

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 August 6, 2024 in the Boardroom, 893 Southwood Boulevard, Incline Village, Nevada.

Public Comment is allowed and Members of the Public are Welcome to Provide Public Comment via Telephone at (877) 853-5247 (the Webinar ID will be Posted to the IVGID 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:** District General Manager's Monthly Status Report. (Requesting Staff Member: District General Manager Bobby Magee) – **pages 3 – 39**
- F. CONSENT CALENDAR (for possible action)
- G. GENERAL BUSINESS (for possible action)
1. **SUBJECT:** Review, Discuss, and possibly Approve Recommended Direction regarding the Pending Vacancy of the General Manager's Position. (Requesting Staff Member: Director of Human Resources Erin Feore) – **pages 40 - 43**
- Recommendation for Action:* That the Board of Trustees make a Motion to Approve the Recommended Direction regarding the pending vacancy of the General Manager's Position.
2. **SUBJECT:** Review, Discuss and possibly Approve an Agreement with EXL Media for District Media Buying Services. (Requesting Staff Member: Marketing & Communications Manager Paul Raymore) **pages 44 – 79**

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

NOTICE OF MEETING

Agenda for the Board Meeting of August 6, 2024 - Page 2

Recommendation for Action: That the Board of Trustees make a Motion to Authorize Staff to Enter into an Agreement with EXL Media for 2024/25 Fiscal Year Media Buying Services for Diamond Peak Ski Resort, the Championship and Mountain Golf Courses, and the Facilities Department, for a not-to-exceed Total Amount of \$288,146.

- H. REDACTIONS FOR PENDING PUBLIC RECORDS REQUESTS (for possible action)
- I. LONG RANGE CALENDAR - *pages 80 - 85*
- 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 Thursday, August 1, 2024, a copy of this agenda (IVGID Board of Trustees Session of August 6, 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

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.yourtahoepace.com; go to "Board Meetings and Agendas".**

MEMORANDUM

TO: Board of Trustees

FROM: Bobby Magee, District General Manager

SUBJECT: District General Manager's Monthly Status Report - July 2024.

DATE: August 6, 2024

District General Manager Verbal Update

Venue Status Reports

Venue status reports are attached for July 2024 (*covering department accomplishments over the past month and department outlook and goals for the upcoming month*)

“1895 Report” – Update non-profit Discounted use of Venues

Policy 22.1.0 – Disclosure of External Entity Involvement

The quarterly reporting for April 1, 2024, through June 30, 2024.

Public Records Log

Public Records Log for Any Prior unfulfilled Requests and January 11, 2024 through July 30, 2024, is attached to this report.

III. ATTACHMENTS

July 2024 Venue Status Reports
1895 Report – Update non-profit discounted use of Venues
Policy 22.1.0 – Disclosure of External Entity Involvement Reporting
Public Records Request Log

MEMORANDUM

TO: Bobby Magee, General Manager
FROM: Erin Feore, Director of Human Resources
SUBJECT: Monthly Venue Manager Status Report
DATE: July 29, 2024

The Human Resources team continues with recruitment efforts for ongoing seasonal staffing and full-time/year-round staffing needs. Our Talent Acquisition Specialist continues to manage the recruitment efforts for the District and has reported the following Open/Filled Full Time/Year Round (FT/YR) positions:

Filled

Director of Parks & Recreation (start date in July)
IT Technician
SCADA Technician/Instrumentation Technician

Openings

Contracts & Purchasing Manager (interviews ongoing)
Senior Engineer
Lift Operations – Supervisor

The Human Resources team continues to support the District operations with ongoing new/rehire processing, terminations of employment, etc.

The Recruitment team continues to remain very busy throughout the summer months. The team continues to maintain contact with their network of regional professionals to stay ahead of hiring trends. Additionally, the team has continued to develop their report to track the ROI of candidates per job fair; the HR Director will share this information with the General Manager as data becomes available. The team attended one job fair in the month of July and has three scheduled for September, 2024.

The HR/Recruiting team continues to manage ongoing hiring/rehiring processes and employee file maintenance. Further, the HR Staff will be partnering with Pool/Pact to begin Phase 1 of Pool/Pact's Human Resources Compliance Assessment program. In this program, PoolPact will assist the District with ensuring the strong foundation built remains durable and weaknesses in effectiveness are identified for correction. This program consists of two very detailed phases; the first phase reviews District personnel files, training records, job descriptions, ADA & FMLA processes, recruitment practices and posting of legally required notices. Following successful completion of this assessment, the District becomes eligible for Enterprise Risk Management Excellence Program (ERMEP) grants ranging from \$500 - \$1,250. Phase I is scheduled to begin in August, 2024.

District required trainings are ongoing and are conducted 1-2 times per week as needed. Additionally, the team has been working on developing ongoing training for directors, managers and supervisors on various topics such as: *(this is not an exhaustive list of all the trainings currently in development)*

- Sexual Harassment and Discrimination (updating current training program)
- Coaching and Team Building
- Essential Elements of Performance Review
- District Policy and Resolutions (Directors only)

As noted in our previous report, the Safety team worked closely with other divisional leadership to ensure a happy and safe July 4th celebration for residents and guests of Incline Village. The following stats were compiled:

- One minor worker’s compensation related staff injury
- No arrests
- One call for emergency services following a resident’s health crisis

Separately, the Safety staff completed their annual review of District fire extinguishers to ensure all remain in compliance and fully charged.

The Attrition Report is as follows:

July:

<u>Month</u>	<u>Start Ttl # of EE's</u>	<u>Hired*</u>	<u>Ttl Term EE's</u>	<u>End Ttl # of EE's</u>	<u>Avg # of EE's</u>	<u>Attrition Rate</u>	<u>Prior Yr - Attrition Rate</u>
January, 2023	496		12	484	490	2.419	
February, 2023	470		27	443	456.5	5.745	
March, 2023	479		59	420	449.5	12.317	
April, 2023	448		129	319	383.5	28.795	
May, 2023	422		51	371	396.5	12.085	
June, 2023	459		12	447	453	2.614	
July, 2023	467		17	450	458.5	3.640	
August, 2023	462		64	398	430	13.853	
September, 2023	408	11	46	373	390.5	11.275	
October, 2023	373	32	51	354	363.5	13.673	
November, 2023	354	168	10	512	433	2.825	
December, 2023	512	80	19	573	542.5	3.711	
January, 2024	573	27	25	575	574	4.363	2.419
February, 2024	574	11	21	564	569	3.659	5.745
March, 2024	564	14	45	533	548.5	7.979	12.317
April, 2024	533	43	230	346	439.5	43.152	28.795
May, 2024	346	112	13	445	395.5	3.757	12.085
June, 2024	445	68	5	508	476.5	1.124	2.614
July, 2024	508	16	9	515	511.5	1.772	3.64
*Reconfigured reporting based on recommendations for clarity							

Note: per recommendations for clarity in reporting, we have outlined both hired and terminated employee counts. It should be understood that these numbers may change based on the timing of this report.

MEMORANDUM

TO: Bobby Magee
District General Manager

FROM: Paul Raymore
Marketing & Communications Manager

SUBJECT: Status Report for July 2024 – Marketing & Communications

DATE: July 29, 2024

IVGID Marketing & Communications Department

July 2024 Accomplishments + August 2024 Plans

JULY 2024 ACCOMPLISHMENT HIGHLIGHTS

New YourTahoePlace.com website redesign project:

Marketing & Communications staff are continuing to maintain both the current YourTahoePlace.com website and the new YourTahoePlace.com (WordPress) website, in anticipation of launching the new site as soon as we are given the go-ahead. Since the originally planned June 13 launch date for the new YourTahoePlace.com website, the team has spent a total of 49 hours making updates to the website, and then duplicating those changes on the new YourTahoePlace.com website platform to ensure it's up to date when we launch it. This double update requirement doubles the time we spend making these updates.

The team at KPS3 (our website developers) is awaiting instructions on potentially updating the new website's color scheme to better match the IVGID logo colors, while still staying within the bounds of ADA website accessibility requirements for color contrast.

One District – One Team

IVGID Magazine:

- Began process of gathering content for Fall/Winter 2024 edition (delivered in September)
- Starting to define content guidelines for October “Annual Report” edition – looking for input from Board of Trustees and IVGID Senior Management Team on what type of information they would like this year’s Annual Report edition to contain.

General Projects:

- Website, email and social promotion of IVGID PW Water Service Line Survey requirements
- Uploading IVGID Board of Trustees packet information to Board Meetings & Agendas page of website.
- Email newsletters about Board of Trustees meetings, traffic control updates, venue’s modified hours, etc.
- Public hearing notifications regarding water & sewer rates
- Website updates for PW: wetlands hunting program, construction traffic impacts, Resolution 1908, water & sewer rates, bidding information, NTPUD sewer spill, red flag warnings
- Social media monitoring & explanation: IVGID Comm account
- Worked with District Legal counsel to refine EXL Media agreement for FY2025. Prepared Board Memo regarding EXL Media agreement for FY2025 (for inclusion on 8/6/2024 BOT meeting agenda).
- Worked with District Legal counsel to refine proposed Lila Lapanja – IVGID marketing ambassador agreement. Prepared Board Memo regarding this potential agreement for 7/31/2024 BOT meeting agenda).
- Attendance at community meetings: 4th of July coordination, IVCB Community Forum, PIO Basin collaboration call, Tahoe Care Tahoe Trails meeting, NV Energy PSOM and Emergency coordination call, weekly pipeline project updates

Golf Course Marketing & Communications:

- Email marketing and social media posts to promote regular Golf Course operations and programs including pre-arrival and post-departure emails, and regular newsletter content.
- The Grille: social promotion of daily specials
- Golf flyer design for events, program signups, etc.
- Hosting golf events such as Nine & Wine
- Photo & Video shoots: Junior Golf Camp, Whiskey & Wedges clinic, PGA Junior League, Get Golf Ready clinics, golf merchandise

One District – One Team

Tennis & Pickleball Marketing & Communications:

- Email marketing and social media posts to promote Incline Open tournaments.
- Email marketing and social media posts to promote regular Tennis & Pickleball Center operations and programs.
- Tennis & Pickleball flyer design for clinics, events, etc.
- Photo & Video shoots: Incline Open Tennis Tournament, Kids Tennis Camp

Weddings & Facilities Marketing & Communications:

- Ongoing social media promotion of weddings & events department

Parks & Recreation Marketing & Communications:

- Parks & Rec flyer design for clinics, events, etc.
- Youth Summer Camp promotion
- Website updates for: corporate memberships, holiday hours, etc.
- Social media updates: holiday hours, bocce ball socials, summer yoga retreat, adult ballet, youth pickleball camp
- Photo & Video shoots: baseball camp, basketball camp, adult softball league, summer splash swim program, rowing camp, skate camp, flag retirement
- 4th of July: social and email updates, booth staffing at Village Green community fair on July 2, helped staff beach gates during busy holiday weekend, staffing Veterans Recognition event and Flag Retirement Ceremony, website updates around free Hyatt BBQ at Incline Beach

Diamond Peak Marketing & Communications:

- Email marketing: Amazon Prime Day season pass promo email

AUGUST 2024 PLANS

New YourTahoePlace.com website redesign project:

As of July 29, we are awaiting approval from the IVGID General Manager and Board of Trustees to restart the launch sequence with KPS3 for the new website, and/or instructions for further changes to make before launch.

When give the go ahead for launch, we will begin a public outreach campaign including press releases to the local media, email newsletters to residents and stakeholders, and social posts to our social media accounts.

We will also promote the new CivicPlus portal for Board of Trustees meeting materials, with FAQs to explain the new functionality available to our residents.

IVGID Magazine:

During August, we will be editing and finalizing content for the Fall/Winter 2024 edition and beginning to gather content for the October “Annual Report” edition of the IVGID Magazine. This process involves reaching out to all IVGID departments featured in the magazine and asking for updates on programs, facilities, etc. This year we are also seeking input from the Board of Trustees and IVGID Senior Team on whether they would like to see the content in the Annual Report edition evolve from the past year’s format.

General Projects:

- If the EXL Media agreement is approved by the board, we will work with EXL Media to begin planning our FY2025 paid advertising campaigns for Diamond Peak, the Golf Courses, and the Facilities department.
- Start work with the Purchasing & Contract Manager (if hired) and/or the PW Contracts Manager to refine the RFP process for our publishing agreement for the IVGID Magazine in calendar year 2026 and beyond.
- Start work with the Purchasing & Contract Manager (if hired) and/or the PW Contracts Manager to refine the RFP process for the District’s media buying services agreement for FY2026.
- Ongoing website, email and social promotion of IVGID PW Water Service Line Survey requirements
- Uploading IVGID Board of Trustees packet information to Board Meetings & Agendas page of website.
- Email newsletters about Board of Trustees meetings, traffic control updates, venue’s modified hours, etc.

