees/fiscal agents/paying agents invoice the District for debt service payments a minimum of 30 days prior to the due date.
- 4.0 The District will use electronic fund transfer to assure transfer to the trustee/fiscal agent/paying agent on the payment date. If payment must be made by check, the District will ensure paying the check no more than five (5) days prior to the payment date through a guaranteed delivery service.
- 5.0 The District will ensure that all parties to the transaction (internal and external) are kept informed of the procedures established.



**Debt Management
Debt Issuance Limitations
Practice 14.2.1**

RELEVANT POLICIES: 11.1.0 Investment Management and 14.1.0 Debt Management and Limits

To ensure that debt, through the issuance of bonds or other long term indebtedness, is limited to appropriate levels, the District will manage outstanding bonds and installment purchase obligations through a measure of affordability as follows:

- 1.0 The District will ensure that all bonded indebtedness is analyzed and validated by comparing the consequences of the debt issuance against the District's Debt Coverage Ratio. Debt issued for non-utility purposes must remain within a Debt Coverage Ratio of at least 1.5 times. Debt issued for utility purposes must remain within a Debt Coverage Ratio of 1.75 times.

Under this Practice, "utility" purposes are those related to only water and sewer functions. The Debt Service Coverage Ratio will be determined by dividing the operating or other available revenues less operating expenses other than depreciation and interest by the annual principal and interest payments. The ratio will be stated in the number of times the net revenue covers the annual debt service. The process of analysis and validation will consider the projected amounts for each year the issue will be outstanding. An acceptable result will include meeting the standard on average over the life of the issue in question. However, the coverage ratio in any one year cannot go below 1.0.

- 2.0 The District will consider issuing a bond for any non-"utility" project or group of projects, when that totals more than \$2,500,000 and can be repaid within 10 years of issuance. The District will consider issuing a bond for a period longer than 10 years when it is necessary for the economic feasibility of the project.
- 3.0 The District will consider issuing a bond for any "utility" project or group of projects, when that totals more than \$2,500,000 and can be repaid within 20 years of the completion of the project acquisition or construction. The additional time allowed is in recognition of that



**Debt Management
Debt Issuance Limitations
Practice 14.2.1**

maturity under the Nevada State Revolving Fund Loan Program. Shorter maturities are preferred whenever feasible.

- 4.0 The effective limitation on the total of bonds outstanding at a given point of time is expected to be a function of the feasibility in the marketplace for a proposed issue, combined with the District existing Bond Rating, the financial projections of the District and the ability to sell bonds within the projected parameters.
- 5.0 Consideration of the use of installment purchase obligations will be conducted according to Nevada Revised Statutes. This form of financing is also referred to as municipal leasing, can be considered for a project or group of projects when that totals more than \$250,000 and can be repaid within 10 years of issuance (in effect requiring the obligation to comply with Medium Term Financing guidelines).
- 6.0 This Practice is expected to be reviewed and updated from time to time to validate the coverage ratio and the dollar and maturity limits used to establish acceptance for issuance of bonded indebtedness. That review should occur in conjunction with the adoption of the Debt Management Policy.

MEMORANDUM

TO: Board of Trustees

FROM: Matthew Dent
Chairman

SUBJECT: Review, discuss, and provide feedback regarding the updates to the Board of Trustees Frequently Asked Questions (FAQs) to be shared with the community and on the District website

**RELATED STRATEGIC:
PLAN INITIATIVE(S)** Long Range Principle #7 - Communication

DATE: July 16, 2023

I. RECOMMENDATION

The Board of Trustees makes a motion to approve Board of Trustees Frequently Asked Questions (FAQs) as presented to be shared with the community and on the District website

II. BACKGROUND

At the June 28th Board of Trustees meeting, the Board of Trustees had a discussion around communications. One of the suggestions for improving communication or messaging after a decision centered around addressing some of the rumors circulating. The Board of Trustees Chairman was directed to bring forward a list of FAQ's as a starting point so the Board of Trustees can speak to these issues with one voice. These topics range from claims about individual Trustees, the Recreation Fee, previous Board decisions, golf rates, etc.

At the meeting on July 12th, the Board discussed many edits and recommended revisions. After reviewing LiveStream, the attached document has been updated to reflect the modifications requested.

III. BID RESULTS

Not applicable to this agenda item.

IV. FINANCIAL IMPACT AND BUDGET

Not applicable to this agenda item.

V. ALTERNATIVES

Not applicable to this agenda item.

VI. COMMENTS

No additional comments at this time.

VII. DISTRICT IMPROVEMENT, COST REDUCTION, RETURN ON INVESTMENT OR PRODUCTIVITY ENHANCEMENT

Improve communications between the Board of Trustees and the community and District Staff.

VIII. 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.

VIII. ATTACHMENTS

FAQ attachment

X. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES

The Board of Trustees needs to decide if the attached list is approved for posting on the District's website under Board of Trustees Meetings and Agendas.

IVGID Board of Trustees Frequently Asked Questions (FAQs)

1. RUMOR: **Not all Trustees live in Incline Village.** FACT: It is a requirement to live in Incline Village/Crystal Bay to be a Trustee. When Trustees are unable to personally attend the meetings due to travel or conflicts, the Chair is informed as whether the Trustee will attend virtually or will be absent. Per Policy 3.1, .05 “When using virtual technology, so long as there is adequate internet service, the Trustee must be on camera to qualify for voting.”
2. RUMOR: **There are Trustees who have committed Ethics violations.** FACT: At the time of this FAQ, no Trustee has been determined to have committed an Ethic Violation. BACKGROUND: Anyone may file a complaint to the Nevada Commission on Ethics. Filed complaints are not public record until the commission investigates and asserts jurisdiction. If the commission determines a complaint **does not** warrant an investigation, the person with the complaint filed against them has **no knowledge** of the filed complaint. If someone publicly shares their filed complaint, this does not necessarily indicate that a violation has occurred. This is determined by the Nevada Commission on Ethics. [A flowchart on the complaint process is available at: https://ethics.nv.gov/uploadedFiles/ethicsnv.gov/content/Resources/20171012_Complaint%20Process%20Flow%20Chart.pdf.](https://ethics.nv.gov/uploadedFiles/ethicsnv.gov/content/Resources/20171012_Complaint%20Process%20Flow%20Chart.pdf)
3. RUMOR: **The District has a 30-40% employee vacancy rate.** FACT: At the time of this FAQ, the vacancy rate is 8.57%. To be informative and not static in time, the Director of HR will produce a monthly report on vacancy rates for the Board and the public.
4. RUMOR: **The Board is intending to privatize the venues.** FACT: No, this is false. The Board has never had discussions or a strategy to privatize the venues. The Board directed staff through the budget process to reduce budgets and stop overbudgeting. The goal of this is to truly understand what is needed for operations and capital. The Board views the venues as assets to the community and to property values. The Board is unclear what “privatizing” means. If it is outsourcing, the Board has never discussed outsourcing any venue.
5. RUMOR: **This Board changed or is changing “the model.”** FACT: No, from the Board’s perspective, “the model” is not, and has not changed. “The model”, as the Board views it, is for all Community Services venues, including Diamond Peak, the golf courses, the Recreation Center, and Tennis Center, to be funded through venue charges for services, profit sharing and if needed, the Recreation Fee assessed to parcel owners on an annual basis. The profit sharing from one venue to help support the

operations of other venues is as it has historically been done. The Board had lengthy discussions on golf rates and the pricing policy, however those discussions didn't include requiring the golf courses to be financially self-sufficient. The Board did move parks from Community Services to the General Fund since they are venues open to the general public and therefore will be funded through tax revenue instead of the recreation fee or profits from Diamond Peak.

6. RUMOR: **This Board interfered with properties held in LLC's, corporations and trusts from obtaining their Recreation Cards.** FACT: No, this is false. In May of 2022, the previous Board approved changes to Ordinance 7 with a 5-0 vote. There was confusion by staff with the implementation of Agent assignments for LLC's and corporations which was discovered in May of this year. The General Manager had been informed there were no issues with properties held in Trusts, however for some unknown reason, they too were impacted by the delay. Upon discovery of the issue, staff and District Legal Counsel requested input from Special Legal Counsel. This delayed card issuance by roughly two weeks. The issue has been resolved and staff started administering the privileges per Ord 7. The agent assignments were implemented to remove staff from being a 'concierge' to the entities in a similar manner to the changes made to how cards are issued for timeshares.
7. RUMOR: **Does lowering the Beach/Rec Fee lower property values.** RESPONSE: It is unclear whether the Recreation Fee has no direct correlation to property values and seems unclear that there is. The Recreation Fee is purely a standby services charge and the amount is projected annually to fund venue operations and capital improvements. The District has sufficient funds for both operations and capital improvements resulting in the lack of need or justification for collection of funds from parcel owners per Nevada Revised Statutes. All 5 Board members were in favor of lowering the Recreation Fee, the two options discussed would have decreased the Fee by \$225 or \$325, this led to a 3-2 vote. Every parcel/multi-residential unit will see a savings of \$325 on their Washoe County property tax bill. There was a goal by June 30, 2023, for staff to have a recommendation for a punch card replacement strategy. The meeting where you may see the discussion on the fees may be viewed on [LiveStream](#) beginning at 2:03.
8. RUMOR: **The reduction of the value of the punch cards is infringing on property rights.** FACT: No, it has no impact or change to property rights. All parcels/multi-residential units are being provided equal access, which was a primary goal of the Ordinance 7 committee. The value of a punch card

is simply 1/5th the value of the Recreation/Beach Fees and is a function of fees needed or not needed to fund venue operations and capital improvements. Picture Pass holders may pay, by credit card, for their guests. They do not need to use their punch cards.

9. RUMOR: **The Board sets golf rates.** FACT: No, the Board **approves** the rates. Staff conduct analysis, uses the Pricing Policy, and the golf committee recommendations to formulate rate recommendations for the Board's consideration. However, this year, the Board formulated the rates and limitations of the All You Can Play pass and the change in the cancellation policy. This was an anomaly that has not been done in years past. The cancellation policy was rescinded on July 12th, 2023. Staff has been recommending the elimination of the All You Can Play passes for the past 2 years. This year there were a few meetings discussing golf rates due to the lack of detailed financial analysis. The final meeting, on May 8th, provided the Board and the community with more detailed information on the 5-year financial performance of golf, golf food & beverage and the Pro Shops.
10. RUMOR: **The Golf cancellation policy was created by this Board.** FACT: Yes and no. There has been a cancellation policy for several years. At the May 8th meeting, the Board lengthened the cancellation policy from 72 hours to 120 hours in a large part due to the unknown impacts of eliminating the reservation fee charged to Passholders for reservations more than 2 weeks in advance. On July 6th, the Board, due to staff's assessment of the reservations and course utilization, the policy was **reverted to the prior 72-hour cancellation policy.**
11. RUMOR: This Board implemented or changed the pricing policy? FACT: No this is false, the current Board has not implemented or changed the policy. In November 2021, the Board was presented Pricing Policy 6.2.00 which was later approved at the March 2022 Board meeting. This policy was later revised in August 2022 to the current version.
12. RUMOR: **The District had a \$25M Grant for the Recreation Center Expansion.** FACT: No, Board member ever voted for or against a \$25M grant. At their meeting on 7/27/22, the [Board approved an agreement with the Foundation for no more than \\$2,415,000 for design and preconstruction services.](#) The agreement stated there was **"No Commitment: Neither party commits to the construction of the Expansion"**.

