



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)
 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
 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)
- G. **CONSENT CALENDAR** (for possible action)
1. Approve Meeting Minutes of June 28, 2023
 2. Approve Meeting Minutes of July 6, 2023

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)

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)

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)

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)

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)

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)

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)

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)

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

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".***