One District – One Team

Golf Course Marketing & Communications:

- Email marketing and social media posts to promote regular Golf Course operations and programs including pre-arrival and post-departure emails, and regular newsletter content.
- Golf flyer design for events, program signups, etc.
- Hosting golf events such as Nine & Wine, Club Fitting Days
- Photo & Video shoots: Club Fitting Days new driving range hitting mats, junior golf programs
- Once paid advertising budgets are defined and approved, work with EXL Media and GM of Golf Operations to evaluate potential golf campaigns if needed.

Tennis & Pickleball Marketing & Communications:

- Email marketing and social media posts to promote Incline Open Pickleball tournament.
- Email marketing and social media posts to promote regular Tennis & Pickleball Center operations and programs.
- Tennis & Pickleball flyer design for clinics, events, etc.
- Photo & Video shoots: Incline Open Pickleball Tournament, kids camps & clinics

Weddings & Facilities Marketing & Communications:

- Once paid advertising budgets are defined and approved, work with EXL Media to restart weddings campaigns.
- Ongoing social media promotion of weddings & events department
- Photo & Video shoots: Aspen Grove, Food & Beverage options, etc.

Parks & Recreation Marketing & Communications:

- Email marketing and social media posts to promote regular Parks & Rec Center operations and programs.
- Photo & Video shoots: Senior programs, personal trainers

Diamond Peak Marketing & Communications:

- Ongoing social media promotion of season passes and summer fun
- Begin planning for winter 2024-25 events

MEMORANDUM

TO: Bobby Magee
District General Manager

FROM: Kate Nelson
Director of Public Works

SUBJECT: Public Works May 2024 Monthly Report

DATE: July 31, 2024

Special Projects:

Public Works has posted notices to over 2100 users that have not provided any feedback to date. We are working on reaching out to these property owners to assist them with this request in order to meet the deadline to comply with the Lead and Copper Rule.

Public Works is working on developing the Lead Service Line Inventory as required by NDEP/EPA Lead and Copper Rule. PW is currently asking all homeowners to fill out the survey found using the following link. There is also a video and information to help guide the homeowner on how to find their water service line pipe material type.

Use this link for more information, view an informational video, and to get to the survey:

[Public Works Lead & Copper Rule Survey | Incline Village General Improvement District - IVGID - Incline Village, Crystal Bay, Lake Tahoe \(yourtahoeplace.com\)](#)

Engineering Summary of Projects:

Currently recruiting for the Senior Engineering position – little interest to date. With the recent hiring freeze, not being able to backfill Engineering Manager and Principal Engineer position will have a negative impact on facilitating CIP and Capital Expense projects. Staff is evaluating what projects are able to be completed and which projects will be on hold. Note the Engineering Department only has 2 full time employees to manage all FY23/24 & FY24/25 Capital Improvement and Capital Expense Projects (Effluent Pipeline & Storage Tank PM remains with HK) HK serving as EM & PE

- Capital Investment Committee – 30% Design Options for Skate Park, Snowflake Lodge Needs Assessment Update/Owner's Programing, Kassbohrer PistenBully Snow Grooming Vehicle - Meeting to be held August 20th
- Hold for Funding/Permitting/Contract – Bike Park Phase I
- RFP/RFQ –
- Planning – Boat Ramp Evaluation, Fire Hydrant Replacement, Ski Way Pavement Rehabilitation, DP/Grease Interceptor/Fuel Tank/Upper Parking Lot Pavement
- Design – Ponderosa Waterline Replacement, Incline Beach House (30% deliverables received), Skate Park Enhancement, Rec Center HVAC
- Bidding – Burnt Cedar Emergency Fuel Tank Replacement, Christmas Tree Village FH lateral replacement (SR28), DP Electrical Service Entrance
- Construction – Reservoir Coating R5-3A R5-3B, Meter Register & Transponder Installation, Snowmaking/Pump Station Improvements (punch list work), SPS #1, Effluent Storage Tank, Effluent Export Pipeline, Alder Ave Waterline Replacement, SPS#5 Wetwell & Manhole Coating, Tyner Pavement Slurry Seal, WRRF Roof Replacement
- Construction Complete – Tyner Pavement Reinstatement, SR 28 Emergency Reinstatement, Mountain Golf Roof (Cart Barn & Clubhouse)

Month end reports for the following divisions were not available in time for board packet

Water/Wastewater Treatment: Pipeline:

Compliance:

Waste Not:

Fleet:

Laboratory:

Major Capital Improvement Project Status

- Effluent Pipeline Replacement Project GMP 2
 - Crews are outperforming production rates (ahead of schedule)
 - Crews are not allowed to work Week of August 5th due to Hot August Nights
 - First tie over completed 7/31/2024 (new pipe 7,500 LF)
 - Total new pipe in service to date is 12,800 LF
- Effluent Storage Tank Project
 - Tank erection has begun, dome panels and side panels started being placed week of July 29th
- Incline Beach House
 - Received 30% deliverables
 - F&B and GM Golf to present data requested by Board (7/31)
- Skate Park Enhancement
 - Progress Meetings ongoing
 - 30% Designed received
 - CIC meeting 8/20/24
- Alder Avenue Water Main Replacement
 - Construction to finish week of August 5th

MEMORANDUM

TO: Bobby Magee
District General Manager

FROM: Susan Herron
Director of Administrative Services

SUBJECT: Policy and Procedure Resolution No. 141, Resolution No. 1895 Report

Policy and Procedure 141/Resolution 1895 Report

The above policy and procedure has an annual reporting requirement and the following satisfies that requirement:

- Thirty five complimentary lift tickets to Diamond Peak - \$5,425. (total)
- Four complimentary rounds of golf (foursome) at the Mountain Golf Course - \$1,440. (total)
- Two complimentary rounds of golf at the Mountain Golf Course - \$170. (total)
- Five complimentary one-month Family Recreation Center Membership - \$1220 (total)

Facilities has provided the following rental spaces at discounted rates:

<u>DATE</u>	<u>USER</u>	<u>RATE – DISCOUNT = NET CHARGE</u>
7/7/2023	TIGC	\$500 - \$500 = 0
7/9/2023	TIGC Couples	\$1500 - \$1500 = \$0
7/10/2023	Lifeline Screening	\$500 - \$0 = \$500
7/10/2023	IVGCL	\$500 - \$500 = \$0
7/11/2023	Republican Women	\$500 - \$500 = \$0
7/12/2023	IVGC Director’s Cup	\$1500 - \$1500 = \$0
7/12/2023	TIGC Summer BBQ	\$1500 - \$1500 = \$0
7/13/2023	Lobster Feed	\$3,745 - \$3,245 = \$500
7/15/2023	Transportation Summit	\$7990 – \$3930 = \$4060
7/17/2023	IVGCL Invitational	\$500 - \$500 = 0
7/18/2023	IVGCL Invitational – Day 2	\$500 - \$500 = 0
7/18/2023	Incliners BBQ	\$2770 - \$2368 = \$402
7/19/2023	IVGC	\$500 - \$500 = 0
7/20/2023	Niners Founders Lunch	\$500 - \$500 = 0
7/21/2023	IVGC Invitational – Day 1	\$500 - \$500 = 0
7/22/2023	IVGC Invitational – Day 2	\$500 - \$500 = 0
7/23/2023	IVGC Invitational – Day 3	\$4970 - \$4970 = \$0
7/25/2023	IVGCL	\$500 - \$500 = 0
7/25/2023	TIGC	\$500 - \$500 = 0
7/26/2023	IVGC	\$500 - \$500 = 0
7/26/2023	Teesters	\$500 - \$500 = 0
7/27/2023	Vets Club	\$830-\$830=-\$0

DATE	USER	RATE – DISCOUNT = NET CHARGE
8/2/2023	IVGC	\$500 - \$500 = 0
8/8/2023	IVGCL	\$500 - \$500 = 0
8/8/2023	Republican Women	\$1650-\$1650=\$0
8/9/2023	IVGC	\$500 - \$500 = 0
8/10/2023	Sierra Angels	\$1680 - \$1680 = \$0
8/10/2023	Sierra Angels	\$500 - \$500 = 0
8/13/2023	TIGC	\$500 - \$500 = 0
8/15/2023	IVGCL	\$500 - \$500 = 0
8/15/2023	Incliners	\$2770 - \$2368 = \$402
8/15/2023	IVGC	\$500 - \$500 = 0
8/24/2023	IVGC	\$500 - \$500 = 0
8/24/2023	Taste of Incline	\$2808-\$2308=\$500
8/27/2023	IVGC Couples Mixie	\$1,500-\$1500=\$0
8/29/2023	IVGCL	\$500 - \$500 = 0
8/29/2023	Shabby Chic	\$2250-\$1750=\$500
8/29/2023	TIGC Closing	\$1500-\$1500=\$0
8/30/2023	Teesters	\$500 - \$500 = 0
8/30/2023	IVGC Annual	\$1500-\$1500=\$0
9/5/2023	TIGC	\$500 - \$500 = 0
9/6/2023	IVGC Farewell Friends	\$1500-\$1500=\$0
9/7/2023	IVBOR	\$3300-\$2800=\$500
9/12/2023	Republican Women	\$1650-\$1650=\$0
9/12/2023	Mountain Niners	\$1500-\$1500=\$0
9/19/2023	Incliners	\$2770 - \$2368 = \$402
9/21/2023	Teesters	\$500 - \$500 = 0
9/24/2023	Hospital Auxiliary Golf	\$540-\$540=\$0
9/28/2023	Vets Club	\$830-\$830=-\$0
9/28/2023	Sierra Angels	\$1680 - \$1680 = \$0
10/10/2023	Republican Women	\$1650-\$1650=\$0
10/13/2023	TCF Fall Fest	\$4970-\$4970=\$0
10/17/2023	Incliners	\$2770 - \$2368 = \$402
11/4/2023	Craft Fair	\$7400-\$6900=\$500
11/14/2023	Republican Women	\$1650-\$1650=\$0
11/14/2023	Incliners	\$2770 - \$2368 = \$402
11/20/2023	IHS Awards Banquet	\$1980-\$1480=\$500
12/4/2023	CBYC Holiday Party	\$2620-\$2620=\$0
12/9/2023	Brunch with Santa	\$4118-\$3628=\$500
12/12/2023	Republican Women	\$1650-\$1650=\$0
12/15/2023	MOAA Holiday Party	\$1850-\$1850=-\$0
1/16/2024	Incliners	\$2620- \$2218 = \$402
2/6/2024	Incliners	\$1305- \$930 = \$375
2/13/2024	Republican Women	\$580-\$580=\$0
2/20/2024	Incliners	\$2620- \$2218 = \$402
2/29/2024	Vets Club	\$290-\$290=\$0

DATE	USER	RATE – DISCOUNT = NET CHARGE
3/10/2024	DP Pass Appreciation	\$920-\$420=\$500
3/12/2024	Republican Women	\$580-\$580=\$0
3/19/2024	Incliners	\$2770- \$2368 = \$402
3/28/2024	Vets Club	\$290-\$290=\$0
4/9/2024	Republican Women	\$580-\$580=\$0
4/16/2024	Incliners	\$2770- \$2368 = \$402
4/17/2024	Sierra Sothebys	\$1650- \$402 = \$1248
4/20/2024	Pete Lewis COL	\$915-\$225=\$690
4/25/2024	Vets Club	\$290-\$290=\$0
4/25/2024	TFS Crystal Cabaret	\$3490-\$2990=\$500
5/2/2024	Sierra Angels	\$1680 - \$1680 = \$0
5/11/2024	IVNS Brunch	\$6990 - \$6490 = \$500
5/14/2024	Republican Women	\$2995-\$2495=\$500
5/19/2024	International Wine Society	\$2745-\$1821=\$924
5/21/2024	Incliners	\$2995-\$1821=\$1174
5/22/2024	IVGC	\$500 - \$500 = 0
5/28/2024	TIGC	\$500 - \$500 = 0
5/29/2024	IVGC	\$500 - \$500 = 0
5/29/2024	TIGC	\$500 - \$500 = 0
5/30/2024	Vets Club	\$340-\$340=\$0
5/30/2024	Teesters	\$500 - \$500 = 0
5/31/2024	IHS Prom	\$2070-\$1570=\$500
6/3/2024	Niners	\$500 - \$500 = 0
6/4/2024	IVGCL	\$500 - \$500 = 0
6/4/2024	TIGC	\$500 - \$500 = 0
6/5/2024	IVGCL	\$500 - \$500 = 0
6/5/2024	IVGC	\$500 - \$500 = 0
6/6/2024	TIGC	\$1500-\$1500 = 0
6/6/2024	Sierra Sothebys	\$1650- \$402 = \$1248
6/9/2024	TIGC	\$500-\$500=-\$0
6/10/2024	IVGC Scotch on the Rocks	\$1500 - \$1500 = 0
6/11/2024	TIGC	\$500 - \$500 = 0
6/11/2024	IVGCL	\$500 - \$500 = 0
6/12/2024	AAUW	\$832-\$332=\$500
6/12/2024	IVGC	\$500 - \$500 = 0
6/12/2024	Teesters	\$500 - \$500 = 0
6/13/2024	Billy Hayes Golf	\$500 - \$500 = 0
6/17/2024	IVGC	\$1500 - \$1500 = 0
6/17/2024	Thank A Vet Golf	\$1500 - \$1500 = \$0
6/17/2024	TIGC	\$500 - \$500 = 0
6/16/2024	Incliners	\$2995-\$2593=\$402



Policy 22.1.0

Disclosure of External Entity Involvement

POLICY. The Incline Village General Improvement District emphasizes transparency and understands that state law creates minimum standards. In some instances it may be appropriate to impose stricter requirements than those set forth in the Nevada Revised Statutes (NRS). While IVGID encourages Trustees and employees to be involved in local community groups, this involvement may result in real or perceived conflicts of interest. Various provisions of the NRS, including NRS 281A, prohibit IVGID officials from participating in decisions affecting their “commitments in a private capacity” and otherwise impose disclosure or recusal requirements on decisions impacting officials’ organizations.

