

NOTICE OF MEETING

The Regular Meeting of the Incline Village General Improvement District (IVGID) Board of Trustees will be Held Starting at 6:00 PM on June 26, 2024 in the Boardroom, 893 Southwood Boulevard, Incline Village, Nevada.

Public Comment is allowed, and the Public is Welcome to Provide Public Comment via Telephone at (877) 853-5247 (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. PLEDGE OF ALLEGIANCE*
- B. ROLL CALL OF TRUSTEES*
- C. INITIAL PUBLIC COMMENTS - *Unless otherwise determined, the time limit shall be three minutes for each person wishing to make a public comment. Unless otherwise permitted by the Chair, no person shall be allowed to speak more than once on any single agenda item. Not to include comments on General Business items with scheduled public comment. The Board of Trustees may address matters brought up during public comment at the conclusion of the comment period but may not deliberate on any non-agendized item.*
- D. APPROVAL OF AGENDA *(for possible action)*
- The Board of Trustees may make a motion for a flexible agenda which is defined as taking items on the agenda out of order; combining agenda items with other agenda items; removing items from the agenda; moving agenda items to an agenda of another meeting, or voting on items in a block.*
- OR- The Board of Trustees may make a motion to accept and follow the agenda as submitted/posted.*
- E. REPORTS TO THE BOARD - Reports are intended to inform the Board and/or the public.
1. **SUBJECT:** Receive and File Annual Report from The Parasol Tahoe Community Foundation. (Requesting Staff Member: Baker Tilly Special Advisor Craig Bronzan)
 2. **SUBJECT:** Treasurers Report - April 2024 Activities District Treasury Report. (Requesting Staff Member: Assistant Director of Finance Adam Cripps)
 3. **SUBJECT:** Verbal Report from the North Lake Tahoe Fire Protection District regarding the Documented Plan for the District Defensible Space on IVGID Lands for the Upcoming 2024 Fire Season.
 4. **SUBJECT:** Verbal Report on the District General Manager's Process for Managing the Fiscal Year 2024/25 District Budget as set by the Board of Trustees (Requesting Staff Member: District General Manager Bobby Magee)
- F. CONSENT CALENDAR (for possible action)
1. **SUBJECT:** Approval of the IVGID Board of Trustees Meeting Minutes for May 23, 2024. (Requesting Staff Member: District Clerk Heidi White)
 2. **SUBJECT:** Approval of the IVGID Board of Trustees Meeting Minutes for May 28, 2024. (Requesting Staff Member: District Clerk Heidi White)
 3. **SUBJECT:** Approval of the IVGID Board of Trustees Meeting Minutes for May 29, 2024. (Requesting Staff Member: District Clerk Heidi White)

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.

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4. **SUBJECT:** Approval of the IVGID Board of Trustees Meeting Minutes for May 30, 2024. (Requesting Staff Member: District Clerk Heidi White)
5. **SUBJECT:** Review, Discuss and Approve a Purchase Order Agreement for Parking Lot Sweeping Services Across District Venues - 2023/24, all Venues' Services and Supplies Operating Budgets; Contractor: Four D Enterprises, LLC; Amount: \$11,295.80. (Requesting Staff Member: Interim Director of Public Works Kate Nelson)

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

1. Approve the Purchase Order Agreement with Four D Enterprises, LLC for Parking Lot Sweeping at All District Venues for the Amount of \$11,295.80; and,
2. Direct the General Manager to Sign and Execute the Agreement.

6. **SUBJECT:** Review, Discuss and Approve the Purchase Order Agreement for Parking Lot Striping Services Across District Venues - 2023/24, all Venues' Services and Supplies Operating Budgets; Contractor: Absolute Sealing & Striping; Amount: \$44,315. (Requesting Staff Member: Interim Director of Public Works Kate Nelson)

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

1. Approve the Purchase Order Agreement with Absolute Sealing and Striping, Inc. for Parking Lot Striping at All District Venues for the Amount of \$44,315; and,
2. Direct the General Manager to Sign and Execute the Agreement.

7. **SUBJECT:** Review, Discuss and Approve the Agreement for Professional Services - 2024/25 Operating Fund: Public Works; Utilities; Sewer and Water; General Ledger #20002523-7330 and 20002223-7330; Vendor: Jacobs Engineering Group Inc.; Amount: \$30,000. (Requesting Staff Member: Interim Director of Public Works Kate Nelson)

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

1. Approve the Professional Services Agreement with Jacobs Engineering Group Inc, for the Total Amount of \$30,000; and,
2. Direct the General Manager to Sign and Execute the Agreement.

