

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 January 10, 2024 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 at (877) 853-5247 (the webinar ID will be posted on our website on the day of the meeting). The meeting will be available for viewing at <https://livestream.com/accounts/3411104>.

A. PLEDGE OF ALLEGIANCE*

B. ROLL CALL OF TRUSTEES*

C. INITIAL PUBLIC COMMENTS - *Remarks by speakers during any public comment period shall be limited to three (3) minutes each. The Board Chair reserves the right to reduce the time allowed for public comment so long as such reduction is clearly communicated prior to the commencement of the comment period. Each individual's right to comment is subject to reasonable time, place, and manner restrictions as set forth in Board policy and this agenda statement. Public comments must be addressed to the Board Chair only, and not to staff or other attendees. No person may allocate their unused public comment time to any other person. The Chair may prohibit a person from continuing to make a public comment if it becomes clear that the content of the comment is a topic that is not relevant to or within the authority of the Board, or if the content of the comment is willfully disruptive of the meeting by being repetitious or interfering with the rights of other speakers. Any restriction on public comment for these reasons must be viewpoint neutral. The Board of Trustees may address matters brought up during public comment at the conclusion of the comment period but may not deliberate on any non-agendized item.*

D. APPROVAL OF AGENDA (for possible action)

The Board of Trustees may make a motion for a flexible agenda which is defined as taking items on the agenda out of order; combining agenda items with other agenda items; removing items from the agenda; moving agenda items to an agenda of another meeting, or voting on items in a block.

-OR- The Board of Trustees may make a motion to accept and follow the agenda as submitted/posted.

E. REPORTS TO THE BOARD - Reports are intended to inform the Board and/or the public.

1. **SUBJECT:** Interim General Manager's Monthly Status Report.
2. **SUBJECT:** Receive a report presentation and demonstration on the new Public Record Request Portal: NextRequest. (Requesting Staff Member: Director of Information Technology Mike Gove)
3. **SUBJECT:** Receive a report on the Capital Projects Status. (Requesting Staff Members: Interim Director of Public Works Kate Nelson)
4. **SUBJECT:** Receive a verbal report and update on the Utility Master Plan. (Requesting Staff Member: Interim Director of Public Works Kate Nelson)
5. **SUBJECT:** Receive a report and update regarding the IVGID Magazine Reader Survey results. (Requesting Staff Member: Marketing Manager Paul Raymore)
6. **SUBJECT:** Treasurers Report - December 2023 Activities District Treasury Report.

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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F. CONSENT CALENDAR (for possible action)

1. **SUBJECT:** Review, discuss, and accept the submitted responses to the community questions received at the October 11, 2023, Townhall Forum. (Requesting Trustee: Sara Schmitz, Chair)
2. **SUBJECT:** Review, discuss, and possibly approve the appointment of Mike Lefrancois to fill the at-large vacancy on the Capital Investment Committee. (Requesting Trustee: Raymond Tulloch)

Recommendation for Action: That the Board of Trustees makes a motion to approve the appointment of Michael Le Francois to fill the at-large vacancy on the capital Investment Committee.

3. **SUBJECT:** Review, discuss and possibly approve a contract award with First Nonprofit, the District's third party administrator for Unemployment Claims, Annual Contract for calendar year 2024 in the amount of \$212,700 (Requesting Staff Members: Director of Human Resources Erin Feore, and Interim Director of Finance Bobby Magee)

Recommendation for Action:

That the Board of Trustees make a motion to approve;

1. A contract award to First Nonprofit, the District's third party administrator for Unemployment Claims, Annual Contract for calendar year 2024 in the amount of \$212,700.

4. **SUBJECT:** Approval of the Meeting Minutes for December 13, 2023

G. GENERAL BUSINESS (for possible action)

1. **SUBJECT:** Approval of the District-wide Budget Calendar for Fiscal Year 2024-25. (Requesting Staff Member: Interim Director of Finance Bobby Magee)

Recommendation for Action:

That the Board of Trustees:

1. Review the draft budget calendar outline which was designed and structured to give insight as to the process of preparing the annual budget providing comments as appropriate; and,
2. Receive and file the draft budget calendar; and,
3. Discuss and propose a future date for a potential special Board of Trustees meeting for Kevin Lyons, of Governance Sciences Inc., to review and discuss the results of the FlashVote Priorities Survey as part of a Board Strategic Budget Planning Retreat and Capital Improvement 5-Year Plan.