While these requirements impose important minimum standards that avoid actual conflicts of interest, they do not provide transparency regarding potential conflicts of interest or otherwise ensure that officials are proactively disclosing potential conflicts of interest.

As defined in this Policy, “Qualifying Groups” shall be for profit, not-for-profit, and non-profit associations, businesses, or entities, however organized.

To provide additional transparency beyond state minimum requirements, IVGID Trustees, Audit Committee Members, and senior management employees shall report on a quarterly basis any Qualifying Groups to which they are an employee, member, or officer, or with whom they receive cash compensation or in-kind compensation (which shall include all non-monetary benefits that an organization provides in addition to or in lieu of cash compensation). Member of a Qualifying Group does not include simply listing a party affiliation as part of a voter registration or being a parishioner or regular attendee of a church, synagogue, mosque, or other religious group. Senior employees shall include the General Manager, department heads, and any supervisors with signature authority under Policies 21.1.0 or 21.2.0 as identified by the General Manager.

Reports shall be made quarterly due by January 15th, April 15th, July 15th, and October 15th and shall be included in the General Manager’s report or similar item in the next regularly scheduled Board of Trustees meeting after such dates.

RESPONSIBILITY. The District Clerk shall be responsible for developing reporting forms, notifying officials of their obligation to file reports, and maintaining such reports. All forms shall be public records.

The General Manager shall adopt and enforce personnel policies to ensure compliance with this Policy. The Board of Trustees shall enforce this Policy against Trustees, Audit Committee Members, and the General Manager.

Disclosure of External Entity Involvement – Policy 22.1.0

Reporting Form

This reporting form is to be completed by IVGID Trustees, Audit Committee Members, and Senior Management employees and shall be done on a quarterly basis (see the reporting schedule below). Senior employees shall include the General Manager, Department Heads, and any supervisors with signature authority under Policies 21.1.0 or 21.2.0 as identified by the General Manager. The requirements are to report any Qualifying Group to which they are an employee, member or officer, or with whom they receive cash compensation or in-kind compensation (which shall include all non-monetary benefits that an organization provides in addition to or in lieu of cash compensation). Member of a Qualifying Group does not include simply listing a part affiliation as part of a voter registration or being a parishioner or regular attendee of a church, synagogue, mosque, or other religious group. Qualifying Group, as defined in Policy 22.1.0, is a for profit, not-for-profit, and non-profit associations, businesses, or entities, however organized.

Employee Name: Adam Cripps

Reporting Period: 4-1 to 6-30

Name of External Entity, Group or Organization:

Entity Name	Type of Membership Personal or Professional	Compensation Information (if none, write "N/A")
Town of Apple Valley	Professional	Cash Compensation

<p>Reporting Schedule</p> <p>Period from 7-1 to 9-30; due to District Clerk or designee by 10-14</p> <p>Period from 10-1 to 12-31; due to District Clerk or designee by 1-14</p> <p>Period from 1-1 to 3-31; due to District Clerk or designee by 4-14</p> <p>Period from 4-1 to 6-30; due to District Clerk or designee by 7-14</p>

Disclosure of External Entity Involvement – Policy 22.1.0

Reporting Form

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Employee Name: Erin Feore, HR Director

Reporting Period: 04/01/2024 - 06/30/2024

Name of External Entity, Group or Organization:

Entity Name	Type of Membership Personal or Professional	Compensation Information (if none, write "N/A")
SHRM (Society for HR Management)	Professional	N/A
Northern NV HR Association	Professional	N/A
Nevada Association of Employers (NAE)	Professional	N/A

Reporting Schedule

Period from 7-1 to 9-30; due to District Clerk or designee by 10-14
 Period from 10-1 to 12-31; due to District Clerk or designee by 1-14
 Period from 1-1 to 3-31; due to District Clerk or designee by 4-14
 Period from 4-1 to 6-30; due to District Clerk or designee by 7-14

Disclosure of External Entity Involvement – Policy 22.1.0

Reporting Form

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Employee Name: Kate S. Nelson

Reporting Period: 4/1/2024 – 6/01/2024

Name of External Entity, Group or Organization:

Entity Name	Type of Membership Personal or Professional	Compensation Information (if none, write "N/A")
Washoe County Planning Commissioner – District 2	Professional	\$80/meeting attended
Truckee Meadows Regional Planning Commissioner – Washoe County	Professional	\$80/meeting attended

<p>Reporting Schedule</p> <p>Period from 7-1 to 9-30; due to District Clerk or designee by 10-14</p> <p>Period from 10-1 to 12-31; due to District Clerk or designee by 1-14</p> <p>Period from 1-1 to 3-31; due to District Clerk or designee by 4-14</p>

Disclosure of External Entity Involvement – Policy 22.1.0

Reporting Form

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Employee Name: Mike L. Bandelin

Reporting Period: April 1, 2024 to June 30, 2024

Name of External Entity, Group or Organization:

Entity Name	Type of Membership Personal or Professional	Compensation Information (if none, write "N/A")
Ski California	Professional	NA

<p>Reporting Schedule</p> <p>Period from 7-1 to 9-30; due to District Clerk or designee by 10-14</p> <p>Period from 10-1 to 12-31; due to District Clerk or designee by 1-14</p> <p>Period from 1-1 to 3-31; due to District Clerk or designee by 4-14</p> <p>Period from 4-1 to 6-30; due to District Clerk or designee by 7-14</p>

Disclosure of External Entity Involvement – Policy 22.1.0

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Employee Name: Mike Gove

Reporting Period: April 1, 2024 to June 30, 2024

Name of External Entity, Group or Organization:

Entity Name	Type of Membership Personal or Professional	Compensation Information (if none, write "N/A")
None	NA	NA

<p>Reporting Schedule</p> <p>Period from 7-1 to 9-30; due to District Clerk or designee by 10-14</p> <p>Period from 10-1 to 12-31; due to District Clerk or designee by 1-14</p> <p>Period from 1-1 to 3-31; due to District Clerk or designee by 4-14</p> <p>Period from 4-1 to 6-30; due to District Clerk or designee by 7-14</p>

Disclosure of External Entity Involvement – Policy 22.1.0

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Employee Name: Susan Herron

Reporting Period: 04-01-2024 to 06-30-2024

Name of External Entity, Group or Organization:

Entity Name	Type of Membership Personal or Professional	Compensation Information (if none, write "N/A")
North Lake Tahoe Fire Protection District	Director	\$3600 per year as per NRS

Reporting Schedule

Period from 7-1 to 9-30; due to District Clerk or designee by 10-14
Period from 10-1 to 12-31; due to District Clerk or designee by 1-14
Period from 1-1 to 3-31; due to District Clerk or designee by 4-14
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Disclosure of External Entity Involvement – Policy 22.1.0

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Board or Committee Member Name: Matthew Dent

Reporting Period: 4/1 to 6/30/ 2024

Name of External Entity, Group or Organization:

Entity Name	Type of Membership Personal or Professional	Compensation Information (if none, write "N/A")
P&P Consulting		
Dent Organization		
Dente Capital		
Academic Freedom		

<p>Reporting Schedule</p> <p>Period from 7-1 to 9-30; due to District Clerk or designee by 10-14</p> <p>Period from 10-1 to 12-31; due to District Clerk or designee by 1-14</p> <p>Period from 1-1 to 3-31; due to District Clerk or designee by 4-14</p> <p>Period from 4-1 to 6-30; due to District Clerk or designee by 7-14</p>

Disclosure of External Entity Involvement – Policy 22.1.0

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Employee Name: David Noble

Reporting Period: 04/01/24 – 06/30/24

Name of External Entity, Group or Organization:

Entity Name	Type of Membership Personal or Professional	Compensation Information (if none, write "N/A")
David Scott Noble d/b/a DSN Consulting	Personal	Yes
Skiprock Partners, LLC	Personal	Yes

<p>Reporting Schedule</p> <p>Period from 7-1 to 9-30; due to District Clerk or designee by 10-14</p> <p>Period from 10-1 to 12-31; due to District Clerk or designee by 1-14</p> <p>Period from 1-1 to 3-31; due to District Clerk or designee by 4-14</p> <p>Period from 4-1 to 6-30; due to District Clerk or designee by 7-14</p>

Disclosure of External Entity Involvement – Policy 22.1.0

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Board or Committee Member Name: Michaela Tonking_____

Reporting Period: __Second Quarter_____

Name of External Entity, Group or Organization:

Entity Name	Type of Membership Personal or Professional	Compensation Information (if none, write "N/A")
APA Consulting	Professional	paid
MHT LLC	Professional	Paid
We the People Coach	Personal	n/a

<p>Reporting Schedule</p> <p>Period from 7-1 to 9-30; due to District Clerk or designee by 10-14</p> <p>Period from 10-1 to 12-31; due to District Clerk or designee by 1-14</p> <p>Period from 1-1 to 3-31; due to District Clerk or designee by 4-14</p> <p>Period from 4-1 to 6-30; due to District Clerk or designee by 7-14</p>

Disclosure of External Entity Involvement – Policy 22.1.0

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Employee Name: Raymond Tulloch

Reporting Period: 04/01/24-06/30/24

Name of External Entity, Group or Organization:

Entity Name	Type of Membership Personal or Professional	Compensation Information (if none, write "N/A")
Munro Tulloch, Inc, President & CEO	Professional	Salaried
Mt. Rose Ski Tahoe, Ski Team Head Coach	Professional	Salaried, seasonal
Far West Masters Ski Racing – Past President, Volunteer position	Personal	N/A
Mt. Rose Snowsports Education Foundation	Personal	N/A

<p>Reporting Schedule</p> <p>Period from 7-1 to 9-30; due to District Clerk or designee by 10-14</p> <p>Period from 10-1 to 12-31; due to District Clerk or designee by 1-14</p> <p>Period from 1-1 to 3-31; due to District Clerk or designee by 4-14</p> <p>Period from 4-1 to 6-30; due to District Clerk or designee by 7-14</p>

Disclosure of External Entity Involvement – Policy 22.1.0

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Employee Name: Vito Brandle

Reporting Period: 4/1/24 – 6/30/24

Name of External Entity, Group or Organization:

<i>Entity Name</i>	<i>Type of Membership Personal or Professional</i>	<i>Compensation Information (if none, write "N/A")</i>
N/A		

Reporting Schedule

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 Period from 10-1 to 12-31; due to District Clerk or designee by 1-14
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Public Records Request Log