8. **SUBJECT:** Review, Discuss, and Approve the Purchase Order Agreement for Services for the Burnt Cedar Water Disinfection Plant Inlet Pump Electrical Repair - 2023/24 Capital Improvement Project Fund: Utilities; Division: Water: Project #2299DI1401; Contractor: DXP Turbo, in the Amount of \$11,954. (Requesting Staff Member: Interim Public Works Director Kate Nelson)

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

1. Approve the Purchase Order Agreement for Services with DXP Turbo in the Amount of \$11,954 for the Repair of the Inlet Pump at the Burnt Cedar Water Disinfection Plant; and,
2. Direct the General Manager to Sign and Execute the Agreement.

9. **SUBJECT:** Review, Discuss and Approve the Purchase Order Agreement for Services for the Burnt Cedar Water Disinfection Plant Inlet Pump Inspection - 2023/24 Capital Improvement Project Fund: Utilities; Division: Water: Project #2299DI1401; Contractor: DXP Turbo, in the Amount of \$1,850. (Requesting Staff Member: Interim Public Works Director Kate Nelson)

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

1. Approve the Purchase Order Agreement for Services with DXP Turbo in the Amount of \$1,850 for the Repair of the Inlet Pump at the Burnt Cedar Water Disinfection Plant; and,
2. Direct the General Manager to Sign and Execute the Agreement.

10. **SUBJECT:** Review, Discuss and Approve the Purchase Order Agreement for the Wetlands Effluent Disposal Facility Improvement - 2023/24 Capital Improvement Project Fund: Utilities; Division: Project #2599SS1103; Contractor: Cinderlite Trucking Corporation; Amount: \$24,991.00. (Requesting Staff Member: Interim Director of Public Works Kate Nelson)

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

1. Approve the Purchase Order Agreement with Cinderlite Trucking Corporation for the Amount of \$24,991; and,
2. Direct the General Manager to Sign and Execute the Agreement.

11. **SUBJECT:** Review, Discuss, and Approve the Incline Village/Crystal Bay Veteran's Club being a Co-Sponsor with EnviroSports of the 2024 Sharkfest to be Held at Sand Harbor on August 18, 2024. (Requesting Staff Member: Baker Tilly Special Advisor Craig Bronzan)

Recommendation for Action: That the Board of Trustees make a Motion to Approve the Collaboration with the Incline Village/Crystal Bay Veteran's Club to be a Co-Sponsor with EnviroSports in the 2024 Sharkfest to be Held at Sand Harbor on August 18, 2024.

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12. **SUBJECT:** Review, Discuss, and Possibly Approve a License Agreement with Red, White and Tahoe Blue II for the use of the IVGID Boat Ramp at Incline Beach for the Dates of June 28 through July 5, 2024, for the Exclusive use of Barge Loading and Unloading. (Requesting Staff Member: District General Manager Bobby Magee)

Recommendation for Action: That the Board of Trustees make a Motion to Approve a License Agreement with Red, White and Tahoe Blue II for the use of the IVGID Boat Ramp at Incline Beach for the Dates of June 28 through July 5, 2024, for the Exclusive use of Barge Loading and Unloading.

It should be noted that the specific times for loading and unloading, at the time of preparing this memorandum, were being worked out between the two parties.

G. GENERAL BUSINESS (for possible action)

1. **SUBJECT:** Review, Discuss and Possibly Approve the Proposed Veterans Memorial Design and Location and provide Direction to Staff on Subsequent Actions Regarding the Project. (Requesting Trustee: Chair Sara Schmitz)

Recommendation for Action: That the Board make a Motion to:

1. Accept the proposed Veterans Memorial Design.
2. Accept the proposed location for the Veterans Memorial; and,
3. The Board Directs Staff and Legal Counsel to Formulate District Staff Time and related Cost Estimates for Moving the Project Forward.

2. **SUBJECT:** Accept the District General Manager Bobby Magee's Letter of Resignation, Pursuant to Section 6.4 of the District General Manager Agreement, Effective October 5, 2024; Provide Direction to Staff to Open General Manager Recruitment; and Review and Approve General Manager Job Description and Pay Rate. (Requesting Staff Member: Director of Human Resources Erin Feore)

Recommendation for Action: That the Board of Trustees make a Motion to: Accept General Manager Magee's Letter of Resignation, Effective October 5, 2024, Pursuant to Section 6.4 of the General Manager Employment Contract. Further, the Human Resources Director Recommends the Board of Trustees Provide Feedback and Direction as Follows:

- That the Board of Trustees Select One (or more) of the Following Recommendations by the Director of Human Resources, to Include:
 1. Appoint Internal Interim General Manager; and/or
 2. Review, Interview, and Appoint an External General Manager; and/or
 3. Open Recruitment Process to Include Providing Direction to the HR Director to Engage in RFP Processes for Executive Recruitment Firm(s) Selection.

