



**Incline Village General Improvement District
Board of Trustees**

*Sara Schmitz, Chair
Matthew Dent, Vice Chair
Raymond Tulloch, Treasurer
Michaela Tonking, Secretary
Dave Noble, Trustee*

MEETING SYNOPSIS

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES

HELD IN INCLINE VILLAGE ON OCTOBER 9, 2024

*Viewing available by clicking the link and choosing BOT Meeting 10.9.2024 at <https://livestream.com/accounts/11189427>
or <https://ivgid.portal.civicclerk.com/event/239/media>

On roll call, the following trustees were present: Trustee Tulloch, Trustee Tonking, Trustee Noble, and Chair Schmitz. Trustee Dent joined the meeting at 6:07 PM.

At the meeting of the IVGID Board of Trustees, on Wednesday, October 9, 2024, the Board listened to a variety of topics during the Public Comment Period. Community members read, spoke and submitted written statements related to Item E.1. Interim General Manager's September report and the letters from the Department of Taxation; matters related to Board Candidates' support of district facility fees; the list of tax delinquent parcels posted in a public board packet; TRPA's Award to the Effluent Pipeline Project; Item E.2. and the Rubin Brown remediation of findings; the state of the GID and what trustees have learned; and the RFP for Management Firms.

The Agenda was approved with the request from staff for Item G.6. to be postponed to a future date, and Item G.7. to remain as an item for The Board of Trustees to provide further direction to staff.

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REPORTS TO THE BOARD

Item E.1. - Interim GM Crocker was not present at the meeting, so Trustee Schmitz introduced the GM Report and mentioned that Interim General Manager Karen Crocker would be requesting a Donation Refund of \$5,000 as the donation was made to the district outside the policy.

Chair Schmitz requested that Interim Director of Finance Susan Griffith to explain the department report, and made comments related to parcel information released and comments related to Ordinance 7.

Interim Director of Finance Sue Griffith asked for clarification to Chair Schmitz question, followed by discussion and an explanation for / and by the Board Chair.

Trustee Tonking asked questions related to the end of the Baker Tilly engagement, and about the Parcel list of tax delinquencies. Trustee Tonking followed up by asking about the Davis Farr Engagement letter.

Trustee Noble asked the Interim Director of Finance about reviewing NRS 361.483 and suggested that staff provide consistency with the statutory framework for installment payments and delinquencies as they relate to Ordinance 7.

Trustee Tulloch asked that the items identified from the Rubin Brown Report come to the Board prior to closing.

Chair Schmitz asked about the status of monthly venue financial reports.

Item E.2. - Interim Director of Finance Griffith presented the status update on staff's progress related to the Rubin Brown Report observations, including dates of each completed observation and expected completion dates of any not yet resolved findings along with the most recent bank reconciliations. She then opened the floor for trustees' questions and comments.

Trustee Tulloch asked that staff return to the board prior to closing observations and findings, and requested that staff explain what actions had been taken.

Trustee Schmitz asked that staff provide methods, procedures, and policies that have been updated and what policies and procedures needed modification or creation to remedy the findings and asked that steps be documented.

Item E.3. - Interim Director of Finance Susan Griffith provided a brief overview of the Community Service Administrative fund account and opened the floor to the Board for questions and discussion.

Trustee Schmitz provided a brief overview of the Board's request to staff at budget time.

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Following a Board discussion, the staff was directed to add this report to the long range calendar as a lower priority, but to provide a more detailed explanation of what all rolls into this account for the future board's understanding.

Item E.4. - Diamond Peak General Manager Mike Bandelin provided a detailed review of the sales of food and beverages at district beaches, including the expenses, and the salaries and wages, and goods sold. He then turned the floor over to the Board for comments and questions. The trustees agreed that this report provided a good start, and gave useful information on what type of kitchen would be needed at the beach.

