



**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 July 31, 2024**

\*Viewing available by clicking the link and choosing BOT Meeting 07.31.2024 at <https://livestream.com/accounts/11164630>

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*All Board Members were Present at the IVGID Board Meeting held on July 31, 2024.*

**Public Comment:**

*At the Meeting of the IVGID Board of Trustees, on Wednesday, July 31, 2024, the Board listened to a variety of topics during the Public Comment period. The Community members read and spoke about the subjects related to Ordinance 7 - picture pass holders and punch Cards, District budgeting, and the lack of internal controls, accusations of unauthorized spending on projects by District staff members as reported in the Rubin Brown report, venues effected by Board Practice 6.2.1 - Budgeting and Fiscal Management Community Services and the Rubin Brown draft Forensic Due Diligence Audit Report.*

**Approval of the Agenda:**

*The Agenda was approved with the following exceptions:*

*Consent Calendar **Item F.4. SUBJECT:** Review, Discuss, and Approve the Purchase Order Agreement for Services Associated with the Sewer Pump Station #16 Motor Repair - FY 2024/25 Capital Improvement Project Fund: Utilities; Division: Sewer: Project #2599DI1104; Contractor: Carson Pump LLC, in the Amount of \$17,400. (Requesting Staff Member: Public Works Director Kate Nelson) **Moved to** General Item G.5., for further discussion; and*

***Item F.6. SUBJECT:** Review, Discuss and Approve an Agreement with Professional Ski Racer Lila Lapanja for Complimentary Memberships at the Recreation Center, Tennis & Pickleball Center, and Diamond Peak Season Ski Passes, in exchange for serving as a Marketing Ambassador for IVGID's Recreation Venues.(Requesting Staff Member: Marketing & Communications Manager Paul Raymore) **Moved to** General Business Items G.6., for further discussion,*

Items Deferred to the August 28th Board of Trustees Meeting are as follows:

Consent Calendar **Item F.5. -SUBJECT:** Approval of Sole Source Procurement of Water and Wastewater Treatment Chemicals From Univar in Amount Not-to-Exceed \$120,000 and from Olin in Amount Not to Exceed \$170,000; Approve Procurement of Fuel through State Contract Pricing (Contract #99SWC-S818) under NRS 32.195 with Pilot Thomas Logistics, LLC in the Amount Not-to-Exceed \$190,000 and with Flyers Energy, LLC in the Amount Not to Exceed \$190,000 (Requesting Staff Member: Assistant Director of Finance Adam Cripps) - additional supporting documentation (Items requested: Purchase Orders Documents/ contracts);

General Business **Item G.5. - SUBJECT:** Discussion, and Direction Regarding Incline Beach Food and Beverage Presentation. (Requesting Staff Member: General Manager of Golf Operations Tim Sands); and

**Item G.6. - SUBJECT:** Review, Discuss and Possibly Approve the Golf Club Policy. (Requesting Staff Member: General Manager of Golf Operations Tim Sands) - so that Mr. Sands could be present for the discussion.

### **REPORTS TO THE BOARD**

Trustee Tulloch provided a brief overview of the Treasurers Report for May 2024, which can be found on the [District Website](#).

Board discussion and suggestions from the Board followed:

Trustee Tonking requested that a Board approved Budget line budget be added to the graph.

Chair Schmitz asked if the interest shown on page 10 had been credited to the General Fund, she also asked if staff had the ability and access to review expenses against budget.

Trustee Tulloch asked the GM how soon the monthly books could be closed.

District General Manager Magee provided a verbal report on the Rubin Brown draft Forensic Due Diligence Accounting Services Review, which was included in the July 10, 2024, Board Agenda Packet as Supplemental Material.

He stated that in their report, Rubin Brown identified a high risk of fraud within IVGID's control environment and provided 41 "Detailed Observations and Recommendations".

He updated the board on the status of each observation and reported that 16 of the observations had been resolved or fixed, and that 18 of the observations were currently being corrected or worked on, with the remainder of the Items categorized as Lowest Priority - Work to Correct has not yet started.

### **CONSENT CALENDAR**

Following a motion to approve the remaining Consent Calendar Items F.1. Meeting Minutes for 06/1/2024, Item F.2. Meeting Minutes for 06/26/2024, and Item F.3. Meeting Minutes for 07/10/2024, Trustee Tulloch stated that he received an email regarding missing Public Comment Items missing from the minutes. The Board of Trustees weighed in on the matter and approved the Consent Calendar Items F1, F2, and F3 with a 4/1 vote.

### **GENERAL BUSINESS**

The Board listened as the Director of Administrative Services Susan Herron provided an overview of Board Practice 6.2.0 Budgeting and Fiscal Management Community Services and Beach

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Tahoe basin.

Pricing for Products and Services, along with the input she received regarding possible revisions from District Staff and Board members. Board discussion followed with Direction for staff to return with Direction from the Board - with the following information : Provide Policy 6.1.0 - (overarching Policy) adoption of Financial Policy to ensure that it is sound, and where the Board would like it to be. The Board also asked staff to provide a table by venue with operating subsidy and capital subsidy and the level of subsidization the district covers for programs. Chair Schmitz stated that the Practice needs to have an overarching strategy for our programs and services. Staff is to return with information on where the District currently is regarding operating and capital subsidy percentages, and that they should be provided at a venue level, food and beverage level, for programs and services. We should be asking, "What are we trying to accomplish and for whom?"

Due to the Assistant Director of Finance being on a leave of absence, the Board of Trustees provided feedback on the material provided on the **Board Policy 8.1.0 - Capitalization of Fixed Assets and provided a review of the Agenda Material** the and provided feedback on the documents for the General Manager to bring back to staff for additional revisions.

Trustee Tulloch provided a brief review of the revisions recommended to Policy and Procedure 142 Resolution No. 1898. Following a brief discussion by the Board regarding the recommended revisions to Policy and Procedure 142 Resolution 1898 Personnel Management, the Board tabled the Item requesting the red-line documents be included to show struck through and additions for the Boards consideration at meeting scheduled for August 28th.

The Board of Trustees then listened as Legal Counsel Sergio Rudin provided an overview of the recommended revisions to the District Policy and Procedure 138 Resolution No. 1849. Following Board discussion this item will require further review and revisions, and has been placed on the Long Range Calendar to return to the Board at the August 28th Meeting.

Items G.5. and G.6. were tabled to the Board meeting of August 28, 2024.

The Board of Trustees unanimously approved Public Works Consent Item without exception regarding the Approval of the Purchase Order Agreement for Services Associated with the Sewer Pump Station #16 Motor Repair - FY 2024/25 Capital Improvement Project Fund: Utilities; Division: Sewer: Project #2599DI1104; Contractor: Carson Pump LLC, in the Amount of \$17,400. without discussion, as it was removed from consent in error.

The Board of Trustees listened as Marketing and Communications Manager, Paul Raymore, provided a full review and value of the Agreement with Professional Ski Racer Lila Lapanja for Complimentary Memberships at the Recreation Center, Tennis, and Pickleball Center, and Diamond Peak Ski Passes in exchange for serving as a Marketing Ambassador for IVGID's Recreation Venues. After Mr. Raymore's presentation, there was discussion, and the Board provided feedback and additional recommendations regarding the contract, which the Board approved with a 3/1/0 vote (Trustee Tulloch abstained)

Following final public comment the July 31, 2024, meeting of the Incline Village Board of Trustees adjourned at 8:35 PM.

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*Tahoe basin.*