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- That the Board of Trustees:
 1. Re-Examine and Recommend any Changes to the Current General Manager Job Description; and
 2. Review and Recommend any Changes to the Current Salary Range; and
 3. Provide Feedback and Direction as to the Required Skills/Experience/Background of the Preferred Candidate; and
 4. Set Deadline for Recruitment and Anticipated Date of Interviews.

3. **SUBJECT:** Review, Discuss, and Approve Golf Play Pass Rate Structure for the 2024 Season (Requesting Staff Member: General Manager of Golf Operations Timothy Sands)

Recommendation for Action: That the Board of Trustees make a Motion to Approve the Golf Afternoon Play Pass Rate for Championship Golf Course.

4. **SUBJECT:** Review, Discuss, and Approve the Parks and Recreation Department Recommended Fees for the 2024 - 2025 Fiscal Year and Direct Staff to Return for Board consideration of an Update to the Budget and Fiscal Management Community Services and Beach Pricing for Products and Services Practice 6.2.0. (Requesting Staff Member: Baker Tilly Special Advisor Craig Bronzan)

Recommendation for Action: That the Board of Trustees make a Motion to Approve the Recommended 2024 - 2025 Park & Recreation Department Fees, and Direct Staff to Return for Future Board Consideration of an Update to the Budgeted and Fiscal Management Community Services and Beach Pricing for Products and Services (Practice 6.2.0.).

5. **SUBJECT:** Review, Discuss, and Possibly Approve the Parks and Recreation Department's Prioritized List of Projects for the Recreation Center. (Requesting Staff Member: Baker Tilly Special Advisor Craig Bronzan)

Recommendation for Action: That the Board of Trustees Review the Park and Recreation Department Prioritized List of Projects for the Recreation Center and Provide Direction to Staff related to Follow Up and Next Steps.

6. **SUBJECT:** Review, Discuss and Approve the Construction Agreement for the Sewer Pump Station #5 Wetwell and Manhole Rehabilitation Project - 2023/24 Capital Improvement Project Fund: Utilities; Division: Sewer: Project #2599DI1104, Sewer Pumping Station Improvements, and Project #2599SS1203X, Replace and Reline Sewer Mains, Manholes and Appurtenances; Contractor: Farr Construction Corporation dba Resource Development Company, in the Amount of \$152,500. (Requesting Staff Member: Interim Public Works Director Kate Nelson)

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Recommendation for Action: The Board of Trustees make a Motion to:

1. Approve the Award of a Construction Contract for the SPS #5 Wetwell and Manhole Rehabilitation Project - 2022/2023 Capital Project Fund: Utilities; Division: Sewer: Project #2599DI1104, Sewer Pumping Station Improvements, and Project #2599SS1203X, Replace & Reline Sewer Mains, Manholes and Appurtenances; Contractor: Farr Construction Corporation dba Resource Development Company, in the Amount of \$152,500; and,
2. Authorize Staff to Execute Change Orders for Additional Work for 10% of the Construction Contract in the Amount of \$15,250; and,
3. Direct the Chair and Secretary to Sign and Execute the Contract.

7. **SUBJECT:** Review and Discuss Proposed Sewer and Water Rate Increase Alternative Scenarios and Adjustments to the Fee Schedule. (Requesting Staff Member: Interim Director of Public Works Kate Nelson).
8. **SUBJECT:** Review and Discuss the Incline Beach House and Access Projects. (Requesting Staff Member: Interim Director of Public Works Kate Nelson)
9. **SUBJECT:** Review and Discuss the Board of Trustees Goals for the Year. (Requesting Trustee: Chair Sara Schmitz)

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

CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before 9:00 AM on Friday, June 21, 2024, a copy of this agenda (IVGID Board of Trustees Session of June 26, 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 213:

1. IVGID Anne Vorderbruggen Building (893 Southwood Boulevard, Incline Village, Nevada; Administrative Offices)
2. IVGID's website (www.yourtahoepace.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: hhw@ivgid.org/phone # 775-832-1268)

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

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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".

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