At the meeting 9/14/22 there were 2 agenda items; 1 for the modified design and 1 for the letter of support. The design agenda item had no reference to

unanimous support whereas the [letter was clear](#). The design passed 4-1 with Trustee Schmitz dissenting and requesting the Board appropriate funds to construct the project as originally designed, rather than reducing the scope that eliminated the multi-use gym and reduced the size of the youth areas. After the design vote, the Board voted 5-0 to approve the letter of unanimous support for the project. Chair Callicrate thanked the Foundation for their generous donation. Plans were submitted to TRPA the next morning. A day later, the Foundation verbally terminated the contract. While the contract allowed for a “cure”, the Board took no action. Click [here](#) for the meeting minutes.

There was a meeting on 10/24/2022 where the timeline and lessons learned were discussed. Click [here](#) for the meeting minutes.

13. QUESTION: ***What rules govern IVGID?*** As a general improvement district, IVGID is a quasi-municipal corporation subject to NRS 318. IVGID provides water, sewer, solid waste, and recreational services within its service area. As a public agency, IVGID is subject to other laws applicable to local governments in Nevada. This includes the Open Meeting Law, Ethics Law, and Public Records Act.

MEMORANDUM

TO: Board of Trustees

FROM: Matthew Dent
Chairman

SUBJECT: Review, discuss, and possibly approve the training with Government Sciences Group, Inc. in the not to exceed amount of \$10,500

**RELATED STRATEGIC:
PLAN INITIATIVE(S)**

DATE: July 26, 2023

I. RECOMMENDATION

The Board of Trustees makes a motion to approve the training with Government Sciences Group, Inc. in the not to exceed amount of \$10,500.

II. BACKGROUND

This item builds upon our Board training earlier this year with a goal to improve cooperation, board coordination, and move forward as a team. The training highlights are the following:

- Decision guides for great public decisions
- Templates to improve agenda and memos
- Structured deliberations
- Live coaching during implementation
- Ombudsman services

III. BID RESULTS

Not applicable to this agenda item.

IV. FINANCIAL IMPACT AND BUDGET

Yes, the Good Governance Tool Workshop plus two months of coaching is \$9,000. There is an optional 90 Minute Live Citizen Academy to teach Good Government to Residents at an additional \$1,500. The total costs for the Board training and optional community training is \$10,500.

V. ALTERNATIVES

- 1) Trustees can suggest other training options.
- 2) Do nothing.

VI. COMMENTS

No additional comments at this time.

VII. DISTRICT IMPROVEMENT, COST REDUCTION, RETURN ON INVESTMENT OR PRODUCTIVITY ENHANCEMENT

Improve communications between the Board of Trustees and the community and District Staff.

VIII. 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.

VIII. ATTACHMENTS

FAQ attachment

X. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES

The Board of Trustees needs to decide if the attached training is something they would like to participate in.



Training Proposal for IVGID

(All Prices Reflect 50% Hometown Discount – Valid for 30 Days from 7-20-23)

Proposal Cost Summary: Training and Coaching Services Not to Exceed \$10,500

The Good Governance Tools Workshop PLUS Two Months of Coaching (\$9,000)

A 4 hour workshop (including breaks) that can be spread across 2 separate days PLUS Two Months of Biweekly Coaching Calls, Public Meeting Reviews and On-Demand Ombudsman Services

OPTIONAL: 90 Minute Live Citizen Academy to Teach Good Government to Residents (\$1,500)

The Good Governance Tools Workshop – Questions, Guides and Checklists For Great Decisions

Good government decision making starts with staff gathering the right information, then management analyzing and presenting it in a clear and logically organized memo and then elected officials using it in productive discussion and deliberation toward the right decision at a meeting. This workshop will provide the tools and training everyone needs at every step in the process for great government decisions that earn public praise and respect. Individual attendees will improve their own decision-making ability but the truly transformative impact comes from improvements in cooperation and coordination within your board and management teams and between them. With everyone on the same pages of the same songs you’ll discover the joy and success from working together in harmony on common goals.

Curriculum

We will start with a refresher on key Good Government concepts covered in previous training sessions and an introduction to the importance of checklists. From there we start diving into specific “magic questions”, public decision guides and public decision checklists, with interactive demonstrations of how to use them. Then we will role play some typical use case examples, so that everyone is able to use these tools consistently and correctly. Finally we will apply these tools to real examples from your own local issues/challenges/controversies. Your elected board will learn how to work together on any issue as a true decision making machine that is smarter than any of its parts. Your staff will learn how to support the elected board more effectively with the right information and with less effort. Overall, this training provides all the tools that make it easy to make good decisions and hard to make bad ones. The result is a transformed organization with higher job satisfaction and better performance serving the public.

Biweekly Coaching Calls, Public Meeting Reviews and On-Demand Ombudsman Services (2 Months)

After the tools have been introduced and demonstrated in the workshop training, we will work with you to deploy them into your specific processes for decisions making, from planning and research to memos and meetings. We will schedule biweekly “office hours” calls where we will review implementation progress and collect feedback as we assist in making the tools fit your organization to deliver the best possible



performance improvements. We will review memos and public meeting deliberation to offer constructive coaching on where and how to improve the application of the tools for those uses. We will also provide on-demand question answering, coaching and independent review aka “ombudsman” services to manage and resolve any questions or concerns from residents, staff or elected officials that may arise throughout the implementation process. The two month process will close with a one hour workshop to debrief and address any outstanding needs or challenges.

Highlights

- Decision guides for the questions, data and processes that support great public decisions
- Templates for focused agenda item memos that answer the necessary questions without fluff
- Structured deliberation processes that take politics and pettiness out of public meetings
- Live coaching and reviews as you implement these improvements into operations and meetings
- Feedback will be used to further customize and improve the tools for even better performance
- Ombudsman services will explain changes and eliminate confusion or ambiguities during rollout

Prerequisites

Our introductory Good Government Training sessions focus on teaching the broad range of knowledge needed to get officials on the same page as to what their job is and how to do it. The Good Government Tools Workshop PLUS Coaching is best taken after Good Government Training as it focuses on teaching and practicing specific processes and techniques for making decisions as individuals and as a team.

OPTIONAL: 90 Minute Live Citizen Academy to Teach Good Government to Residents (\$1,500)

Based on the acclaimed Good Government Training for elected officials and staff, this session helps residents better understand the challenges and constraints of government decision making and how they, as residents can be more helpful (and less unhelpful) along the way. This training focuses on specific misconceptions that residents may have about how local governments work compared to businesses and other organizations they are more familiar with and includes a live Q&A session. The result is a better educated group of active residents who are able to respond to misunderstandings or misinformation in the community and who are better prepared for future roles they may have on committees or elected boards.

[] The Good Governance Tools Workshop PLUS Two Months of Coaching (\$9,000)

[] 90 Minute Live Citizen Academy to Teach Good Government to Residents (\$1,500)

Accepted: _____ Date: _____

MEMORANDUM

TO: Board of Trustees

FROM: Matthew Dent
Chair

SUBJECT: Review, discuss and possibly appoint Mike Bandelin as Interim General Manager, authorize a temporary salary adjustment and define length of intended service in this new role.

DATE: July 26, 2023

I. RECOMMENDATION

That the Board of Trustees review, discuss, and possibly appoint Mike Bandelin as Interim General Manager and authorize a temporary annual salary adjustment of \$220,000 for Mr. Bandelin, effective July 5, 2023.

II. BACKGROUND

Mike Bandelin was appointed to serve as Acting General Manager at its June 28, 2022 meeting and he has served in that capacity since July 5, 2023. The Board of Trustees has started the recruitment for a full-time General Manager. Mr. Bandelin is willing to serve as Interim General Manager until a full-time General Manager is appointed. At that time, Mr. Bandelin will return to his regular position as General Manager of the Diamond Peak Ski Resort.

This item would appoint Mr. Bandelin as Interim General Manager. The Chair recommends that Mr. Bandelin receive a temporary annual salary increase of \$220,000 to reflect these increased duties. If approved, this would be retroactive to July 5th. All other terms and conditions of Mr. Bandelin's employment would remain the same. This salary differential would terminate once Mr. Bandelin no serves as Interim General Manager.

III. FINANCIAL IMPACT AND BUDGET

The fiscal impact of this item is set forth above.

IV. ALTERNATIVES

Below is an alternative to the recommended action:

1. Appoint someone else as Interim General Manager.

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.

MEMORANDUM

TO: Board of Trustees

THROUGH: Chairman Matthew Dent

FROM: Sara Schmitz, Trustee

SUBJECT: Review, discuss and possibly prioritize and provide direction to staff for the incomplete goals identified by the prior Board of Trustees and budgeted initiatives from the 2021-23 Strategic Plan

DATE: July 13, 2023

I. RECOMMENDATION

It is recommended the Board of Trustees provides direction to staff on the prioritization of incomplete budgeted initiatives and goals.

II. BACKGROUND

Staff developed the 2021-23 Strategic Plan and identified specific Budgeted Initiatives to be completed by June 30, 2023. Additionally, the prior board identified specific measurable goals to be accomplished. Attached are the two documents for review.

III. DECISION POINTS

Below is the list of incomplete goals as identified by the prior board. The board is requested to review each item and determine if it is still a goal to be completed and identify a level of priority (1-4 with 1 being the highest priority). Goals that are in-progress are not listed below (see the attached complete list).

Internal Controls:

- Using the District's multi-year strategic plan:
 - Identify the annual goals and objectives by venue/operations.
 - Collaborate with the Senior Leadership team to evaluate current processes and controls.
 - Identify deficiencies and oversee process improvements.

Contract and Project Management:

- Ensure all contracts/MOU's are reviewed by the Board of Trustees on an annual/periodic basis.
- Provide the Board design and cost alternatives for the building of a new beach house at Incline Beach. **Chair Dent leading effort to bring to the board in July.**
- Provide the Board a plan for discussion and further direction for an updated Diamond Peak Master Plan. *From the Strategic Plan Update: Staff has deferred the proposed summer 2022 Diamond Peak Master Plan review advisory committee meetings until late fall to mid-winter.*
- Provide the Board with an implementation plan and budget for the creation of a new dog park. This should include the anticipated budget for ongoing operational and capital maintenance costs. **The Director of Parks and Recreation is intending to bring design options to the board at the end of July.**
- Provide the Board with cost estimates and options for improvement of the beach ingress/egress. **The project closure report clarified that the deliverable wasn't what the board requested; it was a primarily a traffic study.**

Implement and evaluate revisions to Ordinance 7:

- Further refine, if necessary, Ordinance 7 and recommend for review and approval by the Board potential procedural changes.
- Formulate a recommendation and present to the Board a strategy for punch card provisions.

Below are the identified budgeted initiatives from the Strategic Plan that have not been completed. The board is requested to provide feedback to staff on the priority of the initiatives. Any initiatives that are "ongoing" have been excluded from the list below. Examples include working with the District's Federal Lobbyist, Nevada League of Cities, and Local Government Agencies to procure potential federal infrastructure money including the United States Army Corps of Engineers.

#7 Governance

1. Implement Civic Clerk – Is there work to complete for the Trustees?
2. Update process to administer requests for public records while ensuring compliance with the Nevada Public Records Act. At present, District Counsel is working on the policy and once that is formally presented and adopted, by the Board of Trustees, it will be posted on the website.