Thursday, August 1, 2024

Due Today:	1
Overdue:	1

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
23-106			✓ Friday, March 8, 2024	Wells, Kristie	I would like to receive all emails sent to anyone by Trustee Sara Schmitz that contain the following words or phrases: Director of Parks and Recreation; Director of Administrative Services; Shelia Leijon; Susan Herron	Partial/ in process		Clerk
24-008	1.5 hour	Complete	✓ Saturday, January 6, 2024	Wells, Kristie	I would like to receive copies of all of the Director of Information Technology emails from 11/11/2023 to 12/31/2023 going to and from any/all Trustees. I would also like a list of all telephone calls, using either their personal phone and/or District phone. This would be incoming and outgoing and would include text messages. This is just a listing with dates and times. The date of this request is Saturday, January 6, 2024 as I am not able to fill that in electronically on this form.	3/11/2024		General Governace
24-009	30 Minutes	Complete	✓ Monday, January 8, 2024	Katz, Aaron	1. Billings from BB&K re: review/approval proposed HDR Engineering contract for update to water/sewer rate study - agreement included in Board packet for Jan 10, 2024 meeting; 2. E-mails/other writings between BB&K/IVGID staff reviewing/approving/explaining proposed agreement referenced in paragraph 1 above; 3. E-mails/other writings between anyone at IVGID/BB&K asking BB&K review/approve proposed agreement referenced in paragraph 1 above	1/12/2024		Public Works
24-010	30 Minutes	Complete	✓ Monday, January 8, 2024	Dobler, Cliff	Request Granite IVGID correspondance, Diamond Peak Walk in Cooler and Prep area	1/17/2024		Public Works
24-011	10 Minutes	Complete	✓ Thursday, January 11, 2024	Kahrs, Linda	Please send me pdf copy via email of the executed contract with RubinBrown LLP	1/19/2024		Accounting/ Finance
24-012		Complete	✓ Thursday, January 11, 2024	Wells, Kristie	I would like copies of all of the Interim Director of Finance emails from 11/1/2023 to 1/10/2024 going to and from any/all Trustees as well as any communication Interim Director of Finance had with the Audit Chairman Chris Nolet. This includes a list of all telephone calls, using either their personal phone and/or a District phone. This would be incoming and outgoing and would include text messages. This is just a listing with dates and times. The date of this request is 1/11/2024.	3/11/2024		General Governance
24-013	2 Hours	Complete	✓ Thursday, March 14, 2024	Homan, Mick	1. It is my understanding that Sara Schmitz attempted to have the people collecting signatures for the recall petition removed from the designated public forum areas at IVGID facilities, including Incline Beach. Please provide all emails, texts and/or other documentation sent to/received by Sara Schmitz, Matthew Dent, IVGID Human Resources, and/or other IVGID Staff or legal counsel regarding public forums, the recall petition, and/or IVGID beaches from June 15, 2023 to August 1, 2023 2. It is my understanding after listening to multiple BOT meetings that Sara Schmitz attempted to restrict the issuance of Picture Passes to residential parcels owned by legal entities, including but not limited to corporations, limited liability corporations and other ownership structures other than individual ownerships Please provide all emails, texts, and/or other documentation sent to/received by Sara Schmitz, Matthew Dent, Human Resources and/or IVGID Staff or legal counsel regarding the issuance of picture passes to residential parcels owned by any legal entity other than an individual or couple from May 1, 2023 to June 30, 2023.	2/19/2024		General Governance
24-014	1.1 hrs	Complete	✓ Friday, January 19, 2024	Wright, Frank	Did Shelia lejon have the authority to make payments to IVCB/BA on behalf of the veterans club? How were these payments made? Check, cash, money order? Debit card? Let's enhance my public records request to include copies of expenses, and payments from	01/25/2024		Accounting/ Finance

Public Records Request Log

Thursday, August 1, 2024

Due Today:	1
Overdue:	1

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-015	30 Minutes	Complete	✓ Friday, January 12, 2024	Katz, Aaron	Kate Nelson's staff time billed to Public Works (to include date services provided, amount of time, description of services, hourly rate applied, out of pocket costs incurred) associated with: 1. Communications with HDR Engineering pertaining to an update of last June's (2023's) water/sewer rate study; 2. Familiarity with and researching water/sewer rate studies in anticipation of her request the Board authorize an update to last June's water/sewer study; 3. Preparation of staff memo and attachments included in Board packet for January 10, 2024 meeting; 4. Preparation for presentation of this agenda item to the Board on January 10, 2024; 5. Actual presentation of this agenda item to the Board on January 10, 2024.	2/9/2024		Public Works
24-016	10 Minutes	Complete	✓ Tuesday, January 16, 2024	Homan, Mick	Please provide me with the updated terms and conditions and/or scope of services that led to the revised contract pricing "not to exceed \$350,000", as referenced by Mr. McGee and Trustee Tulloch during the aforementioned meeting.	1/23/2024		Accounting/ Finance
24-017	1.5 hrs	Complete	✓ Tuesday, January 16, 2024	Dobler, Cliff	Please provide for my examination any and all invoices and any and all change orders from vendors who were engaged on the capital project #4899FF1202. This would be for all fiscal years and according to the 10/25/2023 carryover report prepared by Magee the costs were \$1,176,820.	1/23/2024		Accounting/ Finance
24-018	10 Minutes	Complete	✓ Tuesday, January 16, 2024	Dobler, Cliff	Please provide for my examination the contract and scope of work with RubinBrown regarding the forensic audit.	1/23/2024		Accounting/ Finance
24-019	30 minutes	Complete	✓ Friday, January 19, 2024	Dobler, Cliff	Please provide for my examination the Incident report filed by Darren Howard regarding a purported incident on 9-15-2020 between Mr. Howard and myself. Please provide for my examination the Incident reports, I assume, filed by the Golf shop staff member, the Head Golf Pro and the IVGID Merchandising Manager reported to Mrs. Dee Carey on June 2, 2020.	2/7/2024		Human Resources
24-020	10 Minutes	Complete	✓ Sunday, January 21, 2024	Cat	Please email me a PDF copy of the negotiated scope of work AND negotiated terms and conditions as mentioned by Trustee Tulloch at the 1/10/2024 Board meeting.	1/29/2024		Accounting/ Finance
24-021	15 Minutes	Complete	✓ Friday, January 19, 2024	Katz, Aaron	1. Writings originating from IVGID offering Bobby Magee/his firm the position of interim finance director for IVGID. 2. Writings originating from Bobby Magee/his firm accepting the position of interim finance director for IVGID. 3. Writing evidencing agreement between Bobby Magee/his firm and IVGID insofar as the former's services as interim finance director for IVGID. 4. To the extent Bobby Magee's/his firm's compensation and expense reimbursements are concerned, as the interim finance director for IVGID is concerned, and if not included in the writing referenced in paragraph 3 above, I would like to examine writings evidencing Bobby Magee's/his firm's right to compensation and expense reimbursements from IVGID as its interim finance director is concerned. 5. To the extent the term of any agreement referenced in paragraph 3 above is concerned, and its termination, are not addressed, I would like to examine writings evidencing that term and its possible termination.	1/26/2024		Accounting/ Finance
24-022	10 Minutes	Complete	✓ Tuesday, January 23, 2024	Cat	Please provide a PDF copy of the Notice to Proceed issued to RubinBrown LLP.	1/29/2024		Accounting/ Finance
24-023	10 Minutes	Complete	✓ Monday, January 22, 2024	Gumz, Joy	Update and Explain 8 digit expense organization G/L Code	1/29/2024		Accounting/ Finance

Public Records Request Log

Thursday, August 1, 2024

Due Today:	1
Overdue:	1

Log No.	Time Logged	Status		Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-024	15 Minutes	Complete	✓	Wednesday, January 18, 2023	Katz, Aaron	To Bobby Magee - What is your/your firm's compensation and benefits as interim director of finance for IVGID? And for how long? Do you/does your firm regularly submit invoices for payment and if so, to whom? Do you or does your firm have a written agreement with the District that provides therefore? And if so, would you mind sharing it? Were you offered your current position with IVGID via a writing and if so, would you mind sharing it?	1/25/2024		Accounting/ Finance
24-025	1 Hour	Complete	✓	Monday, January 29, 2024	Gumz, Joy	1. Audited Financial statements from fiscal year 1968, fiscal year 1969, fiscal year 1976, fiscal year 1977, and fiscal year 1985. 2. The "Official Statement" for bonds issued in 1968 and 1976. An "Official Statement" is the Information packet required by the securities & exchange commission when municipal bonds are issued 3. The Job description for "Principal Engineer" (Public Works).	3/7/2024		Accounting/ Finance
24-026	15 Minutes	Complete	✓	Tuesday, January 30, 2024	Bratcher, Becky	Copies of the Winning Statements of Qualification for the following 2 projects: Utility Master Plan (2022) Farr West Engineering, Effluent Pipeline and Pond Lining Projects 2021, HDR engineering, Jacobs Engineering Group	2/6/2024		Public Works
24-027	10 Minutes	Complete	✓	Wednesday, January 31, 2024	Cat	May I have the Baker Tilly invoice listed on the most recent Treasurers Report in the 1/31/2024 packet.	2/1/2024		Accounting/ Finance
24-028	10 Minutes	Complete	✓	Monday, November 13, 2023	Gumz, Joy	2) Attendance / timekeeping records for all employees for the calendar year 2022	Extended		Human Resources
24-29		Complete				Account Creation - Request			
24-030		Complete	✓	Monday, February 19, 2024	Miller, Judith	Please provide a list (pdf) showing the job title, job class (e.g. FTYR, PTYR, etc.), grade and FTE's for each of the budgeted positions listed for 2023-2024 on pp.549-553 of the 5/25/23 Board Packet. I already have the table of salary levels, but never received the list containing the position title, class, grade and FTE's (like the one that had been provided in previous years) that I originally requested in July of 2023 and again in February 2024. The list in last year's packet only contained the job title and FTE's.	3/8/2024		Human Resources
24-31		Complete	✓	Tuesday, February 20, 2024	Miller, Judith	Request IVGID's website states "The Senior Transportation Program is a collaborative effort provided by IVGID Senior Programs, Washoe County, NDOT and RTC." Please provide records evidencing any and all financial contributions from Washoe County, NDOT and RTC specifically for IVGID's Senior Transportation Program since July 1, 2022 to the present.	3/11/2024		Parks, Rec. & Beaches
24-032	30 Minutes	Complete	✓	Saturday, February 24, 2024	Wells, Kristie	Please provide the Consulting Agreement and Compensation Plan for Interim Director of Finance, Bobby Magee. I understand IDF Magee, based on his own words, was referred to IVGID by someone at Baker Tilley. Baker Tilley was then paid a \$10,000 "finders fee." I have not seen anything else related to IDF Magee being hired, or any documents that state what his current compensation is as a consultant to IVGID. This has been asked, twice, by Aaron Katz, and I do not believe this request has been fulfilled. -- Please provide a copy of the agreement between IVGID and IDF Magee that fully outlines his role, responsibilities, and the compensation he receives in exchange for the work provided to the District. I would expect there to be a clear term of engagement, an exact amount of compensation that was agreed to, and any additional benefits that were to be provided. -- Please provide copies of the invoices that have been submitted by IDF Magee or any firm or person representing him seeking payment from IVGID, including those that pertain to general compensation as well as any expense reimbursement that has been requested since he started working with the District.	3/4/2024		Human Resources

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Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
20-033	30 Minutes	Complete	✓ Saturday, February 24, 2024	Wells, Kristie	Expenses related to the recent investigation of an IVGID employee Please provide the exact total that will be paid to Maupin Cox & LeGoy for the investigation they conducted on an employee (reference engagement letters dating November 17, 2023, and December 18, 2023, that were posted in the PRR 24-2). I would like to know the exact amount billed and what is owed for the completion of this investigation. I would also like to know how many investigations have been requested by the BoT since June 2020.	3/11/2024		Human Resources
24-034	1 hour	Complete	✓ Thursday, February 22, 2024	Katz, Aaron	Thank you Heidi Before I file a criminal complaint for concealment, which will extend to Sergio because he's the one instructing you to conceal legitimate public records, I will make one final attempt. Sergio's explanation is disingenuous. Because it responds to a set for facts that differ from my public records request. Sergio utilizes a technique honed to an art by your predecessor. Restate a requester's request differently than he/she has requested, and then respond to the different request. Here Sergio states I requested review of Mr. Kelly's time off requests/approvals, and usage of time off balances between 7/1/22 and 2/17/24. " Although I did request records evidencing	03/19/202		Human Resources
24-035	45 Minutes	Complete	✓ Tuesday, March 5, 2024	Morley Craig	I write to request access to and a copy of service contract for IVGID Household Hazardous waste and electronic waste collection and disposal services (along with vendor submittals to the proposal request) that covers your household hazardous waste service. If you do not have a current contract, please provide copies of invoices related to household hazardous waste service. Time frame requested is from current to previous 2 years. I, I will expect your response with five (5) business days. See Nev. Rev. Stat. Sec. 239.0107. Thank you for your assistance.	3/12/2024		Public Works
24-036	45 Minutes	Complete	✓ Tuesday, March 5, 2024	Yadav, Kaja;	I write to request access to and a copy of service contract for IVGID Household Hazardous waste and electronic waste collection and disposal services (along with vendor submittals to the proposal request) that covers your household hazardous waste service. If you do not have a current contract, please provide copies of invoices related to household hazardous waste service. Time frame requested is from current to previous 2 years. If your agency does not maintain these public records, please let me know who does and include the proper custodian's name and address. As provided by the open records law, I will expect your response with five (5) business days. See Nev. Rev. Stat. Sec. 239.0107	3/12/2024		Public Works
24-037	1 Hour	Complete	✓ Friday, March 8, 2024	Wells, Kristie	I would like to receive all emails sent to anyone by Trustee Sara Schmitz that contain the following words or phrases: Director of Parks and Recreation Director of Administrative Services Shelia Leijon Susan Herron The time period would be from June 1, 2023 to present day, March 9, 2024.	4/30/2024		General Governance
24-038	10 Minutes	Complete	✓ Monday, March 11, 2024	McKowen, Patricia	I am requesting a copy of Chris Nolet's resignation letter as the Chair of the Audit Committee.	3/16/2024		Accounting/ Finance, & PW
24-039	15 Minutes	Complete	✓ Monday, March 11, 2024	Kern, Rick	How can I get an update on the status of the IVGID bank reconciliations? I don't want to ambush anyone at the meeting, but I'd like to know if we are now reconciled through February 2024, and if not, thru what month are we reconciled, and the amounts of any outages/discrepancies.	3/18/2024		Accounting/ Finance
24-040	3 Hours	Complete	✓ Tuesday, March 12, 2024	Terry, Erron	Any and all emails from or to Shelia Leijon regarding IVCBA for the last 12 months.	4/16/2024		General Governance