F. CONSENT CALENDAR

The Board of Trustees unanimously approved the Consent Calendar items below, as submitted.

- F.2 Approval of the IVGID Board of Trustees Meeting Minutes for August 28, 2024.
- F.3 Approval of the IVGID Board of Trustees Meeting Minutes for September 11, 2024.
- F.4 Accept a Donation, in the Amount of Not to Exceed \$2,000, from the Incline Tahoe Foundation for the Purposes of Purchasing Candy for the Annual Trail of Treats and Terror Event which will be held on October 24, 2024.
- F.5 Approve a Purchase Order Agreement with Cisco Air Systems for Annual Commissioning and Start-Up Services for the District's Snowmaking Air Compressors. FY 2024/25 Operating Expense: Fund: Community Services; Division: Ski; GL Account # 30343463-7510; Vendor: Cisco Air Systems, in the amount of \$14,866.60.

G. GENERAL BUSINESS (for possible action)

Item G.1. - During the discussion regarding the General Manager Recruitment Process, the Board of Trustees agreed that 5 anticipated candidates would be interviewed for a possible two-step process.

Trustees also agreed that the preferred method for the interviewing process should be done in an in-person format.

Though the majority of the Board found a one step process of interviewing to be the preferred process, they were all open to the possibility of a two-step process with the top 2 or 3 candidates returning for a second interview.

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Legal Counsel suggested that the Agenda language should be flexible for this possibility.

The director of Human Resources Erin Feore requested that the Board Members provide their availability for the next two weeks to find a mutually agreed upon date for Candidate Interviews.

Trustees requested Director Feore provide a predetermined list of questions for the Board to consider and/ or use as a draft to possibly, provide their own questions.

Item G.2. - Trustees unanimously approved a change to the reporting structure for the Contracts & Purchasing Manager Position, as recommended by staff.

Item G.3. - The Board unanimously approved the Contracts & Purchasing Manager Job Description per Policy and Practice 144 Resolution No. 1911 Personnel Management.

Item G.4. - The Board of Trustees unanimously approved an Amendment to the Agreement with Tyler Systems, and Authorize the Interim General Manager to Execute the Agreement for Services Noted in Quote #2024-489621-K4S7M9 to Include: Open Finance Public Finance Portal Implementation; Employee Self Service Web Portal Upgrade; and Onsite Enterprise ERP Training; Amount Not to Exceed \$97,400.

Item G.5. – Trustees unanimously voted to approve Blanket Purchase Orders for Purchase of Food and Beverage from U.S. Foods in Amount Not to Exceed \$479,500, with Sierra Meet and Seafood in Amount Not to Exceed \$200,000 and Southern Glazer Wine and Spirits in Amount Not to Exceed \$158,500 for Fiscal Year 2024/25, Pursuant to NRS 332.115 and Board Policy 21.1.0

Item G.6. – ***Item was postponed and has been moved to a future date.*** Review, Discuss and Possibly Approve Practice 6.2.0, Budgeting and Fiscal Management: Community Services and Beach Pricing for Products and Services.

Item G.6. previously G.7. - Trustee Schmitz provided an overview related to the venue discounts provided to non-profit groups.

During the review and discussion of the item, the board members requested a more comprehensive report to include the food and beverage purchases.

Direction to staff : provide a report that is inclusive for all venues to show consistency; the report should indicate what the Community Benefit is provided; and should show catering services and costs in the report; provide

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comparison costs with local restaurants.

I. LONG RANGE CALENDAR

Chair Schmitz asked that Trustees email her with items that needed to be added or deleted from the long range calendar.

J. BOARD OF TRUSTEES UPDATE

Trustee Tulloch provided an update to his fellow Trustees about his attendance of the TRPA Best in Tahoe Award Ceremony, and Public Works Department received an award for their work on the Effluent Pipeline Project.

Following the final public comment period
The IVGID Board of Trustees Meeting adjourned at 9:10 P.M.

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