#6 Communications

1. Continue to administer venue and parcel owner and customer surveys related to key matters and initiatives.
2. Provide informative and timely releases of information to our parcel owners and customers. At present, meeting synopsis are being sent. Additionally, in lieu of what was learned from the November 2022 boil order notice to a small number of parcels, Staff is working on an improved communication plan to notify and educate our parcel owners. Staff is also working on increasing the frequency of venue eflyers.
3. Host Board of Trustees Community Workshops related to key District matters as scheduled by the Board of Trustees. These have not been scheduled.

#5 Assets and Infrastructure

1. Develop Comprehensive Capital Plan for IVGID Beach Properties aligning with the Beaches Master Plan.
2. Complete evaluation of the options and provide a recommended timeline and methodology for the reconstruction of Ski Way.

#4 Workforce

1. Partner with the Recreation Center Management Team to develop Health and Wellness strategies for District employees; monitor programs to evaluate an overall reduction in absenteeism related to illness, reduced insurance usage, improved employee morale, and increased employee engagement. – PLACED ON HOLD.

#3 Finance

1. Implement transition to new Tyler/Munis enterprise financial system to enhance management and oversight of internal controls, District finances, improve workflow process and strengthen internal controls. **EXPECTED TO BE COMPLETE IN JULY.**
2. Complete comprehensive review of District's internal control policies and procedures to ensure sound fiscal management, integrity of financial information and safeguard the District's assets and financial resources. *The last update in the strategic plan states: "Strengthening internal controls is also a major focus of the project to transition to the Tyler/Munis financial system, effective July 1, 2022".*
3. Work with Board of Trustees to implement District-wide pricing policy, to ensure desired cost recovery and policy-driven differential pricing for parcel owners and customers. *While the Strategic Plan states this is complete, based on recent board discussion, there may be additional work needed.*

#1 Service

1. Utilize employee surveys to further define areas of improvement as well as celebrate successes. The latest Strategic Plan update states "Developing an employee satisfaction survey for Community Services venues".

2. Seek service specific community feedback to determine parcel owner and customer satisfaction and implement into overall business models. The latest Strategic Plan updates states “Recreation Center and Tennis Pickleball Center to launch customer satisfaction surveys in spring of 2023. Ski and Golf provide an annual end of season customer service satisfaction survey.”
3. Understand, communicate and demonstrate documented service level baselines at each venue and facility. The emphasis is on providing the best, most consistent customer experiences. The latest Strategic Plan update states “Continuing to take Board direction and evaluating where service levels may be adjusted”.

IV. ALTERNATIVES

As the board sees fit.

V. COMMENTS

None.

VI. BUSINESS IMPACT/BENEFIT

To provide clear direction to staff on the board’s priorities.

VII. ATTACHMENTS

See the attached documents including the 2021-23 Strategic Plan and the list of goals.

Below is a subset of the list of the 2022-23 goals as identified by the prior board. The items highlighted in yellow have not been completed. I request the board provide direction to staff to place the items on the long range calendar, not the parking lot, so as to move the efforts forward. The blue highlights identify action taken by the board to move initiatives forward.

2. Internal Controls:

- *Using the District's multi-year strategic plan:*
 - *Identify the annual goals and objectives by venue/operations.*
 - *Collaborate with the Senior Leadership team to evaluate current processes and controls.*
 - *Identify deficiencies and oversee process improvements.*
 - *Identify and recommend, for Board review and possible approval, a consultant to lead the Board of Trustees (in 2023) through a strategic planning process. Action taken by the board with Moss Adams.*
- *Evaluate updated processes and policies to ensure compliance with District policies, practices, ordinances and resolutions. Part of the Moss Adams Engagement.*
 - *For revised or retired policies, agendaize information for Board of Trustee approval as required or appropriate.*

3. Contract and Project Management:

- *Ensure all contracts/MOU's are reviewed by the Board of Trustees on an annual/periodic basis. This has been a work in progress since September 2021.*
- *Embark on the replacement of the Effluent Pipeline project with a defined funding plan through the project's completion.*
- *Embark on the WRRF Pond 1 effluent holding pond alternative implementation.*
- *Provide the Board design and cost alternatives for the building of a new beach house at Incline Beach. Chair Dent leading effort to bring to the board in July.*
- *Provide the Board a plan for discussion and further direction for an updated Diamond Peak Master Plan.*
- *Provide the Board an implementation plan and budget for the creation of a new dog park. This should include the anticipated budget for ongoing operational and capital maintenance costs. The Director of Parks and Recreation is intending to bring design options to the board at the end of July.*
- *Provide the Board with cost estimates and options for improvement of the beach ingress/egress. The project closure report clarified the deliverable wasn't what the board requested; it was a primarily a traffic study.*
- *Complete projects identified and approved for 2023 in the 5-year CIP/Maintenance plans. Below is a list of the significant projects identified to be completed:*
 - *The utility infrastructure master plan with budgetary refinements, as needed. In Progress*
 - *Water main replacement – Crystal Peak – In Progress*
 - *Sewer Pump Station #1 Improvements – Yet to Begin*
 - *Mountain Cart Path Phase II – In Progress*
 - *Diamond Peak RFID Gantries - Complete*

4. Implement and evaluate revisions to Ordinance 7:

- *Evaluate and monitor effectiveness of proposed revisions; provide feedback to Board after each season to discuss and determine if further revisions are needed.*
- *Further refine, if necessary, Ordinance 7 and recommend for review and approval by the Board potential procedural changes.*
- *Formulate a recommendation and present to the Board a strategy for punch card provisions.*

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winqest
District General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of July 12, 2023

DATE: July 5, 2023

Shown below is a progress update to the District Strategic Plan which was adopted by the Board of Trustees in September 2021. It is updated by Budgeted Initiatives for 2021 – 2023 with the update in brown text.



Strategic Plan
Fiscal Years 2021/2022 and 2022/2023
Adopted September 2021
Progress Update (May 2022)
Progress Update (December 2022)
Progress Update (June 2023)

LONG-RANGE PRINCIPLES

LONG RANGE PRINCIPLE #1 - SERVICE

The District will provide superior quality service through responsible stewardship of District resources and assets with an emphasis on the parcel owner and customer experience.

LONG RANGE PRINCIPLE #2 – RESOURCES AND ENVIRONMENT

Initiating and maintaining effective practices of environmental sustainability for a healthy environment, a strong community and a lasting legacy.

LONG RANGE PRINCIPLE #3 - FINANCE

The District will ensure fiscal responsibility and sustainability of service capacities through prudent fiscal management and maintaining effective financial policies for internal controls, operating budgets, fund balances, capital improvement and debt management.

LONG RANGE PRINCIPLE #4 - WORKFORCE

Attract, maintain and retain a highly qualified, motivated and productive workforce to meet the needs of district venues, facilities, services and operations.

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 venues, facilities, and services.

LONG RANGE PRINCIPLE #6 - COMMUNICATION

The District will engage, interact and educate to promote understanding of the venues, facilities, services, and ongoing affairs.

LONG RANGE PRINCIPLE #7 - GOVERNANCE

The District is a local agency that delivers exemplary recreational experiences and provides the highest level of water, sewer, and solid waste services while striving for

fiscal and environmental sustainability through collaboration, civic participation, and transparency.

LONG RANGE PRINCIPLE #1 - SERVICE

The District will provide superior quality service through responsible stewardship of District resources and assets with an emphasis on the parcel owner and customer experience.

Strategies *defined as how we envision accomplishing this objective(s)*

- Provide well-defined customer service consistent with fiscal goals, and parcel owner and customer expectations.
- Utilize best practice standards for delivery of services and re-evaluate every year.
- Apply Performance Management to meet and/or exceed established venue customer service expectations.
- Commit to continuous improvement through evaluation of parcel owner and customer loyalty/satisfaction.
- Maintain customer service training and resources for new, returning and existing employees.

Long-term Initiatives *defined as what we see as needing to be done in the future*

1. Enhance and evaluate metrics through key performance indicators for each venue, facility, and service.
2. Enhance specific performance indicators to evaluate parcel owner and customer loyalty/satisfaction.
3. Work with the parcel owners and customers to establish a sustainable long term financial and service model for all the District's venues, facilities and services starting with golf (2021-22).
4. Analyze the net effect of documented customer service levels on the District services and operations and apply changes as needed.
5. Utilize venue and/or community surveys to evaluate and measure customer service as it relates to service demands.

6. Execute the short and long term strategy as they relate to various district venue and facility master plans and studies as the roadmap for the future.
7. Improve the comprehensive Standard Operating Procedures manuals for each venue and facility and update as appropriate.

Budgeted Initiatives for 2021 - 2023 – defined as the measurable 2021-2023 work plan efforts that are supporting this objective(s) and related strategies

- A. Assess how services are impacted by recruitment challenges based on the current hiring environment and develop strategies to limit these impacts.

Reported on April 26, 2022 – In progress. Services levels are directly related to staffing levels and with the current recruitment issues staffing is at a minimum. Strategies being utilized to limit impact to and provide optimum service levels include:

- formation of Staff committees to work with HR to help bolster recruitment and retention options
- reorganization of staffing models
- review of current wage structure
- improvement and protection of employee benefits and privileges

Working with Human Resources, continue to evaluate venue needs to develop strong recruitment and retention initiatives.

Ongoing: Recruitment and retention committees continue to meet with HR to improve employee recruitment packages. On retention, management staff and HR recently met to discuss possible updates to the annual evaluation process. Golf Operations has reorganized staffing at Mountain Course and employee benefits is still at the forefront for all venues.

A presentation was made to the Board of Trustees.

- B. Each venue has time budgeted for new, returning and existing employees to participate in Customer Service Training to include department/venue specific orientations/trainings.

Reported on April 19, 2022 - Proposed FY2023 Budget. Strategies include training hours within personnel expenses as provided in the FY 2022 2023 budget. Partnering with Human Resources, provide feedback for assessment and evaluation of efficacy of training and suggestions for updates to better address staff's customer service training needs.

Working with HR to improved venue onboarding processes as well internal and external staff training and growth opportunities as the budget permits. The District as a whole is looking at ways to improve and updating our CST classes.

Ongoing

- C. Understand, communicate and demonstrate documented service level baselines at each venue and facility. The emphasis is on providing the best, most consistent customer experiences.
Reported on April 18, 2022 - In progress. Staff intends to deliver documented service levels by venue and facility as provided in the FY 2022 2023 budget.
In progress and all venues continue to provide the best possible service while staffing levels are at below optimal levels.
Continuing to take Board direction and evaluating where service levels may be adjusted.
- D. The District is continuing the Customer Care program for all of Community Services including the beaches, which includes empowerment for any actions that generate a hard cost to remedy a customer satisfaction issue.
Utilization of this program continues at each venue.
Increase staff training of Customer Care program the value of empowerment in remedying customer satisfaction issues.
Ongoing
- E. Seek service specific community feedback to determine parcel owner and customer satisfaction and implement into overall business models.
Reported on April 18, 2022 - In progress. Staff is actively utilizing Alchemer to survey customer satisfaction, gather community input and implement it into current business models.
Recreation Center and Tennis Pickleball Center to launch customer satisfaction surveys in spring of 2023. Ski and Golf provide an annual end of season customer service satisfaction survey.
- F. Utilize employee surveys to further define areas of improvement as well as celebrate successes.
Reported on April 26, 2022 - In progress. Staff is utilizing the Alchemer survey tool.
Developing an employee satisfaction survey for Community Services venues.