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24-041	12 Hours 30 Minutes	Complete	✓ Thursday, March 14, 2024	Kahrs, Linda	I am making this PRR request for all emails to/from any employee or Trustee of the District from either Aaron Katz and/or Frank Wright for the period of 10/2023 to 03/2024 and I will accept these emails in batches by month i.e. October, November, December, etc.	4/30/2024		General Governance
24-042	1 Hour	Complete	✓ Friday, March 22, 2024	Wells, Kristie	I would like to know who, specifically, crafted the questions in the "Good Government" survey that was recently released: https://www.flashvote.com/ivgid-nv/surveys/good-government-03-24 Please provide all emails about developing this specific survey between any IVGID Board of Trustee, Kevin Lyons, or anyone associated with the FlashVote service. Specifically, which Trustees were involved in developing this survey, what questions did they submit for inclusion, and who approved the final version?	4/30/2024		General Governance
24-043	10 Minutes	Complete	✓ Tuesday, April 2, 2024	Dobler, Cliff	Please provide for my examination all documents delivered to the Nevada Department of Taxation regarding the IGVID June 30, 2023 financial statements which were determined by the Board of Trustees on March 28, 2023.	4/9/2024		Accounting/ Finance
24-044	10 Minutes	Complete	✓ Tuesday, April 2, 2024	Dobler, Cliff	Please complete the public records request recently made. Please provide the transmittal letter to the Department of Taxation which was part of the 6-30-2023 financial statement documents submitted by IVGID which were approved by the Board of Trustees on March 28, 2024. The transmittal letter was not included in my previous public records request.	4/9/2024		Accounting/ Finance
24-045	10 Minutes	Complete	✓ Tuesday, April 2, 2024	Dobler, Cliff	Please provide for my examination the Management Representation Letter submitted by IVGID management to Davis Farr, LLP regarding the fiscal June 30, 2023 financial statements	4/9/2024		Accounting/ Finance
24-046	4 Hours	Complete	✓ Thursday, April 4, 2024	Gumz, Joy	Please provide by email or the Nextrequest portal a copy of IVGID's AUDITORS' REPORT from fiscal year 1978 through fiscal year 1984: 1978, 1979, 1980, 1981, 1982, 1983, 1984. This AUDITORS REPORT included the audited financial statements and the Auditors' opinion, and is a permanent record per Nevada laws and regulations.	4/11/2024		Accounting/ Finance
24-047	5 hours 30 Minutes	Complete	✓ Sunday, April 7, 2024	Steinburg, Paul	any and all requests by anyone for any records concerning Paul Steinberg in any department or facility	4/15/2024		General Governance
24-048	30 Minutes	Complete	✓ Sunday, April 7, 2024	Steinburg, Paul	any and all inquiries, record request or action in which my name is included by and IVGID trustee or member of the IVGID staff including responses to such requests	4/23/2024		General Governance
24-049	30 Minutes	Complete	✓ Sunday, April 7, 2024	Dobler, Cliff	The letter from DAVIS FARR to IVGID is not what I asked for. I want the letter to DAVIS FARR from IVGID. the letter for several yeas is called; Management's representation letter to auditor. could I please obtain information which I requested	4/15/2024		Accounting/ Finance
24-050	30 Minutes	Comple	✓ Monday, April 8, 2024	Dobler, Cliff	Please provide for my examination the spreadsheets provided by Ms Nelson at the April 4, 2023 Investment Committee regarding carryover projects from fiscal 2024 to 2025. These spreadsheets were not part of the committee packet just posted up on zoom. In the future if supplemental items are presented at a meeting then would be appropriate to have them on the agenda. This would save time on requesting documents.	4/15/2024		Public Works
24-051	15 Minutes	Complete	✓ Tuesday, April 9, 2024	Dobler, Cliff	Please provide for my examination the spreadsheet regarding estimated engineering man hours required to conduct capital projects for fiscal year 2025.. This spreadsheet was posted on the zoom meeting of April 4, 2024 and can be found as item E.2 and located at 28:00 minutes. It is inappropriate to exclude items provided to the Committee but not in the packets. These items should be posted as backup to the meeting even if received after the packet is released to the public. This has been done in the past. Please post the item.	4/16/2024		Public Works

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24-052	30 Minutes	Complete	✓ Thursday, April 18, 2024	Steinburg, Paul	Any and all records of insurance policies that cover the Incline Village Tennis & Pickleball Center. Is this policy separate or included with insurance of other sports and recreational facilities in Incline Village?	4/25/2024		Parks, Rec. & Beaches
24-053	30 Minutes	Complete	✓ Thursday, April 18, 2024	Steinburg, Paul	Who are the multiple sources that Trustee Schmitz refers to in her email to former GM Bandelin on January 2, 2024. In that email, she states that "I have been told my multiple sources that he stated he was GIVEN passes by Shelia."	4/25/2024		General Governance
24-054	10 Minutes	Complete	✓ Tuesday, April 23, 2024	Wells, Kristie	Please provide a copy of the tentative 2024/2025 budget that I believe was filed with the State of Nevada on April 15, 2024.	4/30/2024		Accounting/ Finance
24-055	10 Minutes	Complete	✓ Wednesday, April 24, 2024	Dobler, Cliff	Please provide for my examination the IVGID Tentative Budget for fiscal year beginning July 1, 2024 to June 30, 2025. This document was sent to the Department of Taxation by IVGID employee Adam Cripps on or about April 15, 2024 and should be available.	5/2/2024		Accounting/ Finance
24-056	30 Minutes	Complete	✓ Monday, April 29, 2024	Katz, Aaron	Monday morning, April 29, 2024, at 10 A.M., I want to examine and receive copies of: 1. The District's tentative 2024-25 budget submitted by staff to the Dept of Taxation ("NDOT"); 2. All District letters accompanying the tentative budget referenced in paragraph 1 above evidencing in part, the date and time when that tentative budget was submitted to the NDOT; 3. The District's BOT agenda seeking approval of the tentative budget referenced in paragraph 1 above; 4. The resolution adopted by the District's BOT approving the tentative budget referenced in paragraph 1 above; 5. Notice of the time and place of a public hearing on the tentative budget referenced in paragraph 1 above which was supposed to have been prepared and disseminated at the same time the District submitted that tentative budget to the NDOT. Please confirm to me ahead of time that said public records will in fact be available for my examination on the date and at the time referenced above. Let me remind you that NRS 239.010(1) instructs that "all public books and public records of a governmental entity must be open at all times during office hours to inspection by any person, and may be fully copied...from those public books and public records." That's why I intend to examine and receive the above-copies on the date and at the time referenced. Thank you for your cooperation. Aaron Katz	5/6/2024		Accounting/ Finance
24-057	30 Minutes	Complete	✓ Monday, April 29, 2024	Katz, Aaron	Application for certificate of excellence in financial reporting submitted to the GFOA for the District's 2023 ACFR; The District's payment of the fee for the application reference above; Invoicing from the GFOA for the application referenced above; Any certificate of excellence issued by the GFOA to the District insofar as its 2023 ACFR is concerned.	4/30/2024		Accounting/ Finance
24-058	45 Minutes	Complete	✓ Monday, April 29, 2024	Katz, Aaron	Hello Erin - Rather than forcing me to do a PRA request, can you please provide the following: 1. Job description Ass't Director of Finance; 2. Pay grade number for Ass't Director of Finance; 3. Current pay grade summary which depicts compensation ranges for each District pay grade; 4. Current base payment amount for current Ass't Director of Finance; 5. Job description Golf General Manager; 6. Pay grade number for Golf General Manager; 7. Current base payment amount for current Golf General Manager. If you/your colleagues are going to force me to make formal public record request for the above, please consider this e-mail that request. And I am forwarding it to Heidi for that reason. Thank you for your cooperation. Aaron Katz	5/6/2024		Human Resources

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24-059	30 Minutes	Complete	✓ Tuesday, April 30, 2024	Ericson, Grace	The Tahoe Transportation District (TTD) is in the process of designing the SR28 Central Corridor Project located in Carson City and Washoe County from Thunderbird Lodge to Secret Harbor Parking Lot. This project will include approximately 1 mile of trail, parking improvements, transit improvements, pedestrian safety improvements, driveway and access improvements and highway improvements. This project is scheduled for construction in 2026. At this time, we are requesting Record Drawings for all improvements within the project limits as depicted on the enclosed map. Wood Rodgers, Inc. is under contract to the TTD to produce plans, specifications, and contract documents for the Project. Please provide us with your feedback on how the Project may impact your existing or planned future facilities. Any conflicting facilities within the project limits will require prior rights investigation and coordination to determine responsible party for relocation. If your company is interested in placing new facilities, repairing, or upgrading existing facilities, we encourage you to accomplish the work prior to construction of our project to avoid cuts into proposed improvements. We request that you coordinate with our project team to ensure any modified or relocated facilities are coordinated with our improvements to mitigate future conflicts. TTD can make arrangements with you to place utilities in conjunction with our project; if you are interested in making such arrangements, please contact us as soon as possible.	5/7/2024		Public Works
24-060	15 Minutes	Complete	✓ Wednesday, May 1, 2024	Kelly, Deirdre	Greetings, Seeking a copy the 3/21/2001 legal document that is available to the public titled, "District Beaches-Restrictive Deed Covenant"--Factual Review. Thank you in advance, Regards,	5/8/2024		General Governance
24-061	No Time Recorded	Complete	✓ Sunday, May 5, 2024	Dawson, Bryan	Hello, I hope all is well! I'm Bryan Dawson from Uncovered Media. I am writing to request all incident reports from June 2023 that involve any of the following charges, under the Freedom of Information Act: RA/Resist (Resisting/Resisting Arrest) BAT/Battery Asslt/Asslt/Assault Fleeing/AF (Aggravated Fleeing) Impers PO/O (Impersonating an Officer) FTS/FSO (Failure to Stop for an Officer) For the filtered search, reports with any of the charges listed above would work. These records will not be used for commercial purposes. Although there may be numerous reports, please forward all the files. Once you have the reports, kindly send them to this email address: b.dawsonn98@gmail.com. Additionally, if there is a portal or form I need to complete, I would appreciate it if you could direct me accordingly. Thank you for your assistance, and I look forward to your reply.	5/13/2024		General Governance
24-062	No Time Recorded	Complete	✓ Monday, May 6, 2024	Dobler, Cliff	Please provide for my examination the annual report titled Summary of CIP Activity by Project for the fiscal year ending 6/30/2023 This report has been produced and is the detail backup for the Capital Assets section of the 2023 AFCR I would appreciate a prompt response.	5/13/2024		Accounting/ Finance
24-063	No Time Recorded	Complete	✓ Monday, May 6, 2024	Katz, Aaron	The 2023 ACFR mentions a \$585,843 obligation due from the internal services to the general fund. I would like to examine writings evidencing that obligation including the term, interest rate, and persons who approved this obligation. Additionally, I would like to examine board resolutions expressly approving this obligation.	5/13/2024		Accounting/ Finance
24-064	1 hour 15 minutes	In process	✓ Monday, May 6, 2024	McKowen, Patricia	I would like any and all documents including emails and other records regarding these Incline residents that may include emails from Mike Bandelin, Bobby McGee and any and all Trustees. Seeking to uncover any investigations into these residents. Kristie Wells, Linda Kahrs, Trish McKowen, Mary Kleingartner, Bill Kahrs, Carolyn Usinger, Tim Callicrate, Sandra Richards, Kaye Schackleford, Kevin McKowen,			Human Resources General Governance