2. **SUBJECT:** Review, discuss and possibly authorize the Human Resource Director to recruit, and fill a vacant District Purchasing and Contract Administrator Position, and approve the necessary related funding.(Requesting Staff Member: Director of Human Resources Erin Feore, and Interim Finance Director Bobby Magee)

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

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1. Authorize the Activation of the Vacant District Purchasing and Contract Administrator Position; and,
 2. Change the Name of the Vacant Position from District Purchasing and Contract Administrator to Purchasing and Contracts Manager; and,
 3. Set the Salary Range for the Purchasing and Contracts Manager Position at Grade 33 and,
 4. Direct Finance Staff to Add Final Estimated Funding for the Position to the Future 2022-23 Finance Department Budget Augmentation Request; and,
 5. Transfer the Public Works Contracts Administrator II position to the Finance Department.
3. **SUBJECT:** Verbal update on recruitment progress of the General Manager position; discussion and possible direction to staff regarding the contract template and interview schedule. (Requesting Staff Member: Director of Human Resources Erin Feore)

Recommendation for Action:

That the Board of Trustees make a motion to:

1. Review, discuss and possibly approve a Draft Template for the District General Manager's anticipated employment contract
 2. Discuss and Propose a Board of Trustees Special Meeting calendar date to conduct the District General Manager candidate's interviews.
4. **SUBJECT:** Review, discuss and possibly approve a Professional Services Agreement between Incline Village General Improvement District and HDR Engineering, Inc. for an updated Water and Sewer Rate Study for Fiscal Year 2024 in the amount of \$41,865.00. (Requesting Staff Member: Interim Director of Public Works Kate Nelson)

Recommendation for Action: Approve a Professional Services Agreement between Incline Village General Improvement District and HDR Engineering, Inc. for an updated Water and Sewer Rate Study for Fiscal Year 2024 in the amount of \$41,865.00.

5. **SUBJECT:** Review, discuss and possibly approve the contract with Best, Best, and Krieger LLP., for legal services for the period of January 1, 2024, through December 31, 2026. (Requesting Trustee: Sara Schmitz, Chair)

Recommendation for Action: That the Board make a motion to approve the contract with Best, Best, and Krieger LLP., for legal services for the period of January 1, 2024, through December 31, 2026

6. **SUBJECT:** Review, discuss and appoint board liaisons to various functions/organizations for 2024. (Requesting Trustee: Sara Schmitz, Chair)

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- I. LONG RANGE CALENDAR
- J. BOARD OF TRUSTEES UPDATE
- K. FINAL PUBLIC COMMENTS - Limited to a maximum of three (3) minutes in duration.
- L. ADJOURNMENT (for possible action)

CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before 9:00 a.m. on Friday, January 5, 2023, a copy of this agenda (IVGID Board of Trustees Session of January 10, 2024) was delivered to the post office addressed to the people who have requested to receive copies of IVGID's agendas; copies were e-mailed to those people who have requested; and a copy was posted, physically or electronically, at the following locations in accordance with Assembly Bill 253:

1. IVGID Anne Vorderbruggen Building (893 Southwood Boulevard, Incline Village, Nevada; Administrative Offices)
2. IVGID's website (www.yourtahoeplace.com/ivgid/board-of-trustees/meetings-and-agendas)
3. State of Nevada public noticing website (<https://notice.nv.gov/>)
4. IVGID's Recreation Center (980 Incline Way, Incline Village, Nevada)

Persons may request copies of all agenda materials by contacting the District Clerk or by visiting the Administrative Offices at the address listed above.

/s/ Heidi H. White
Heidi H. White
District Clerk (e-mail: hwh@ivgid.org/phone # 775-832-1268)

IVGID Board of Trustees: Sara Schmitz - Chair, Matthew Dent - Vice Chair, Michaela Tonking - Secretary, Raymond Tulloch - Treasurer, and David Noble

Notes: Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; moved to or from the Consent Calendar section; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later. Those items followed by an asterisk (*) are items on the agenda upon which the Board of Trustees will take no action. Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to call IVGID at 832-1100 at least 24 hours prior to the meeting. **IVGID'S agenda packets are available at IVGID's website, www.yourtahoeplace.com; go to "Board Meetings and Agendas".**