LONG RANGE PRINCIPLE #2 – RESOURCES AND ENVIRONMENT

Initiating and maintaining effective practices of environmental sustainability for a healthy environment, a strong community and a lasting legacy.

Strategies *defined as how we envision accomplishing this objective(s)*

- Protect Lake Tahoe and other water sources in the Basin to remain viable sources of drinking water.
- Protect Lake Tahoe as a drinking source through programs, projects, and events that eliminate trash, hazardous waste, and contaminants from entering the watershed.
- Support integrated regional strategies for the planning, design, construction and implementation of water system infrastructure for fire suppression.
- Meet or exceed Federal, State, County and District requirements in the protection of our resources and environment in achieving sustainability.

Long-term Initiatives *defined as what we see as needing to be done in the future*

1. Execute the goals of the Tahoe Water Suppliers Association to meet Federal, State and Local applicable requirements for filtration avoidance and other pertinent requirements; promulgated by the Surface Water Treatment Rule and its amendments.
2. Promote responsible use of water as a valuable natural resource. Protect Lake Tahoe as a drinking source through programs, projects and events that eliminate trash, hazardous waste and contaminants from entering the watershed.
3. Continue Legislative Advocacy efforts at the Federal, State and County Government level to support appropriations for water and wastewater infrastructure improvements that support Principle #2 and Principle #5.
4. Participate in the Lake Tahoe Community Fire Prevention Partnership in working with Regional Fire Districts to improve fire suppression in the Tahoe Basin.
5. Enter into available Grant Agreements with the South Tahoe Public Utility District as a member of the Lake Tahoe Community Fire Prevention Partnership.
6. Complete an annual Sustainability Report for Departments in order to responsibly manage resources under IVGID's care, protect public health and balance its social and environmental duties to the citizens and community.
7. Maximize energy efficiency by making improvements at District venues and facilities.

Budgeted Initiatives for 2021 - 2023 *defined as the measurable 2021-2023 work plan efforts that are supporting this objective(s) and related strategies*

- A. Operate a residential drop-off household hazardous waste and electronic waste facility or events to reduce the amount of hazardous materials entering the waste stream and help to prevent illegal dumping in order to protect the Lake Tahoe watershed.

The program continues to be operational from mid-April to mid-November with residents making appointments to drop-off their items. Approximately 20 ton of household hazardous waste and electronic waste are collected annually.

Approximately 600 customers are served annually, collecting 20-23 tons of household hazardous waste and electronic waste for proper disposal. An RFQ for enhanced services is currently advertised and proposals are due in March 2023.

- B. Continue membership and leadership in the Tahoe Water Suppliers Association and provide IVGID employee support as the Association Director to execute the goals of the Association.

District Staff continue to support the TWSA at the Director level with support from other IVGID staff. Efforts continue to support environmental protections of Lake Tahoe as a source for water in the basin. Staff has been reviewing data from the Tahoe Keys herbicide weed control pilot project and providing TWSA members with summary information. Through TWSA, the Director will be supporting efforts to implement the plastic water bottle ban (less than 1 gallon) by the City of South Lake Tahoe.

District Staff continue to support the TWSA at the Director level with support from other IVGID staff. Focused efforts continue to support environmental protections of Lake Tahoe as a source for water in the basin. Staff has been reviewing data from the Tahoe Keys herbicide weed control pilot project and providing TWSA members with summary information. Through TWSA, the Director is supporting efforts of the plastic water bottle ban (less than 1 gallon) by the City of South Lake Tahoe with Drink Tahoe Tap outreach messaging .

- C. Work with regional agencies on programs to reduce trash and micro-plastics from entering the Lake Tahoe watershed.

Continuing the multi-jurisdictional partnership with Clean Tahoe to address solid waste issues and litter in the District. Continue hosting of volunteer cleanups in partnership with the IVCBA, League to Save Lake Tahoe and other agencies.

Continuing the multi-jurisdictional partnership with Clean Tahoe to address solid waste issues and litter in the District. Continue hosting of volunteer cleanups in

partnership with the IVCBA, League to Save Lake Tahoe and other agencies. Bear Smart education and trash enforcement programs provide community with best practices support.

Continued collaboration with researchers/staff at Tahoe Environmental Research Center and Desert Research Institute on micro-plastics in freshwater.

A TWSA supported TERC research report was released March 2023.

- D. In partnership with the North Lake Tahoe Fire Protection District, protect District lands and the Lake Tahoe Basin watershed by performing defensible space best management practices.

For FY22 an amount of \$200,000 was budgeted to support the Fire Department defensible space efforts.

For FY22 an amount of \$200,000 was budgeted to support the Fire Department defensible space efforts. This amount is budgeted annually to sustain long-term defensible space management of the District infrastructure.

Increased collaboration on outreach to property owners on 1) hazards of hot coals and 2) providing green waste yard collection and green waste chipping options.

- E. Prioritizing tree maintenance and vegetation management on District-owned properties.

Public Works monitors and addresses maintenance needs and manages vegetation at all facilities. Reported on April 26, 2022 – in progress.

During the summer months, the Parks crew and the Diamond Peak Brush crew work together on vegetation management and tree health on District owned properties.

All affected venues monitor and address maintenance needs and manages vegetation at all facilities.

- F Provide bear shed rebates for new parcel owners and customers in the service area to contain putrescible waste in a safe manner.

Rebates continue to be offered to new owners in the amount of \$150, with 25 rebates allocated annually. A total of 14 rebates for a total of \$2,100 were issued

in FY22. And a total of 5 rebates for a total of \$750 have been issued in FY23 as of 11/1/2022.

Rebates continue to be offered to new owners for bear sheds in the amount of \$150 each, with 25 rebates allocated annually. A total of 14 rebates for a total of \$2,100 were issued in FY22. And a total of 10 rebates for a total of \$1,500 have been issued in FY23 as of 3/1/2023.

- G Provide water efficiency rebates to customers for the installation of a high efficiency toilet or washing machine.
Rebates continue to be offered in the amount of \$100 per toilet or washing machine. 44 rebates for a total of \$4,400 in rebates were issued in FY22. And a total of 17 rebates for a total of \$1,700 have been issued to date in FY23 as of 11/1/2022.

LONG RANGE PRINCIPLE #3 - FINANCE

The District will ensure fiscal responsibility and sustainability of service capacities through prudent fiscal management and maintaining effective financial policies for internal controls, operating budgets, fund balances, capital improvement and debt management.

Strategies *defined as how we envision accomplishing this objective(s)*

- Develop and maintain a long-term plan to sustain financial resources.
- Ensure budgets that utilize recurring revenues to cover ongoing costs and limits use of one-time funds to support one-time expenditures.
- Report results and demonstrate value to the parcel owners and customers through regular financial reporting and related performance management metrics.
- Regularly review and assess the effectiveness of internal controls supporting compliance, financial reporting, and stewardship of District assets.
- Comply with applicable Federal, State, County, and District policies.
- Adhere to Government Generally Accepted Accounting Principles (GAAP).

Long-term Initiatives *defined as what we see as needing to be done in the future*

1. Prepare Annual Budgets that demonstrate the balance of allocated resources, with service expectations, and the capability to deliver.

2. Prepare a five-year forecast for each major fund as a part of the annual budget development process.
3. Utilize annual and interim financial reports to build understanding of the different aspects between operations, capital improvement projects and debt service, and promote fiscal transparency.
4. Work with Board of Trustees to identify Board Policies, Practices and Resolutions related to the Finances of the District that need updating, elimination, or creation. Consider updating Board Policies and Practices relating to Budget and Fiscal Management.
5. Continue the refinement of appropriate performance measurement to demonstrate quality as well as quantity.

Budgeted Initiatives for 2021 - 2023 *defined as the measurable 2021-2023 work plan efforts that are supporting this objective(s) and related strategies*

- A. Transition financial reporting for Community Services and Beach activities from Special Revenue to Enterprise fund accounting for the 2021/2022 Fiscal Year in order to better support full-cost recovery objectives for operating, capital and debt expenditures.
 - a. **Completed:**
 - i. Hearing before State of Nevada Department of Taxation (January 28, 2021);
 - ii. Board approved FY2021/22 Final Budget using Enterprise Fund Accounting (May 26, 2021);
 - iii. Department of Taxation approved Final Budget Submission – Form 4404LGF (June 11, 2021).
 - iv. FY2021/22 Audit completed May – December 2022
- B. Work with Board of Trustees to implement District-wide pricing policy, to ensure desired cost recovery and policy-driven differential pricing for parcel owners and customers.
 - b. **Completed:**
 - i. Board of Trustees approved new Pricing Policy (Board Practice 6.2.0, at meeting of March 1, 2022)
- C. Review the allocation of Facility Fees assessed on parcels within the District, including components for operations, capital expenditure and debt service.
 - c. **Ongoing – in process:**

- i. Facility Fee allocations were discussed at Board budget workshop on January 26th and budget updates presented on March 30th, and April 13th, 2022.
 - ii. Public Hearing held and final Board action of Facility Fee allocations taken on May 26, 2022 (with FY22/23 Budget Adoption).
 - iii. Facility Fee allocations will be reviewed once again, in early 2023, in conjunction with Board's Fy23/24 budget workshops
- D. Prepare the required Annual Comprehensive Financial Report, with an independent auditor opinion, to provide financial position and results of operations to a variety of users and information needs.
 - Completed for fiscal year ended June 30, 2021:
 - Final ACFR with independent auditor opinion presented to the Audit Committee on December 8, 2020 and to Board of Trustees on December 14, 2022
 - Report(s) filed with the Department of Taxation, pursuant to NRS 354.624, on December 16, 2022.
 - Preparation of ACFR for fiscal year ended June 30, 2022 currently underway as subject to review by the District's Independent Auditor.
 - Final ACFR and Auditor's Report scheduled to be presented to the Board of Trustees on December 14, 2022.
 - Completed for fiscal year ended June 30, 2022.
 - Final ACFR presented to Board of Trustees on December 14, 2022 and filed with the Department of Taxation on December 15, 2022.
- E. Comply with Nevada Revised Statutes, District policies and Administrative Code requirement for the budget process, indebtedness reporting, and the annual audit.
 - Ongoing – in process:
 - FY2020/21 annual audit, FY2021/22 budget and FY2020/21 indebtedness report were filed with the State Department of Taxation who found all reports to comply with applicable NRS and NAC requirements (per correspondence of January 13, 2022-ACFR, and June 11, 2022 – Budget).
 - Audit Committee has raised concerns over conformity of financial statements with Board policies related to capitalization.
 - FY2022/23 budget notes that Utility Fund (200) reserves are expected to remain below new Board Policy related to capital reserve funds; issue being address through multi-year utility rate study.
 - Annual Indebtedness Report and Five-Year Capital Plan reviewed by Board of Trustees on July 28th and filed with the Department of Taxation.

- On January 24, 2023 the District received correspondence from the Department of Taxation stating that the ACFR for the fiscal year ended June 30, 2022 complies with all applicable statutes and regulations.

F. Complete comprehensive review of District's internal control policies and procedures to ensure sound fiscal management, integrity of financial information and safeguard the District's assets and financial resources.