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Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-065	15 Minutes	Complete	✓ Tuesday, May 7, 2024	Dobler, Cliff	Please provide for my examination the following Popular CIP Status Report for the following dates: September 30, 2023; December 31, 2023; March 31, 2024 To assist you in your search. The 9-30-2022 report was provided to the Board of Trustees on 11-9-2022. The 12-31-2022 report was provided to the Board of Trustees on February 22, 2023. The 3-31-2023 report was provided to the Board of Trustees on March 31, 2023. If the reports have not been completed so state.	5/15/2024		Accounting/ Finance
24-066	10 Minutes	Complete	✓ Wednesday, May 8, 2024	Wells, Kristie	I would like a copy of the Rubin Brown agreement for the work being done on the forensic due diligence audit. I looked through previous requests and there was one made, but the agreement had not been signed yet, so the agreement "did not exist" then. I also did not see this agreement provided in the board packet for the May 8th meeting even though there is an Amendment being requested.	5/15/2024		Accounting/ Finance
24-067	5 Minutes	Complete	✓ Friday, May 10, 2024	Dunsworth, Paul	Building permits, as-built plans, inspection records/sign offs and certificates of occupancy for the 2021 remodel of 618 Woodridge Circle	5/10/2024		General Governance
24-068	30 Minutes	Complete	✓ Monday, May 13, 2024	Katz, Aaron	Documents in Support of Proposed Water and Sewer Rate Increases The notice of public hearing in yesterday's TDT Newspaper states that the subject documents above are available for inspection at the District's admin offices. Are those docs in electronic format? If so, can you please provide me with copies as an attachment to an e-mail? If not available in electronic format, please advise as I otherwise intend to physically examine them at the District's admin offices at 10 A.M. on Monday, May 13, 2024. Thank you for your cooperation, Aaron Katz	5/13/2024		General Governance
24-069			✓ Friday, May 10, 2024	Wells, Kristie	I recently requested a copy of the Rubin Brown agreement. Item 11 in Exhibit A references Ruben Brown reviewing up to seven (7) specific complaints that have been filed. I would like to know who, exactly, filed those complaints, when they were filed, and what those complaints were about, specifically. I assume these were done via email and I would rather not have to ask staff to burn hours pulling all these for the public record. As you are in the thick of this project, I expect that you can provide that to me quickly, and easily.			General Governance
24-070	15 Minutes	Complete	✓ Monday, May 13, 2024	Katz, Aaron	Preliminary Report Prepared by the IVGID Board in Support of Proposed Rec and Beach Facility Fees and Resolution of Adopted Along With Notice of Public Hearing Therefore The notice of public hearing in yesterday's TDT Newspaper states that the subject documents above (report and resolution adopting the same) are available for inspection at the District's admin offices. Are those docs in electronic format? If so, can you please provide me with copies as attachments to an e-mail of transmission? If not available in electronic format, please advise as I intend to physically examine them at the District's admin offices at 10 A.M. on Monday, May 13, 2024. Thank you for your cooperation, Aaron Katz	5/13/2024		General Governance
24-071	1 hour	Complete	✓ Monday, May 13, 2024	Dobler, Cliff	Please provide for my examination any and all contracts and change orders with Sierra Nevada Construction (SNC) regarding the Mt. Golf Cart Path Restoration Phase II project. The original contract was awarded on May 10, 2023 for \$187,000 and subsequent change orders were required in September 2023 and in December, 2023 amounting to \$252,000. This data can be found on the 12-13-2023 memorandum from Hudson Klein to the Board of Trustees. Thanks Clifford F. Dobler	6/6/2024		Public Works

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24-072	1 Hour	Reopened 07/29	✓ Saturday, May 25, 2024	Katz, Aaron	I am making a public records request for records which evidence every expenditure on project #4378BD2202 (Skateboard Park Project) to date. I want to know when the expenditure was incurred, what it was for, how much was paid and when, and who approved payment. That's why I am sending a copy of this e-mail to our GM and Board Clerk Heidi White.			Public Works & Finance
24-073	15 Minutes	Complete	✓ Sunday, May 26, 2024	Katz, Aaron	The Dep't of Taxation was supposed to have issued us a certificate of compliance or non-compliance for the tentative budget Mr. Cripps submitted on April 17, 2024. Three days before our May 29, 2024 public hearing date. I would like to examine the same. Tuesday morning if possible given the public hearing is set for May 29, 2024. Remember NRS 239.010(1) instructs that "all public books and public records of a governmental entity must be open at all times during office hours to inspection by any person."	6/4/2024		Accounting/ Finance
24-074	15 Minutes	Complete	✓ Wednesday, June 5, 2024	Dobler, Cliff	Please provide for my examination the budget form 4404LGF for fiscal year 2024 - 2025 which was filed with the Department of Taxation on or about June 1, 2024	6/11/2024		Accounting/ Finance
24-075	45 Minutes	Complete	✓ Monday, June 10, 2024	Wells, Kristie	I would like to receive an excel or CSV list including the date, to/from, and the entire subject of emails between the following: Any Trustee to/from Bobby Magee; Any Trustee to/from Adam Cripps; Any Trustee to/from Heidi White; Date range: May 1, 2024 to June 1, 2024 The excel/CSV should suffice for now, and if there is any email I see where I need the actual contents, I will submit a new PRR. Thank you.	6/18/2024		General Governance
24-076	30 Minutes	Complete	✓ Wednesday, June 12, 2024	Martini, Margaret	In front of 794 Tyner Way there has been much tree cutting. Upon contacting the fire dept to see if they were the ones doing the tree cutting and marking. They are not. And informed me that that was an IVGID project to cut down diseased trees. The trees that were cut did not look diseased to me so I would like to request a copy of the Contract by IVGID with Rockwood Tree company specifically to include the location of the marked trees that where removed and the ongoing, if any, removal of trees along That stretch of Tyner that has fire road access. I did not see any other location that has marked trees for removal in front of any other address. It looks subspecialty like a view enhancement project for the benefit of 794 Tyner Way As it would be hard to believe that all the diseased or crowded trees could only be in that location. This is a public records request (as I could not find where you have located the official public records requests in the website under the living here tab) and is dated 6-10-2024. Thank you,	6/19/2024		Public Works
24-077	10 Minute	Complete	✓ Monday, June 10, 2024	Katz, Aaron	Can I please get a copy of the 2024-25 budget filed yesterday with the NDOT? Also, I want a copy of the central services cost allocation plan expressly attested to by Adam Cripps. I don't want to do a formal public records request	6/17/2024		Accounting/ Finance
24-078	10 Minutes	Complete	✓ Monday, June 10, 2024	Katz, Aaron	Resignation by Bobby Magee as IVGID GM; Resignation by Adam Cripps as IVGID Ass't Finance Director.	6/17/2024		Human Resources
24-079	10 Minutes	Complete	✓ Tuesday, June 18, 2024	Carey, Anna	I heard about the new employee BBQ that is significantly more expensive than the previous employee BBQ's. Can I see the contract and approval process, as I heard this was approved and I yet didn't see it on the agenda or discussed at the last board meeting. Don't all contracts have to go to the board per policy 3.1.0?	6/25/2024		General Governance

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24-080	30 Minutes	Complete	Tuesday, June 25, 2024	Katz, Aaron	The Board packet for tomorrow's meeting includes a series of procurement card purchases. I want to examine back up purchase details for several of Pandora Bahlman purchases. They are as follows: \$132.78 with Sam's Club for "food for resale." \$163.18 with Sam's Club for "food for resale." \$241.00 with TST Sunshine Deli & Cafe for "refreshments for dance program recital." \$333.33 with Wayfair (3601001433) for "furniture." \$645.94 with Full Source, Inc. for "beach uniforms." I want to examine: Invoicing or purchase order receipts for each of these purchases which indicates: the date(s) of purchase; a breakdown of each and every item purchased which responds to each of the above-charges; a breakdown of the amounts assessed for each and every item purchased as reflected above; the date(s) corresponding to when each and every item purchased above was ordered/purchased; any shipping charges assessed for each of the purchases included in the above-charges; any credit card convenience/other card charges assessed because any of the purchase(s) above were made with a credit card; any tip or gratuity assessed in connection with any of the purchases identified above; the identity of each person who authorized each of the above-purchases.	7/5/2024		Accounting/ Finance
24-081	30 Minutes	Complete	Monday, June 24, 2024	Katz, Aaron	I would like to examine a copy of the Disc Golf Course agreement entered into between the District and some non-profit disc golf club. My recollection is the agreement is more than ten (10) years old.	7/1/2024		General Governance
24-082		In process	Tuesday, June 25, 2024	Dobler, Cliff	Please provide for my examination a list of all charges to account 3970BD2601Burnt Cedar Swimming and Toddler Pool resurface for the fiscal year ending June 30, 2023. The amount is \$411,019.10 according to the CIP report.	7/2/2024		Accounting/ Finance & Public Works
24-083	30 Minutes	Complete	Wednesday, June 26, 2024	Dobler, Cliff	Please provide for my examination a copy of the complete 2nd responsive bid for \$244,300 for the sewer pump station #5 Wetwell and Manhole rehabilitation project. This project was presented to the Board of Trustees on June 6, 2024.	6/27/2024		Public Works
24-084	10 Minutes	Complete	Wednesday, June 26, 2024	Katz, Aaron	So as a follow up public records request, I want to examine writings between any of our staff and anyone on behalf of proponents of the "Incline Open" disc golf tournament announced for Labor Day Weekend, Sep 1, 2024, evidencing: 1. Request to use our disc golf course for this event; 2. Staff's response(s) thereto; 3. The amounts to be paid to the District for exclusive use of our disc golf course; 4. Any donations by or on behalf of the District to be auctioned off/used by the promoters of this event; 5. The represented purposes of the fundraising efforts which benefit the Lake Tahoe region; 6. Who approved this on behalf of the District?	6/26/2024		Parks, Rec. & Beaches
24-085	1 hour	Complete	Thursday, June 27, 2024	Gumz, Joy	DEPARTMENTS: Finance Dept and Board of Trustees 1) Please provide by email the ACCOUNT DETAIL HISTORY report for fiscal year 2024 to date. Please use the following OPTIONS Print GL Master Start-of-Year Balances Print GL Master Start-of-Year Balances Print Full GL Account Print JE Comment and Vendor Print Report Options Include Entries Between Dates : 07/01/2023 and 6/30/2024 2) Please provide by email a fiscal year 2024 trial balance report (general ledger balances for ALL accounts – summarized journals and does not show journal detail) 3) Please provide by email any report or interim communications from the forensic auditor Rubin Brown, as well as all management responses. The report is due end of June 2024. If there are any charges for this public record, please notify me in advance.	7/10/2024		Accounting/ Finance

Public Records Request Log

Thursday, August 1, 2024

Due Today:	1
Overdue:	1

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-086	1 Hour	Partial - In process	Friday, June 28, 2024	catsthelake	May I please have a copy of the contract for the Food and Beverage consultant mentioned at the 6/26 meeting May I please have a copy of the agenda where the above contract came before the Board May I please have all emails between Trustee Schmitz and General Manager Magee for the period of 6/21 to and including 6/28/2024.	7/8/2024		General Governance
24-087			Friday, June 28, 2024	Dobler, Cliff	Please provide for my examination, the final 2024-2025 budget BY VENUE for community services and water, sewer and waste in the utility fund. I do not want just the 4404LGF form			Accounting/ Finance
24-088			Sunday, June 30, 2024	catsthelake	May I please have a copy of the contract and/or agreement to serve hamburgers and hotdogs on July 4, 2024 at Incline Beach? Also may I please have all emails, texts, and correspondence related to this partnership? Finally, I would like to have the agenda of when this partnership went before the Board and public.	7/30/2024		General Governance
24-089		In progress	Monday, July 8, 2024	catsthelake	I would like a copy of all the Baker-Tilly invoices up to and including those dated June 30, 2024. I would also like a copy of the Baker-Tilly original contract and any and all amendments thereto.	8/15/2024		Accounting/ Finance
24-090			Thursday, July 11, 2024	Wells, Kristie	Following the excel spreadsheet released in PRR 24-75, please provide all documents noted by number in the "R#" column: 3, 9, 10, 15, 16, 19, 20, 23, 26, 32, 33, 39, 44, 45, 46, 49, 51, 54, 57, 62, 63, 64, 67, 68, 69, 70, 77, 79, 85, 86, 87, 88, 96, 97, 98, 101, 114, 120, 126, 135, 136, 137, 138, 139, 140, 143, 155, 156, 157, 159, 160, 161, 165, 168, 175, 176, 177, 178, 181, 184, 185, 188, 189, 190, 195, 204, 207, 211, 219, 234, 238, 243, 245, 246, 249, 252, 256, 261, 262, 263, 264, 266, 267, 270, 271, 272, 273, 280, 281, 282, 283, 297, 301, 302, 303, 310, 316, 317 Thank you.	8/5/2024		General Governance
24-091	Not a Record request	Complete	Monday, July 15, 2024	Gumz, Joy	Thank you for providing PR24-85 I have a follow-up question for Adam Cripps / Finance Dept. Q. The General Ledger appears to be \$(15,782,015.80) out of balance. The Debits of all journals do not equal the credits of all journals. Is this the figure you have?	7/18/2024		Not a PRR
24-092			Friday, July 19, 2024	Gumz, Joy	1) Please provide by email the ACCOUNT DETAIL HISTORY report for fiscal year 2023. Please use the following OPTIONS Print GL Master Start-of-Year Balances Print GL Master Start-of-Year Balances Print Full GL Account Print JE Comment and Vendor Print Report Options Include Entries Between Dates : 07/01/2022 and 6/30/2023 2) Please provide by email a fiscal year 2023 trial balance report (general ledger balances for ALL accounts – summarized journals and does not show journal detail)	8/1/2024		Accounting/ Finance
24-093	No Time Recorded	Complete	Wednesday, July 24, 2024	Riner, Dr. Myles	If the IVGID staff has responded in writing to the RubinBrown forensic audit report, please send me by email a copy of this written response to: mliner@comcast.net	7/24/2024		General Governance
24-094	No Time Recorded	Complete	Wednesday, July 24, 2024	Elley, Lin	PPR Pages 24-93	7/24/2024		General Governance
24-095	10 Minutes	Complete	Sunday, July 28, 2024	Miller, Judith	Please provide in electronic format the most recent District Records Retention Schedule approved by the Board of Trustees.	7/28/2024		General Governance