- Ongoing – in process:

- Several Board Policies and Practices have been updated, including Appropriate Level of Reserves (Policy 7.1.0) Capitalization of Fixed Assets (Policy 8.1.0), Central Services Cost Allocation Plan (Policy 18.1.0) and new Pricing Policy (Practice 6.2.0).
- Staff is currently updating internal Finance and Accounting Procedures Manual to reflect current workflow and internal control procedures; and
- Hired consultant, Management Partners, to review Finance and Accounting Procedures manual to include recommendations to align with industry best-practices; and
- A set of new comprehensive Purchasing Policies were approved by the Board of Trustees in July 28th, covering procurement of Goods and Services as well as Public Works Contracts.
- Per recommendation from the Audit Committee, the independent auditor is completing two supplemental engagements related to compliance with policies and procedures related to purchasing/contracts and capitalization of fixed assets.
 - The supplemental engagement report on Purchasing/Contracts was presented to the Audit Committee on December 5, 2022.
 - The draft report re supplemental engagement covering compliance with Capitalization policies was presented to the Audit Committee on February 27, 2023.
- Strengthening internal controls is also a major focus of the project to transition to the Tyler/Munis financial system, effective July 1, 2022 (see below).

G. Actively manage financial planning and reporting to inform decision making to sustain a strong financial base for operations, while maintaining care and condition of capital assets and existing infrastructure.

- Ongoing:

- Staff continues to prepare and publish monthly financial reports to the District's website; as of December 2020 monthly published reports have included line-item budget detail report.
- Quarterly reports are presented to the Board of Trustees via:
 - Quarterly Budget Updates

▪ Quarterly CIP Popular Status Reports (Capital Projects)

H. Implement transition to new Tyler/Munis enterprise financial system to enhance management and oversight of internal controls, District finances, improve workflow process and strengthen internal controls.

• In process:

- Strengthening internal controls is also a major focus of the project to transition to the Tyler/Munis financial system, effective July 1, 2022;
- Workflows, approvals and system controls have been updated to assist with across various modules to assist with appropriation controls, procurement and accounts payable processing;
- The Contract management module is anticipated to be rolled-out in early 2023.

LONG RANGE PRINCIPLE #4 – WORKFORCE

Attract, maintain and retain a highly qualified, motivated and productive workforce to meet the needs of District venues, facilities, and operations.

Strategies defined as how we envision accomplishing this objective(s)

- Evaluate job descriptions to frequently ensure regulatory compliance in language, for workforce needs, and related compensation for the position.
- Partner with department managers and individuals, assess training and educational needs for existing workforce by providing industry specific programs; coordinate trainings with both in-house staff and outside resources to ensure essential educational needs are evaluated and addressed.
- Collaborate with Department Managers to identify individuals for talent management opportunities to ensure continued retention and growth for management succession within the District.
- Re-evaluate, during the budget process, the optimum level of employees and related total compensation, necessary to each department based on industry standard and levels of service.
- Create and implement a robust recruiting process to ensure the District reaches the best talent by evaluating current recruiting trends, analyzing current job market rates and reviewing competitive offers of employment.
- Focus on creative strategies related to differences in how the District recruits full time, part time, and seasonal employees.
- Comply with applicable Federal, State, County governmental regulations and all District policies.
- Continue to provide a safe environment and continue to strive for low worker's

- compensation incidents through ongoing and targeted safety training.
- Work with employees to improve employee engagement and culture through focused performance management goals, engagement participation and incentives.

Long-term Initiatives *defined as what we see as needing to be done in the future*

1. Following review and research on like-industry wages, benefits and privileges, evaluate current positions to ensure District is competitive with its total compensation and benchmarks to support recruitment and retention needs.
2. Begin implementation of new Human Resources system for better efficiencies and automation.
3. Work closely with the IT Department to develop online training opportunities for all employees including cyber-security.
4. Work with Board of Trustees to identify Board and Human Resources Policies related to the District Employees and Human Resources that need updating, elimination, or creation.
5. Educate Management Staff through targeted trainings on how to manage, engage, educate and foster better communication with employees. Ensure emphasis is on employee retention.
6. Continue encompassing employee engagement participation for measured performance measurement of goals and objectives. Set increases that correlate directly with goals and engagement measures.
7. Analyze current recruiting trends to meet the challenges of hiring top candidates for open positions. Closely partner with Management Staff to ensure specific hiring needs are unambiguous and attainable. Utilizing the Economic Development Authority of Western Nevada's (EDAWN) agency resources, monitor current regional unemployment rates and incoming industries and businesses to assess targeted recruitment campaigns. Develop interactive system to ensure viable candidates remain engaged throughout the recruitment process.

Budgeted Initiatives for 2021 - 2023 *defined as the measurable 2021-2023 work plan efforts that are supporting this objective(s) and related strategies*

- A. Review budget, number of positions to salary and benefits and conduct surveys to ensure we are making every effort to attract, maintain and retain qualified employees across the District. Continually evaluate current market trends to ensure District wages and benefits remain competitive and attractive to top talent candidates and current Staff.

The HR department is currently researching firms that provide salary surveys to encompass both regional and industry related data. Once cost information is received, this information will be reviewed with the General Manager for further direction. Following the increases to wages related to the annual COLA, a review of local agencies' compensation will be made to determine competitiveness of District's current pay scale and benefits offered. Please note: most recently, following the advice from our attorney, we have updated recreation privilege enrollment to comply with IRS regulations. Working with the General Manager and the Board of Trustees, any future changes to recreation privileges will be reviewed and promptly updated.

A review of the District's compensation following the annual COLA increases shows the District remains competitive with regional agencies. While the HR Department will keep the data yielded following research of firms providing salary and benefit data, we will place this initiative on our department's long range calendar for review at a later time.

- B. Assess the ongoing impacts of wages, and retention of employment changes as follows:

- I. For recreational specific venues and positions: monitor FLSA changes for continued recreational exemption status compliance; review regional like-industry wages for recommended changes to District's current budget; identify training opportunities to ensure continued growth of seasonal employees.

This is an ongoing process that continues throughout the year. We maintain a large network of regional and industry professionals; as such, we have constant access to shared information as needed.

This is an ongoing process that continues throughout the year.

- II. For administrative venues and positions: partner with management teams to assure training/educational opportunities are available to employees for continued career growth; identify employees to cross train for succession planning purposes; evaluate best practices for targeted recruiting campaigns.

Partnering with PoolPact, we have developed new training programs to be included with the e-learning system, Absorb. Following the implementation of the new HCM/Payroll project, the HR team will partner with the IT team to review and possibly develop additional online training programs to include

cyber-security. Until such time as this training is developed, the HR department has identified applicable trainings available on Absorb. The HR Department has increased its recruiting focus to partner with local businesses and agencies for cross marketing of new and open positions. This includes attending and hosting additional job fairs. The increased engagement with the District's residents, to include new residents, is anticipated to yield positive results to improved hiring responses.

Collaborating with PoolPact, we have identified management specific trainings for line and mid-level managers to attend. At last count, over twenty such managers will be attending this multi-session training in January, 2023. Further, we continue to work with department management teams to identify training needs for staff. This is an ongoing process that continues throughout the year.

- C. Conduct quarterly management educational trainings for both new and current management and supervisory employees with an emphasis on communication, motivation, productivity and team building to improve job satisfaction, morale and employee recruitment/retention and succession planning for both employees and managers.

Following the full implementation of the new Tyler (Munis) HRIS system, renewed focus on individualized training (by department, by position) will begin. In November, 2022, the training team partnered with a local county agency to provide management training specific to identifying employees in crisis. The feedback from management was overwhelmingly positive. Our efforts in developing ongoing management training continues.

- D. Continue to monitor updates and changes from Federal, State, and County authorities, as applicable, regarding new regulations related emergency directives, to ensure prompt communication with IVGID management. Review emergency response plans with each department to ensure future workforce readiness.

This is an ongoing process that continues throughout the year.

This is an ongoing process that continues throughout the year.

- E. Partner with the Recreation Center Management Team to develop Health and Wellness strategies for District employees; monitor programs to evaluate an overall reduction in absenteeism related to illness, reduced insurance usage, improved employee morale, and increased employee engagement.

This is scheduled for review following the implementation of the new HRIS system*. With the implementation of the new HCM/Payroll software, we will have

access to creating surveys and communications with staff to stay ahead of topics of interest and promote workplace culture.

With the recent change of personnel in the HR Department, this initiative has been placed on hold. As our team resumes full staffing levels, this initiative again becomes a priority.

*The HCM/Payroll project was originally scheduled to go live in July, 2021; however, loss of staff in the HR department, COVID and other unforeseen delays necessitated the need to push the project to July 1, 2022. This date was chosen to coincide with the go-live date for the Finance portal; doing so helps to ensure more accurate data reporting.

- F. Leverage the consultant's recommendations in the Utility Asset and Infrastructure study as it relates to recruitment, retention, and restructuring of the Public Works workforce.

Working with the Director of Public Works and District General Manager, recommendations have been evaluated and, as applicable, implemented.

Working with the Director of Public Works and District General Manager, recommendations have been evaluated and, as applicable, implemented.

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 venues, facilities, and services.

Strategies defined as how we envision accomplishing this objective(s)

- Maintain, renew, expand and enhance District infrastructure to meet the capacity needs and desires of the community for future generations.
- Maintain, procure and construct District assets to ensure safe and accessible operations for the public and the District's workforce.
- Maintain current district venue and facility master plans and studies.
- Maintain and execute a 5-Year and 20-Year capital improvement plan.
- Conduct planning and design, prior to advancing projects or procurement, to ensure new District assets meet operational requirements and enhance the parcel owners and customer experience.
- Maintain an asset management program leveraging technology, as appropriate by venue/division, to ensure timely and efficient asset maintenance.
- Comply with regulatory requirements, industry standards, and District policies.

- Leverage technology and employee training to secure District assets digitally and physically.

Long-term Initiatives *defined as what we see as needing to be done in the future*

1. Complete a community wide review of the Diamond Peak Master Plan to ensure that it meets the needs of parcel owners and customers. It has been five years since the last review.
2. Continue to review and potentially implement priorities identified in the various district venue and facility master plans and studies as defined by the Board of Trustees.
3. Focus on strengthening overall project and contract management.
4. Identify Board Policies, Practices, Resolutions, and Ordinances related to District Asset Management and present to the Board those that need updating, elimination, or creation.
5. Pursue project partnerships and Federal, State and Local funding to reduce District costs for Phase II of the Effluent Pipeline Project.
6. Ensure digital safeguards are in place for District technology infrastructure.
Current Proposal in FY 23/24 to replace District Firewalls with NextGen Firewalls, On-Going Network Structure audits - Cleanup

Budgeted Initiatives for 2021 - 2023 *defined as the measurable 2021-2023 work plan efforts that are supporting this objective(s) and related strategies*

- A. Use findings from Utility Management and Asset Assessment Study and the Moss Adams Reports, and analyze recommendations to bring forward changes that provide benefit to the District.

Staff has completed a review of additional personnel requirements, much of which aligns with the management study. Four positions were identified and requested for FY23 with two being approved in the budget. The recommendation for a Capital Project Committee will be discussed with the Board in early 2023.

Staff has completed a review of additional personnel requirements, much of which aligns with the management study. Four positions were identified and requested for FY23 with two being approved in the budget. One additional position was approved in the FY24 budget. The recommendation for a Capital

Project Committee is currently being discussed by the Board.

- B. Complete Utility Rate Study to ensure the Utility Fund meets budgetary and fund balance requirements.

A Utility Rate study was completed to develop the five-year forecast and identify likely rate increases to support the operations and maintenance of both water and sewer utilities.

An update to the Utility Rate study for both water and sewer utilities was completed with the Public Hearing to increase rates held on June 14, 2023.

- C. Work with CMAR and design consultants to finalize design and begin construction of the Effluent Pond Lining and Pipeline Projects.

The Pipeline project is currently at 100% design and staff is working with Granite and HDR to finalize the plans and specification. The Board has approved staff to work with Granite to competitively bid pipeline materials with the intent to make an early procurement. The Storage Tank (formerly Pond Lining) project is at 60% design with final design anticipated January 2023. Staff continues to collaborate with the design consultants, CMAR and multiple regulatory agencies to continue moving the design, environmental and permitting process forward. Construction on both projects is anticipated to begin in May 2023.

Approximately 3,457 LF of pipe was installed during May and June 2023 on the Pipeline project by Granite Construction. The construction contract with Granite includes additional work to be done in Fall 2023. Granite is working on an updated OPCC for the remainder of the project that will be presented to the Board when complete. The Storage Tank (formerly Pond Lining) project design is complete. The construction of the Storage Tank is anticipated to begin in May 2024. The USACE is reviewing environmental documents for both projects for the 595 Program Funds.

- D. Allocate capital expenditures to maintain services and facilities.

Budget allocation has been modified to separate capital projects and maintenance projects within the Capital Improvement Plan.

- E. After the parcel owner and customer input is received, prepare an outline of the next steps to move the Diamond Peak Master Plan forward if deemed necessary by the Board of Trustees and Staff.

Reported on April 18, 2022; Survey Diamond Peak Pass holders and community summer 2022, compile results and hold community meeting summer or venue advisory team to meet summer 2022.

As of this update, Staff has deferred the proposed summer 2022 Diamond Peak Master Plan review advisory committee meetings until late fall to mid-winter.

- F. Create and implement a District Project Manager position in the Engineering Division of Public Works.

Completed; the Project Manager was hired in September 2021.

- G. Advance the planning of the Community Dog Park.

Efforts continue with the Forest Service to obtain use of the parcel across from Incline High School for the Dog Park. A working group including residents has been established to discuss the project objectives and design considerations.

The GM's Dog Park Advisory Committee has identified four suitable locations for a Community Dog Park. The committee conducted site visits and is in the process of rating each of the sites with the intention of zeroing in on the best possible option. Additionally, a survey is being created to gather the community's input on the Dog Park priority project.

- H. Complete the design and begin construction of the Mountain Golf Course Path Project.

Construction of Phase 1 is complete. Public Works staff has re-evaluated the conditions of the remaining pathway. The results of this evaluation were presented to the Board with an alternate approach to construction. The Board accepted this alternate approach. It is anticipated that some work will be done in late spring 2023, with the remainder being done in Fall 2023.

Construction of Phase 1 is complete. Two construction contracts for Phase 2 have been approved by the Board and work will begin in Fall 2023.

- I. Complete evaluation of the options and provide a recommended timeline and methodology for the reconstruction of Ski Way.

Project is in the FY 2025 CIP budget

Project is in the FY 2026 CIP budget

- J. Develop Comprehensive Capital Plan for IVGID Beach Properties aligning with the Beaches Master Plan.

In October 2022 the District received a draft study regarding IVGID beaches ingress/egress recommendations for improvements from LSC Transportation Consultants. Once finalized, the study will be presented to the Board of Trustees at an upcoming Board of Trustees meeting currently planned for January 2023.

In October 2022 the District received a draft study regarding IVGID beaches ingress/egress recommendations for improvements from LSC Transportation Consultants. The study was presented to the Board of Trustees in January 2023 with direction to return to the Board of Trustees with a phased approach of the most viable options.

- K. Execute the Burnt Cedar Swimming Pool Reconstruction Project.
Construction complete.
- L. Implement Phase 1 of District-wide security camera project.
Phase 1 of implementation is currently at 50%, staff expect to be finished by June 15, 2022.
Phase 1 is 90% complete, awaiting Parks Admin; Skate Park; AG Bathrooms are all awaiting cabling for installs. Phase 2 was started June 30, 2022 and is 60% complete, expecting to be completed May 1, 2023.

LONG RANGE PRINCIPLE #6 - COMMUNICATION

The District will engage, interact and educate to promote understanding of the venues, activities, services, and ongoing affairs.

Strategies *defined as how we envision accomplishing this objective(s)*

- Promote transparency in all areas including finance, operations and public meetings.
- Maintain, expand and enhance the District's communications infrastructure to meet the evolving needs and desires of the parcel owners and customers utilizing current industry best practices.
- Provide clear, concise and timely information in multiple, publicly accessible formats.
- Ensure internal and external communication are responsive, comprehensive and inclusive.
- Ensure the District employees and the Board of Trustees are focused on unified communication and messaging.

Long-term Initiatives *defined as what we see as needing to be done in the future*

1. Continue to implement best practices for sharing information with the public including but not limited to the Districts websites, IVGID quarterly magazine, email communication, public outreach, special events, social media platforms and/or paid advertising platforms as appropriate.

2. Maintain online systems for parcel owners and/or customers to access their accounts and complete online transactions. **Currently, Parks and Recreation has this functionality. Staff is working to implement this functionality in other areas of the District, i.e. Ski.**
3. Participate in relevant community and basin outreach events and publications to spread messaging on District services.
4. Work diligently to improve all external partner and collaborative relationships to maximize available resources.
5. Proactively seek parcel owner and customer input on important matters affecting the community as determined by Management and/or the Board of Trustees.
6. Involvement/presence with parcel owners and customers meet and greets to include key venues and the Board of Trustees.

Budgeted Initiatives for 2021 - 2023 *defined as the measurable 2021-2023 work plan efforts that are supporting this objective(s) and related strategies*

- A. Host Board of Trustees Community Workshops related to key District matters as scheduled by the Board of Trustees.
These are typically held in the late Spring/early Summer at the Chateau. Staff will schedule if the Board of Trustees desires to do them. To date, none have been held primarily due to COVID-19 restrictions.
As of this update, no community workshops have been scheduled and/or requested by the Board of Trustees with the exception of annual budget workshops. As the new Board is seated, it will be important to discuss workshops on projects such as the Effluent Pipeline Project as well as Board Priority Projects.
- B. Provide informative and timely releases of information to our parcel owners and customers.
Public Works Newsletter with pertinent information is prepared and sent with the utility bills each month and posted on the website. Emails are sent to Online Account Access customers who have a potential leak showing on their meter and accounts with past due balances being posted for shut-off. Emergency notifications are posted at properties with door hangers and/or as a banner on the top of the District website. E-mail blasts, social media posts and participation at community meetings have been ongoing.

We implemented the sending of post Board meeting updates on the agenda items to the members of the public. It has been well received and Staff is working on improving the timeliness and deliver methodology of this new process each time we send them out. Additionally in lieu of what was learned from the recent boil order notice to a small number of parcels, Staff is working on an improved communication plan to notify and educate our parcel owners. Staff is also working on increasing the frequency of venue eflyers.

C. Ensure that the District is well represented in external agency discussions and collaborative opportunities where there may be an impact to the District.

PW Staff lead and participate in the efforts of TWSA. A weekly meeting with the Washoe County Assistant Manager is held with our District General Manager. Attendance at the local Friday forum meeting is also done by our Communication Coordinator and occasionally by our District General Manager. These meetings include interaction with a multitude of agencies such as TRPA, Washoe County Commissioners, local library, etc. The District also has legislative advocacy resources to draw from for a longer reach into State and Federal matters. The General Manager and members of the senior management team continue to work with Washoe County Staff as well as monitoring issues that may affect the district including TRPA (safety pier, ADU's, Transportation), Tahoe Transportation District as well as our new collaboration with the water purveyors in the Tahoe Basin. The collaboration has recently procured grant funding for the agencies including IVGID related to water/fire suppression projects.

- Attends the Recreation Managers Bi-Weekly Call for the following: Tahoe-Truckee Sustainable Rec & Tourism
- Tahoe Destination Stewardship Public Information Coordination Bi-Weekly Calls Communications coordination group for Tahoe-Truckee-Reno PIOs, non-profits, and destination management and marketing representatives.

Goals:

- Ensure public information and messages are consistent, coordinated, and shared.
- Identify and communicate about outdoor recreation and tourism issues affecting the environment and communities of the greater Tahoe region.

What to expect in 2023:

- Each representative will be invited to share updates on communications and initiatives related to destination stewardship in the Lake Tahoe Region.
- We focus as much as possible on items of regional scale and that tie directly to outdoor recreation and tourism.
- We challenge one another to apply a collaborative approach and regional scope to our work.

What's in it for you:

- Your organization's messages can be amplified to increase reach and impact, and you can amplify others.
- You'll discover and strengthen connections.
- You'll be supported by ready-made tools available through [TakeCareTahoe.org](https://www.TakeCareTahoe.org).
- You'll learn along with us how to influence behavior to improve outdoor recreation and tourism for all.

D. Update and enhance the District's public facing websites to bring in line with current industry best practices for data security, responsive design, and user experience.

At the May 11, 2022 Board of Trustees meeting, a contract was approved for a Capital Improvement project to begin this effort with the Diamond Peak website. This venue is the starting point as it is off-season at present therefore it will allow for significant testing and debugging prior to other websites undergoing updating/enhancement.

The website redesign project continues. Additionally, communication staff is working with the venues on an standard operating procedure to ensure that the website is purged and updated where needed so that the information is current and we can identify content on the website that is no longer relevant and/or repetitive.

The standard operating procedure has been approved and distributed. The Senior Team has a calendar reminder to check content every two weeks to ensure that the websites are updated.

E. Continue to administer venue and parcel owner and customer surveys related to key matters and initiatives.

Will be discussing with the new Board utilizing the District's existing survey software to target survey the community on specific current issues and topics. This will occur in the near future as a component of the General Manager's committee on a community dog park.

LONG RANGE PRINCIPLE #7 - GOVERNANCE

The District is a local agency that delivers exemplary recreational experiences and provides the highest level of water, sewer, and solid waste services while striving for fiscal and environmental sustainability through collaboration, civic participation, and transparency to the greatest extent possible.

Strategies defined as how we envision accomplishing this objective(s)

- Continue Legislative Advocacy efforts at the Federal, State, and Local levels to support appropriations for water and wastewater infrastructure improvements that support Principle #2 and Principle #5.
- Maintain and ensure adherence District Policies, Practices, Resolutions, and Ordinances in order to achieve maximum efficiency, transparency, and clear direction to District employees.
- Continue the refinement of appropriate performance measurement to demonstrate quality as well as quantity.
- Partner with employees to assess training and educational needs for existing employees; coordinate trainings with both in-house employees and outside resources to ensure essential educational needs are evaluated and addressed. Improve and enhance civic engagement and transparency using improved web-based tools for agenda management, financial reporting and project tracking.

Long-term Initiatives *defined as what we see as needing to be done in the future*

1. Work with Board of Trustees to identify and prioritize Board Policies, Practices, and Resolutions related to the Finances of the District that need updating, elimination, or creation. Consider updating Board Policies and Practices relating to Budget and Fiscal Management.
2. Identify and prioritize Board Policies and Practices related to District Asset Management and present to the Board those that need updating, elimination, or creation.
3. Continue to create inter-agency partnerships and foster strong collaborative relationships with Local, Regional, County and State agencies.