Public Records Request Log

Thursday, August 1, 2024

Due Today:	1
Overdue:	1

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-096	5 Minutes	Complete	✓ Monday, July 29, 2024	Katz, Aaron	So I and others want to know if Mr. Raymore has been promoted to a directorship? Or is he simply sloppy in his reference to himself as director or manager. What is it Mr. Raymore? And if his job position has changed, we want to know his pay grade level. What is it Ms. Feore? Consider this a records request which explains why I have forwarded you a copy of this e-mail.	7/29/2024		Human Resources
24-097			✓ Tuesday, July 30, 2024	Miller, Judith	Please provide all emails and attachments to/from any of the 7 "Senior Team" members (Director of Human Resources Erin Feore, Director of Information Technology Mike Gove, General Manager of Golf Timothy Sands, Director of Administrative Services Susan Herron, General Manager, Diamond Peak Ski Resort Mike Bandelin, Director of Public Works Kate Nelson and Assistant Director of Finance Adam Cripps), GM Bobby Magee, or any IVGID Trustees related to the drafting or approval of the memorandum of the Senior Team's Partial Response...in PRR 24-93 .	8/6/2024		General Governance
24-098			✓ Wednesday, July 31, 2024	Katz, Aaron	Please help me with an employee related expense. The District's chart of accounts lists object code #7350 for employee recruitment and retention. Since you're the Director of HR, can you please share with me the amount budgeted in the 2023-24 General Fund for object code #7350? As well as amounts actually expended and/or incurred and not yet paid for object code #7350 in the General Fund. This detail is not included in the budget materials shared with the public, and as you know, open.gov is not operational. If you're going to pull the public records card on me (which I hope you won't), I am requesting examination of District financial records for 2023-24 which evidence: 1. The amount budgeted as an expense for object code #7350 in the General Fund; and, 2. The amounts actually expended and/or incurred and not yet paid for object code #7350 in the General Fund. Thank you for your cooperation. Aaron Katz			Human Resources & Finance Department
24-099			✓ Wednesday, July 31, 2024	Dobler, Cliff	Please provide for my examination all charges to the capital project Burnt Cedar Pool for fiscal year July 1, 2022 to June 30, 2023. account #3970BD2601. No invoices are required just a listing of charges. The amount listed in the CIP report is \$411,019.10.			Public Works & Finance Department
24-100			✓ Wednesday, July 31, 2024	Dobler, Cliff	Please provide for my examination all charges to the capital project Mountain Golf Course Cart paths for fiscal year July 1, 2023 to June 30, 2024 account #3241LI2001. No invoices are required just a listing of charges. Amount is unknown. My email is cfdobler@aol.com. Software would not allow an entry below.			Golf, Public Works & Finance

MEMORANDUM

TO: Board of Trustees

FROM: Erin Feore
Director of Human Resources

SUBJECT: Review, discuss, and possibly approve recommended direction regarding the pending vacancy of the General Manager's position

RELATED STRATEGIC PLAN INITIATIVE(S): Long Range Principle #4 - Workforce

DATE: July 31, 2024

I. RECOMMENDATION

That the Board of Trustees approve the recommended direction regarding the pending vacancy of the General Manager's position.

II. BACKGROUND

Following direction from the Board of Trustees at both the June 26th and July 10th meeting, I began researching various management firms, executive recruiting agencies and spoke with at least three individuals who had reached out to inquire about the General Manager's position. A summary of those contacts are noted below:

- 5 Management Firms (both Commercial and Governmental)
- 5 Executive Recruitment Firms (both Commercial and Governmental)
- 4 Personal Individuals

Of the fourteen contacts made, I received five responses:

- 1 Management Firm
- 1 Executive Recruitment Firm
- 3 Personal Individuals

Management Company: Troon

Over a period of approximately four weeks, I have had a number of conversations and meetings with Joe Goodrich, Vice President of Troon Management, along with two members of his staff. Following an extensive review of our organizational chart, current community services, recreation venues, and current operations, Mr. Goodrich quickly identified that bringing in a team of talented industry professionals would be their best recommendation to provide an overall operational assessment with the goal of implementing industry best practices, taking into account the Moss

Adams and RubinBrown reports and recommendations. As noted in the attached proposal, and by utilizing their team of professionals, Troon would work quickly to identify both operational successes and deficiencies and provide recommendations to the Board of Trustees. Following Board direction, Troon would manage said change to completion, with the intent of analyzing those changes to ensure effective results. Finally, the Troon team would work with the Director of Human Resources and/or other identified individuals to assist with the hiring of a permanent General Manager, ensuring knowledge gained through their partnership with the District is passed down to the new General Manager so consistency is maintained.

Executive Recruiting Firms

Following conversations with Trustees during the June 26 and July 10th meetings, the Board had expressed an interest in perhaps finding an Interim General Manager who, utilizing the various consultant reports, would quickly initiate recommended changes noted in each report. As such, I had reached out to a variety of Executive Search firms, to include those who specialize in “C-Suite” (business) executives as well as those who specialize in senior management of governmental agencies. One agency responded to my request for information and provided information about their services, and agencies supported. As anticipated, this agency provides recruitment services for permanent placement of staff; as such, they were not able to provide assistance or services in placing interim staff. Their services and cost for services are typical of most recruitment agencies and, should the Board direct me to partner with Executive recruitment agencies, I will reconnect with this company for further information.

Individuals

Over the course of the past month, I have spoken with three individuals who have expressed an interest in stepping in as interim General Manager of this District. Two of the individuals were recommended by BBK and both have extensive backgrounds and experience in city or county management. Separately, one individual reached out to me (via email) advising of their interest in working with the District on an interim basis. He is a former General Manager of this District. The following is a summary of conversations had with two of the three individuals:

Person #1: Former interim City manager of small northern California town; worked closely with Community Services and Public Works. Decades of experience working with small communities, specializing in economic growth. Watched our July 10th Board meeting and understands IVGID may be seeking services of management company; agreed that given the identified deficiencies in each of the reports, it may require a team of professionals to work with the District to get those items addressed; however, recommended District also (or at some later date) employ a General Manager who will work directly with management company to ensure recommendations/Board directives are carefully managed to completion.

Person #2: Decades of professional municipal government experience for both large and medium sized jurisdictions, with more than 30-years of executive and senior level leadership. Former interim city manager of small communities throughout California. Would work to ensure continued transparency and partnership with the Board of Trustees to see directives managed to completion. Also understood the District’s interest in working with a management organization and agreed that having a General Manager take the reins to ensure continued compliance and consistency would be extremely valuable.

Person #3: Former General Manager of IVGID; has a continued passion for this community and the services offered its residents. Background and experience in running privately owned businesses (specifically in a Finance management role). Would work with Board and staff to stabilize operations, evaluate current internal control policies for compliance, and identify strengths and weakness to improve current operations until such time as a permanent General Manager was hired by the Board of Trustees.

It should be noted that all three of the individuals I spoke with agreed: if the Board chooses to partner with a management firm, whether simultaneously or at a later date, an Interim-to-Permanent General Manager would ensure the initiatives implemented and approved by the Board is clearly communicated to staff, with a focus on ensuring improvements continue and remain consistent.

Conclusion

Based on the noted concerns of the Board of Trustees, following the release of the RubinBrown report, I am recommending the Trustees engage with a management company who can provide a staff of individuals to analyze our current operations and implement the needed changes as identified in the various consultant reports. It is further recommended that, at some point in the future, following the implementation of those identified changes, the Board may want to consider the value in partnering with an Interim General Manager who can work directly with the management agency to ensure Board initiatives and directions are received by staff and managed to completion.

III. BID RESULTS
N/A

IV. FINANCIAL IMPACT AND BUDGET

To be determined following directed selection.

V. ALTERNATIVES

As an alternative, the Board of Trustees may choose to assign an internal Interim General Manager until such time as a more permanent solution is determined.

VI. ATTACHMENT

Troon Operational Assessment and Cost for Services Proposal – *pending receipt from Troon, may be supplemental material.*

MEMORANDUM

TO: Board of Trustees

THROUGH: Bobby Magee, District General Manager

FROM: Paul Raymore, Marketing and Communications Manager

SUBJECT: Review, discuss and possibly approve an agreement with EXL Media for District media buying services. (Requesting Staff Member: Marketing & Communications Manager Paul Raymore)

RELATED STRATEGIC PLAN BUDGET INITIATIVE(S):

Long Range Principle #6 – Communication – The District will engage, interact and educate to promote understanding of the programs, activities, services, and ongoing affairs.

- Provide clear, concise and timely information in multiple, publicly accessible formats.
- Ensure that both internal and external communication is responsive, comprehensive and inclusive.

DATE: August 6, 2024

I. RECOMMENDATION

That the Board of Trustees make a motion to authorize Staff to enter into an agreement with EXL Media for 2024/25 Fiscal Year media buying services for Diamond Peak Ski Resort, the Championship and Mountain Golf Courses, and the Facilities Department, for a not-to-exceed total amount of \$288,146.

II. BACKGROUND

As a component of the District’s Diamond Peak, Golf Courses, and Facilities annual communications and marketing plans, the District contracts with a media buying agency to help plan, place and negotiate rates for advertising placements. This includes, but is not limited to, print ads, digital ads, digital billboards, mobile ads, television ads and paid search campaigns. This is an essential service for the District’s Marketing Staff as the research, documentation, reporting, and support received from the third party provider significantly exceeds in-house capabilities.

Since the 2013/14 Fiscal Year, the IVGID Marketing Team has utilized Incline Village-based media buying agency EXL Media for the District's media buying services. This stretch follows the one-year period (Fiscal Year 2012/13) in which the District utilized another agency for media buying, ultimately returning to EXL Media after being unsatisfied with the other agency's services and results.

At the September 30, 2020 Board meeting, the Board of Trustees authorized awarding the District's 2020/21 media buying services agreement to EXL Media with a budget of \$100,000. This agreement was drastically cut back from normal spending levels due to the Covid-19 pandemic. General Business Item - G.2.

At the September 2, 2021 Board meeting, the Board of Trustees authorized awarding the District's 2021/22 media buying services agreement to EXL Media with a budget of \$265,000. General Business Item - H.1.

At the June 29, 2022 Board meeting, the Board of Trustees authorized awarding the District's 2022/23 media buying service agreement to EXL Media with a not-to-exceed budget of \$308,250. Consent Calendar Item - G.1.

At the June 14, 2023 Board meeting, the Board of Trustees authorized awarding the District's 2023/24 media buying service agreement to EXL Media with a not-to-exceed budget of \$287,700. General Business Item - G.5.

III. BID RESULTS

The proposed agreement is exempt from competitive bidding requirements under NRS 332.115, as a sole source purchase for professional services (NRS 332.115 subsection 1.b). However, the District's media buying services agreement went to bid before the 2019/20 Fiscal Year with local agency EXL Media selected to continue providing media buying services to the District. A full recap of the bid results are included in the May 22, 2019 Board Memo authorizing the District to enter into an agreement with EXL Media during the 2019/20 Fiscal Year. (See pages 263 – 295 of the May 22, 2019 Board packet.) The 2024/25 Fiscal Year would be year six (6) of an agreement with EXL Media since going to bid for this service.