Budgeted Initiatives for 2021 - 2023 *defined as the measurable 2021-2023 work plan efforts that are supporting this objective(s) and related strategies*

1. Continue to utilize outside resources to assist the District in policy review and potential updates and revisions.
Management's review and update of District policies and practices are being supported by outside consultants - specifically, Moss Adams (capitalization, capital project planning and budgeting), and Management Partners (purchasing policy).
2. Continue to work with the General Manager's Ordinance 7 Committee and the Board of Trustees to make formal revisions.

The District General Manger on behalf of the Ordinance 7 Committee presented recommendations for revisions at the 4/13/22 board of trustees meeting. The board took action to set a public hearing for approval of revisions for 5/26/22. The board had continuing discussion and direction at the 4/27/22 meeting and will have additional discussion and potential direction at the 5/11/22 meeting.

The GM's Ordinance 7 Committee has completed its work and been disbanded. Ordinance 7 was adopted at the May 25, 2022 Board of Trustees meeting and a report and review of how the Ordinance 7 revisions was presented to the Board of Trustees at the November 9th, 2022 meeting. Next step will be to set a public hearing and work on additional revisions to Ordinance 7 based on what has been learned and identified over the past beach season.

3. Update process to administer requests for public records while ensuring compliance with the Nevada Public Records Act.

This is an ongoing project that Staff is working on with BB&K. Currently, BB&K is working on a comprehensive proposal to transition frontline administration of Public Records to BB&K. This will include an update of existing policy, as well as a cost estimate, and the overall process including but not limited to an online portal.

BB&K is working on rewriting the District's policy on public records and Staff is working on recommendations for changes to how we administer public records to improve upon the efficiency of the process. An agenda item is planned to bring to the Board of Trustees for discussion and possible action in February, 2023.

The District has established a Public Records Request page and added an online submittal form (in PDF and Word). District Counsel is working on the policy and once that is formally presented and adopted, by the Board of Trustees, it will be posted on the website.

4. Implement Civic Plus online agenda management and archive system.

The District General Manager has set an implementation date of late summer to begin using this system. Staff is currently working with the vendor on training and implementation timelines.

The implementation of this system has been delayed to ensure our new District Clerk is able to learn the software and then potentially guide Staff through the formal implementation process. The District Clerk has been tasked with this implementation and Staff continues to be trained on the software. Currently, the goal is to transition to utilizing the software for Board meeting production by February 2023.

CivicClerk is in production and being used. The District Clerk is working through a couple of issues with the software provider and Staff is getting more and more

comfortable with the new software. Overall, this part of the implementation went well.

5. Continue to work with the District's Federal Lobbyist, Nevada League of Cities, and Local Government Agencies to procure potential federal infrastructure money including the United States Army Corps of Engineers.

Efforts continue by staff to work with federal and state lobbyists to obtain funding for District projects. This includes the request for ARPA funding via Washoe County to support the effluent pipeline project. Mr. Marcus Faust and Ms. Olivia Sanford presented a verbal update on Federal funding efforts to the Board of Trustees at the April 13, 2022 meeting. Additionally, the Board of Trustees unanimously voted to extend the contract with Marcus Faust for an additional 3 years at the April 27, 2022 meeting.

This effort is ongoing. Through the work of Staff and Tri Strategies, the District has recently been awarded a non-competitive grant (ARPA) from Washoe County for \$250,000 to be used for a qualifying project which Staff has identified the Skateboard Park project as the ideal candidate. Additionally, working with our federal lobbyist and the regional Tahoe Basin water purveyors, IVGID has been awarded grant funding for approximately \$204,000 for the Crystal Peak Waterline Improvement Project.

MEMORANDUM

TO: Board of Trustees

FROM: Trustee Schmitz

SUBJECT: Review, discuss and possibility approve the Moss Adams consulting engagement not to exceed \$90,000 for the Point of Sale System assessment and roadmap formulation and appropriate funds for the project from the Community Services excess fund balance or direct Trustee Schmitz to refine the original RFP for the Point of Sale assessment and solicit bids for the board's future review and consideration.

DATE: July 13, 2023

I. RECOMMENDATION

The Board makes a motion to do one of the following:

1. Approve the Moss Adams Proposal, request legal counsel create a contract addendum AND appropriate funds from the Community Services Fund balance in the amount of \$90,000 -or-
2. Request a RFP be prepared and solicited in a similar manner to the Management Consulting engagement, but specific to the Point of Sale system assessment.

II. BACKGROUND

In May 2023, Moss Adams provided cost estimates and schedules for each of the 5 items in the Scope of Work. The Board approved all proposals, except for #3. At that time, the board directed the Director of IT and Trustee Schmitz to formulate a more detailed scope of work for item #3 and to obtain an updated proposal from Moss Adams for the board's consideration. The original RFP included the following individual Scope of Work items:

1. **Strategic Plan** - Review with the BOT and senior management the existing strategic plan and formulate recommendations for improvements.
2. **Internal Controls** –Review the financial operational procedures and formulate recommendations for improvements.
3. **Financial and Software System(s)** – NOT APPROVED –

4. **Organizational and Staffing Structure** – Review the District’s organizational structure and the current responsibilities and job descriptions of the Senior Management Team. Formulate recommendations including refinement of the senior management job descriptions and responsibilities.
5. **Policies** – Review current Resolutions and Board policies and document their compliance.

The Director of IT and Trustee Schmitz formulated the following scope of work for Moss Adams:

Each recreation venue has its own stand-alone Point of Sale (POS) Software with proprietary in-house written software that maintains and controls the database of parcel owner data as well as recreation cards. All of these POS software upload their financial information to a single ERP financial system used District-wide.

Each parcel owner is eligible for cards that identify them and provide them access and discounts to these venues. Not all owners have access to the deed restricted beaches or all of the venue access discounts, there are many layers to the rules that make up how access is controlled and how products are discounted.

The “desired state” for IVGID is to have access media tied to the user’s various venue passes (ski pass, recreation center membership pass, golf pass, etc.), their personal credit card for purchases at the venues and for RFID access control at the venues. Diamond Peak uses Axess RFID passes and gates for its uphill access - this concept is currently being considered for beach gate access. The Golf venues need a function-built industry standard Golf POS.

Some of the high-level requirements that would deem a successful “desired state” are:

- Integration with the core financial system (Tyler Munis) for real-time BI tracking purposes as well as cash/revenue management.
- Consolidation and integration of the master records across all POS – One central profile and Access Media for all venues.
- PCI compliance, stored payment, EMV, NFC, as few payment processors as possible.
- Little, if any, loss in operational functionality from the current POS.

- A consolidated e-commerce platform that addresses all or as many of the retail venues (Golf, Tennis, Ski, Rec Center) needs for product sales, program management, and member profile management.
- A restricted access e-commerce platform that addresses all or as many of the non-retail (owners & residents only) venues needs including parcel management, the potential for integration with Washoe County's Parcel Database, punch card management and picture uploading for passes.
- Customer relationship management across all retail POS platforms.

IVGID is seeking a consulting firm to embark on a two-phase project. The first phase is to assess the current technical environment, including all point of sale and financial software, gather the requirements of each point-of-sale software and formulate a recommended transition plan for moving from the current state to the "desired state". The deliverables for the initial phase would include a written report on the recommendations along with cost estimates to procure and implement the recommendations as phase two of the project to include project management and oversight.

Moss Adams prepared the attached proposal to deliver on the defined scope.

III. FINANCIAL IMPACT AND BUDGET

The estimated costs for delivery of the scope of work is estimated between \$80-90,000 plus travel expenses. This component of the overall management consulting project originally put out to RFP is specific to the Community Services venues and therefore should be an expense in Community Services, not the General Fund. While not budgeted, the Director of IT has identified this as a priority project and the board may elect to appropriate the funds from the excess Community Services fund balance.

V. ALTERNATIVES

1. Revise the scope of work;
2. Put the project out to RFP;
3. Move forward with the Moss Adams proposal;
4. Defer to a later date.

VI. COMMENTS

See the attached Proposal from Moss Adams.

The Director of IT has expressed concerns about the timing of this effort. While it is estimated that the assessment may require roughly 5 hours a week from the Director, he has expressed concerns about the impact on other IT projects. He has provided the following for the board's consideration related to the IT Projects and resource requirements for FY2023-24:

1. Reconfiguration and Replacement of 27 Access Network Switches
2. Replacement and Upgrade of the Core Network Security Devices (Firewalls)
3. The migration of On-Premise Email and Office Applications to Cloud Email and Office 365
4. RFID implementation at the Burnt Cedar Beach including the transition of the Beaches Venue POS
5. Upgrade and Technology improvements @ 893 Southwood Board Room
6. Scada Master Plan Proposal

The above are in addition to:

Day-to-day trouble responses to end users

Ongoing critical infrastructure maintenance and support

Continued Server/Network room improvements

Master Services Agreement Statement of Work
CONSULTING SERVICES – Technology Assessment and Roadmap Services

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

JUNE 16, 2023

This Statement of Work (“SOW”) is issued pursuant to the Master Services Agreement (the “MSA” or “Agreement”) between Moss Adams and you. This SOW incorporates all terms and conditions of the Agreement as if fully set forth herein. Any term not otherwise defined shall have the meaning specified in the Agreement. For the purposes of this SOW, Incline Village General Improvement District may be referred to as “IVGID” or “Client.”

Scope of Services

It is our understanding that IVGID is seeking to engage in a technology assessment and roadmap effort to support their target operating model. The target operating model for IVGID is centered around the unification of end user data related to venue passes, entitlements, programs, and payment data while maintaining the operational requirements of each operating venue.

Process/functional areas in scope for the assessment and roadmap include:

- Point of Sale System Assessment and Consolidation
- Merchant and Payment Processor Assessment and Consolidation
- Pass/Punch Card and Related Venue Access / Entitlement Management
- Program Management and Administration for Events and Classes
- eCommerce Platform for End User Sales, Program Enrollment, and Account Management
- Gate eCommerce Platform for Owners and Residents
- Customer Relationship Management
- Integration and Extensibility for Third Party Systems

Current Systems in scope for the assessment and roadmap include:

- Capstone (internally developed)
- Vermont Systems – RecTrac, GolfTrac, Webtrac
- Active Networks – RTP|One, RTP|OneStore
- Square – Square POS
- Total Party Planner POS and Banquet Event Order Management
- Tyler Munis – General Ledger Import Process

High-level target operating model objectives for IGVID include:

- Integration with the core financial system for real-time Business Intelligence tracking purposes as well as cash/revenue management
- Consolidation and integration of the master records across all POS – One central profile and Access Media for all venues
- PCI compliance, stored payment, EMV, NFC, as few payment processors as possible.
- As little to no loss in operational functionality from the current POS
- A consolidated e-commerce platform that addresses all or as many of the retail venues (Golf, Tennis, Ski, Rec Center) needs for product sales, program management, and member profile management
- A restricted access e-commerce platform that addresses all or as many of the non-retail (owners and residents only) venues needs including parcel management, the potential for integration with Washoe County’s Parcel Database, punch card management and picture uploading for passes
- Customer relationship management across all retail POS platforms

Master Services Agreement Statement of Work

Incline Village General Improvement District

June 16, 2023

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The work plan that follows provides a list of tasks to assist IVGID in determining recommendations and developing the technology roadmap with Moss Adams providing advisory services throughout the project.

Project Work Plan	
Phase 1 - Project Initiation and Ongoing Management	
Task 1.1	Establish project, confirm objectives, and finalize work plan and schedule
Task 1.2	Schedule group sessions, interviews, and other tasks
Task 1.3	Project management, quality assurance, oversight, and weekly status reporting
Phase 1 Deliverables:	
<ul style="list-style-type: none"> • Work plan • Confirmed business process scope • Weekly status reports 	
Phase 2 - Current State Assessment and Strategic Goals	
Task 2.1	Obtain and review existing documentation
Task 2.2	Conduct walkthrough of existing technology environment and systems
Task 2.3	Conduct on-site/virtual process and requirements discovery work sessions including a work session to confirm the strategic goals of the organization.
Task 2.4	Document current state requirements, gaps, and recommendations for each topic
Task 2.5	Review requirements and gaps for IVGID feedback
Task 2.6	Draft recommendations document for projects/initiatives to align with strategic goals, current state baseline requirements, gap closure, and target operating model.
Phase 2 Deliverables:	
<ul style="list-style-type: none"> • Draft recommendations document • Draft requirements workbook 	
Phase 3 – Technology Roadmap for Target Operating Model	
Task 3.1	Review and prioritize recommended projects/initiatives with TCPFIVGID to establish a sequence and timeline for execution.
Task 3.2	Conduct an impact analysis and change enablement review for the proposed timeline to establish the draft roadmap.
Phase 3 Deliverables:	
<ul style="list-style-type: none"> • Draft technology road map with sequence and prioritization through collaboration with IVGID 	
Phase 4 – Final Roadmap and Presentation	
Task 4.1	Deliver and review final roadmap with the organizational stakeholders.
Task 4.2	Provide a presentation with the option to deliver the presentation to executive stakeholders.

Project Work Plan

Phase 4 Deliverables:

- Final Roadmap
- Roadmap Presentation

Project Assumptions

- IVGID’s staff will participate in process discovery work sessions (maximum of twelve (12) sessions).
- Moss Adams will hold a maximum of six (6) stakeholder interview sessions within the scope of the project.
- Timely completion of tasks identified in the work plan will depend upon full participation of IVGID’s personnel.
- Adequate documentation on current processes, requirements, and systems will be available.
- Both parties will commit to stay on track regarding the project schedule in order to maintain momentum and achieve efficiency.

Schedule

Moss Adams is prepared to commence this project in July 2023, assuming Client personnel are readily available to meet and work with our team members. An elapsed time of approximately five (5) to seven (7) months is expected to complete the work. This is considered an accelerated schedule designed to meet your needs in this situation. Factors that could influence the overall schedule include staff availability, availability of documentation, extent of supplemental analysis, desired level of documentation, holidays, and employee leave time.

Responsibility for Controls and Operating Environment

You are responsible for your control environment. We may advise you about business practices and their application, however, you will remain responsible for (i) the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Client involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the control environment; (ii) adjusting the control environment to correct for potential weaknesses; and (iii) identifying and ensuring that the Client complies with applicable laws and regulations.

Charges for Services

Our fees are based upon the hourly rates of individuals assigned to the project, plus expenses. Fees will be billed monthly as incurred on a time and materials basis. The professional fees for the project are expected to range from \$80,000 to \$90,000, plus expenses.

Our hourly rates are as follows:

Staff Level	Rate
Partner	\$395
Director	\$325
Senior Manager	\$305
Manager	\$275
Senior Consultant	\$245
Staff Consultant	\$210

Master Services Agreement Statement of Work

Incline Village General Improvement District

June 16, 2023

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We can jointly manage the budget for this engagement at project initiation through discussions regarding project scope, resource availability, assignment of duties between Client and Moss Adams team members, the anticipated level of effort, and overall project timing. If our time is less than anticipated, we will bill the lesser amount. If our time is more than anticipated, we will discuss this with you before proceeding further.

In addition to fees, we will charge you for expenses. Our invoices include a flat expense charge, calculated as five percent (5%) of fees, to cover expenses such as copying costs, postage, administrative billable time, report processing fees, filing fees, and technology expenses. Travel expenses and client meals/entertainment expenses will be billed separately and are not included in the 5% charge.

Hiring of Employees

We have a significant investment in the training and development of our personnel, and they are valued employees of Moss Adams. If you should hire one of our professionals either during the audit or within one year after the completion of this engagement, you agree to pay a personnel placement fee 33% of employee’s annual base salary to compensate Moss Adams.

Use of Subcontractor

We may retain subcontractors, which will access and process information using onshore and offshore resources, to assist us in providing the Services to you. This subcontractor will be required to maintain the confidentiality of your information, and we will be responsible for the subcontractors’ performance in accordance with the terms of this Agreement.

This SOW is effective as of the date set forth above.

ACCEPTED AND AGREED:

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

Signature: _____

Print Name: _____

Officer Title: _____

MOSS ADAMS LLP

Signature: _____

Print Name: Michael Parker

Title: Partner

Client: #805855
v. 6/7/2023

BOARD OF TRUSTEES LONG RANGE CALENDAR

- Notes
- Consent Items
- Report Items
- Agenda Items

August 9	
Finance	Carry-Over Approval
Finance	FY 2022/23 4 th Qtr. Budget Update & Expense Projects Report
Finance	FY 2022/23 4 th Qtr CIP Popular Status Report
PW	Opinion of Probable Construction Cost on Effluent Export
PW/Ski	CIP # 3464SI1002 Snowmaking Infrastructure Replacement – Procurement
PW	CIP # 3453BD1806 Base Lodge Walk In Cooler and Food Prep (Kitchen) Reconfiguration – GMP Update & Phase II
P&R	Update on beach access (staffing option for Incline Beach)
Ski	CIP Fleet Procurement – Snow grooming machine replacement
Ski	CIP # 3469HE1740 Fleet Procurement – 14 passenger shuttle van
Board	Appointment to Committees (Golf and Capital/Investment)
Board	Moss Adams Report
Staff	Review, discuss and provide direction to Staff on the Request for Proposal for District Legal Counsel Services

August 30	
Finance, HR & IT	Project Closeout Report (within the GM Report) on the Tyler Project
PW	SPS #5 Contract Approval & Award
PW	Residential Meter & Electronics Replacement Contract Approval & Award

September 13	
P&R	Contract Review – Sand Harbor Water Sports & Incline Spirits– expires 9/30 – end of a 2-year contract

September 27	
PW	Rec Center HVAC – Contract Award & Approval for A&E Team

October 11	

BOARD OF TRUSTEES LONG RANGE CALENDAR

Notes

Consent Items

Report Items

Agenda Items

General	Contract Review – Alta Vista Cleaning Services – expires 10/31 – has 2 years left on Board approved renewals so doesn't need to come before the Board for approval
Board	Discussion on creating a District policy on language i.e. Spanish, Italian, Polish, etc.
PW	Reservoir 3-1 WPS 4-2/5-1 Road – Approve & Award Design Contract
PW	Effluent Pipeline GMP 2 Award

	October 25
DP	Hyatt Sport Shop contract – expires 5/2023; comes before the Board at this time because it is only for Ski
PW	SPS #1 Contract Approval & Award

	November 8
BOT	Flashvote contract review – expires 12/2023
Finance	OpenGov contract review – expires 11/30/2023

	December 13
Multiple	Contract Review – Parasol Tahoe Community Foundation (storage space), First Non Profit (Unemployment), USFS (DP Special Use), TRPA (watercraft inspection) – expires 12/31 Contract Review – Washoe County School District Joint Use Agreement (no expiration – annual review)

Notes

Consent Items

Report Items

Agenda Items

PARKING LOT ITEMS

Date of Request	Item	Requester	Status/Notes	Date Completed
1/18/21	Possible discussion on IVGID needs as it relates to potential land use agreement with DPSEF	Trustee Schmitz		
11/3/21	Request that the Board discuss a strategy for dealing with e-mails and correspondence that the Board receives. Need to have a strategy and approach on who responded – come up with a consensus by the Board on who responds.	Trustee Schmitz	Related to Policy 20.1.0. Follow up with District Counsel Nelson	
Unknown	Next step on Diamond Peak parking lot/Ski Way – Staff added reminder	GM DPSR Bandelin		
Unknown	Modifications to current budget to reflect grant funding and cost sharing on Effluent Tank	Director of Public Works		
Unknown	Liaisons with Washoe County	Trustee Schmitz		
2/8/23	Capitalization Policy	Trustee Schmitz		
2/8/23	Update on Snowflake Lodge	Trustee Noble		
2/8/23	Workforce Housing for Seasonal Employees	Trustee Noble		
4/5/23	Revision to Public Records Policy – to be scheduled by GC Nelson	General Counsel Nelson		
4/5/23	Policy 16.1 – Recreation Roll	Trustee Schmitz		
4/5/23	Punch Card Recommendations	Trustee Schmitz		

BOARD OF TRUSTEES LONG RANGE CALENDAR

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Date of Request	Item	Requester	Status/Notes	Date Completed
4/5/23	Review policy re: use of procurement cards	Trustee Tulloch		
5/25/23	Family tree (Ordinance 7) review	Trustee Schmitz		
5/25/23	Two (2) Policy 20.1.0 on the website	Trustee Schmitz	This is correct and it will be corrected when one of these policies comes before the Board	
5/25/23	Pyramid (within Practice 6.1.0) – The Board never discussed how our venues fit into the practice	Trustee Schmitz		
5/25/23	Do a survey for the IVGID Magazine to see if there is value in producing a paper copy and mailing	Trustee Schmitz	A survey is being conducted in the upcoming issue of the IVGID Magazine	
06/14/23	Clarification on Scope #3 (IT) with Moss Adams	Trustee Schmitz	Scheduled for 7/26	
06/14/23	All-you-can-play golf pass review	Trustee Schmitz		
06/14/23	Skate Park update	Trustee Schmitz	Most likely to occur sometime in August	
06/14/23	Discuss the possibility of scheduling a community Town Hall or perhaps having a 30-minute social half hour before each Board meeting	Trustee Schmitz	See 6/28 entry; Chairman Dent to schedule 2 days for a Trustee Forum	
06/28/23	Review and Possible Approval of Revisions to Policy 2.1.0	Acting GM Underwood	Moved to parking lot pending outcome of MA work	

BOARD OF TRUSTEES LONG RANGE CALENDAR

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Consent Items

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Date of Request	Item	Requester	Status/Notes	Date Completed
06/28/23	Practice 6.0 - Review & Update Pricing	Acting GM Underwood	Moved to parking lot pending outcome of MA work	
06/28/23	Review CIP Roles & Responsibilities (Policies 12.1, 13.1 and Practice 13.2	Acting GM Underwood	Moved to parking lot pending outcome of MA work	
06/28/23	Revisions to Public Records Policy (Policy XX) based on Trustee Feedback	Acting GM Underwood	Moved to parking lot pending outcome of MA work	
06/28/23	Chairman Dent to propose 2 days for a Trustee Forum	Chairman Dent		
06/28/23	Redactions – needs a legal non-meeting as a Trustee requested that the PE's be made public	Chairman Dent		
07/12/23	Waste Management	Trustee Schmitz		
07/12/23	Strategic Plan	Trustee Tulloch	October	
07/12/23	Writing a letter to schools regarding programs	Chairman Dent		