EXL Media is an Incline Village, Nevada based firm and has over 25 years of experience successfully handling media buys for the District. EXL Media has vast knowledge of the competitive landscape of the Lake Tahoe recreation market. Through the bidding process, they were determined to be the best qualified and capable media agency to support the District in meeting its budget objectives and will provide the level of attention, detail, and reporting that is required to ensure successful media campaigns.

Staff intends to go to bid for the District's media buying services for the 2025/26 Fiscal Year.

IV. FINANCIAL IMPACT AND BUDGET

The budget for the proposed media buying services agreement is included in the Board-approved Fiscal Year 2024/25 Diamond Peak, Golf Courses, and Facilities marketing budgets. The approved budgeted amounts and not-to-exceed amounts listed in the EXL Media agreement are below.

Paid advertising + agency fees budget by venue	FY2025 amount	Budgeted in	Not-to-exceed in FY2025 agreement	amount EXL
DIAMOND PEAK	\$208,000		\$208,000	
CHAMP GOLF	\$8,000		\$8,000	
MT GOLF	\$5,200		\$5,200	
FACILITIES	\$16,946		\$16,946	
DIAMOND PEAK – TRADE	\$50,000		\$50,000	
GOLF - TRADE	\$0		\$0	
TOTAL		Up to \$238,146 (cash)	Up to \$238,146 (cash)	
		Up to \$50,000 (trade)	Up to \$50,000 (trade)	

Staff to manage spending levels in accordance with District goals:

The proposed agreement for media buying services with EXL Media serves as a not-to-exceed template for the District’s advertising plans, but does not commit the District to any particular advertising spending amount. Staff will work with EXL Media to adjust advertising campaigns appropriately to align with District goals.

The agreement with EXL Media is structured to pay Agency Fees based on actual hours billed (at \$130 per hour), with a not-to-exceed limit of \$55,120 for fees across all accounts for the 2024/25 Fiscal Year.

History of District’s approved media buying budgets and actuals:

See attachment "IVGID History of Advertising Budgets and Actuals"

Return on Advertising Spend:

See attachment "FY2024 EXL Media campaign reports - Diamond Peak and Facilities" for a breakdown of 2023/24 Fiscal Year paid advertising campaigns for Diamond Peak and Facilities (weddings).

V. ALTERNATIVES

Authorize Staff to enter into a media buying agreement during the Fiscal Year 2024/25 at different amounts than those recommended above.

Direct Staff not to enter into a media buying agreement during the Fiscal Year 2024/25, understanding that doing so will leave the District’s communications and marketing plan for the 2024/25 fiscal year vulnerable as the media buying services supplied by EXL Media are beyond the scope of in-house capabilities.

VI. COMMENTS

EXL Media - IVGID - 2024-25 Agreement has been reviewed and approved by District's legal counsel.

VII. BUSINESS IMPACT/BENEFIT

VIII. ATTACHMENTS

- 1. EXL Media - IVGID - 2024-25 Agreement
- 2. IVGID History of Advertising Budgets and Actuals
- 3. FY2024 EXL Media campaign reports - Diamond Peak and Facilities

IX. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES

That the Board of Trustees make a motion to authorize Staff to enter into an agreement with EXL Media for 2024/25 Fiscal Year media buying services for Diamond Peak Ski Resort, the Championship and Mountain Golf Courses, and the Facilities Department, for a not-to-exceed total amount of \$288,146.

**AGREEMENT FOR SERVICES
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
AND EXL MEDIA CORPORATION**

THIS AGREEMENT (“Agreement”) is entered into between Incline Village General Improvement District, a political subdivision of the State of Nevada (hereinafter referred to as “District”), on the one hand; and EXL Media Corporation, a corporation (hereinafter referred to as “EXL”), on the other hand and is effective on _____.

WITNESSETH

- a) District is the owner and operator under Special Use Permit of Diamond Peak Ski Resort, the Championship and Mountain Golf Courses, The Chateau and Aspen Grove, the Recreation Center, and the Tennis & Pickleball Center in Incline Village, Nevada.
- b) EXL is a media buying and placement agency, located in Incline Village, Nevada, with experience in media services.
- c) District desires to retain the services of EXL to provide media services.

NOW THEREFORE, for valuable consideration, it is agreed as follows:

SECTION 1 - Agreement.

- (a) District hereby hires EXL to provide media services described herein (the “Media Services”) for the time period of July 1, 2024 - June 30, 2025, and EXL agrees to provide the Media Services to District in accordance with the terms of this agreement.
- (b) District shall pay EXL for work performed at an hourly rate, to be billed at \$130 per hour, with a not-to-exceed total of \$55,120 across all accounts for the 2024-25 fiscal year for the following services:
 - 1) Negotiation and placement of District-provided advertisements and advertising content for the following kinds of media, as requested by District:
 - a. Radio
 - b. Outdoor
 - c. Television/Cable/Streaming Video Services
 - d. Digital/Internet
 - e. Mobile Advertising
 - f. Print
 - g. Promotions

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INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
AND EXL MEDIA CORPORATION**

- h. Specialty Media
- 2) Advertising Campaign Reconciliation (including verification of that procured advertisement was placed and run by the relevant third-parties)
 - 3) Outdoor Production/Printing Coordination
 - 4) Advertising Performance Analytics & Tracking, if requested by District's General Manager or designee
 - 5) Campaign Reporting

District shall also reimburse EXL for the cost of any advertisement placed on District's behalf (provided that EXL obtains District's prior approval), provided that the cost does not exceed the following media budget for the fiscal year of July 1, 2024 – June 30, 2025:

- Cash Media + Agency Fees not-to-exceed amount: \$238,146
 - Diamond Peak: \$208,000
 - Golf Courses: \$13,200
 - Facilities: \$16,946
- Trade Media not-to-exceed amount: \$50,000
 - Diamond Peak: \$50,000

Total contract not-to-exceed: \$238,146 (cash), \$50,000 (trade)

For the purposes of this Agreement, cash media involves the placement of advertisements through third-party media channels by EXL on behalf of District.

Trade media shall be paid for by means of exchange of Diamond Peak lift tickets. When Diamond Peak lift tickets are provided by District in exchange for advertisement, the exchange value shall be determined using the full rack rate, and any lift tickets may be used subject to strict compliance with all generally applicable District policies for use of Diamond Peak facilities, including compliance with safety rules. EXL shall not have authority to discount IVGID's services and products in negotiating contracts for media.

SECTION 2 - EXL's Obligations.

- (a) EXL shall consult with District to provide District the opportunity to pre-approve all Media Services. District's General Manager or designee shall approve all Media Services and advertising placements, including media buying budgets and plans before any placements are made on District's

**AGREEMENT FOR SERVICES
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
AND EXL MEDIA CORPORATION**

behalf. Media buying budgets and plans shall be evaluated and potentially adjusted at least quarterly, with the General Manager's or designee's written approval.

- (b) EXL shall not exceed the total amount budgeted for Media Services and will not incur any costs above and beyond those set forth in the not-to-exceed amount in Section 1, unless additional costs are authorized by contract amendment, approved by the Board of Trustees.
- (c) EXL shall not include any non-cancellable third-party contracts or media placements in any Media Services. Contracts shall be cancellable at the election of the District, including for non-appropriation, and shall be produced to the District upon demand.
- (d) EXL shall provide copies of original invoices from third party vendors attached to EXL invoices. EXL shall invoice District monthly for all Media Services. Such invoices shall clearly document the amount of incurred Media Services, including third party media and agency fees. Agency Fees shall be billed only for the Media Services included in Section 2(a). Agency Fees shall be billed on an hourly basis paid in 6-minute increments. Invoices shall include the amount of Agency Fees and an explanation of the tasks included in each billing entry.
- (e) EXL shall pay all invoices from third party vendors on behalf of District within thirty (30) days of receipt of payment from District for the same invoices.
- (f) EXL shall coordinate with and provide any other third-party creative agencies selected by District with all applicable deadlines and make sure media deadlines are met as necessary to place advertising.
- (g) Non-Disclosure Obligations. EXL acknowledges and agrees that during its performance under this Agreement, it may learn of, be exposed to or come into possession of certain "Confidential Information." Confidential Information is defined as information developed or owned by District or entrusted to District by others. Confidential Information includes, but is not limited to, financial information, business strategy, marketing calendars, inventory levels and best sellers, partnerships, and customer contact information. EXL agrees that it will not, directly or indirectly, (i) use such Confidential Information except as required in the normal and proper course of performing the Media Services defined in this Agreement or other obligations as contemplated hereunder; (ii) disclose such Confidential

**AGREEMENT FOR SERVICES
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
AND EXL MEDIA CORPORATION**

Information to any other person, corporation or entity; or (iii) allow a third party access to such Confidential Information (except as otherwise may be required by law) without, in each case, obtaining the prior written approval of District. EXL agrees to protect all information including, but not limited to documents, electronic records, tapes and other media in which the Confidential Information is contained (the "Confidential Documents"). EXL further acknowledges and agrees that the Confidential Documents are, and shall remain, the sole and exclusive property of District. EXL shall not copy any Confidential Documents or remove any Confidential Documents, or copies thereof, from District premises, except as required by the normal and proper course of performing the services or other obligations hereunder. EXL agrees to return to District promptly upon request any and all property of District, including but not limited to the Confidential Documents and copies thereof, in EXL's possession or control.

- (i) EXL shall maintain Business General Liability insurance as is standard for an business such as EXL, and shall add the District as an additional insured party with respect to the performance of this Agreement. EXL's insurance shall be primary and non-contributory with respect to the District, and EXL waives any right to subrogation which any insurer of EXL may acquire against District by virtue of the payment of any claim.
- (h) EXL will provide the Media Services to District within the timeline determined between the IVGID Marketing Department and EXL.

SECTION 3 - District's Obligations.

- (a) District will provide EXL with customer research and will assist with information and strategy to complete Media Services.
- (b) District reserves the right to modify, reject, cancel or stop any and all Media Services in progress, and in such event, EXL shall immediately carry out District's instructions. In turn, District agrees to pay EXL, in accordance with the provisions of this Agreement, any and all proper charges earned and incurred by EXL in connection with such work up to the time of its discontinuance, cancellation or modification.
- (c) District shall pay EXL for the Media Services as set forth in Section 1 above and shall pay non-disputed invoices within thirty (30) days of receipt.

**AGREEMENT FOR SERVICES
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
AND EXL MEDIA CORPORATION**

SECTION 4 - Relationship and Responsibility.

- (a) This Agreement is for the provision of services, and is limited to the services described herein. District and EXL agree that EXL is an independent contractor providing services to District, and neither EXL nor any employee or agent hired by EXL is or shall be considered an employee or agent of District.
- (b) EXL shall be responsible for all required licenses and permits for the services as specified. EXL shall be solely responsible for all agents and employees used by EXL and for all matters relating thereto, including payment for services.
- (c) EXL shall defend, indemnify and hold District harmless from any and all matters relating to or arising from the performance of the Media Services described herein, and from any claims against District by any agents or employees of EXL, except those claims which are determined to be the direct result of the sole negligence of District or its employees. EXL agrees to indemnify, defend and hold the District, its officers, directors, employees and representatives harmless, against any loss, damage, claim or expense in connection with or arising out of the breach or negligence or fault of EXL pursuant to the performance of the Media Services or as a result of EXL's representations to third parties contrary to the scope of EXL's responsibilities hereunder.
- (d) This Agreement is cancelable upon sixty (60) days' notice by either party. In such event, District shall only pay EXL for Media Services, including any third party vendor contracts, actually performed and completed. This Agreement is for a time period of one (1) year and may be renewed upon written agreement of EXL and District.
- (e) Subject to the limits set forth in Nevada law, expressly including, but not limited to, NRS Chapter 41, District agrees to indemnify, defend and hold EXL harmless against any loss and expense, including reasonable attorney's fees and court costs incurred as the result of any claim, suit or proceeding made or brought based upon any trademark, copyright or other infringements of intellectual property rights claim due to the content of any advertising material prepared or placed for District by EXL, provided that District approved such content. District will have the right to defend or settle any such claim, suit, or proceeding at its own expense.

**AGREEMENT FOR SERVICES
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
AND EXL MEDIA CORPORATION**

SECTION 5. Miscellaneous.

- (a) This Agreement is entered into and shall be performed in Washoe County, Nevada, and venue for any action arising from this Agreement shall be limited to Washoe County, Nevada.
- (b) This Agreement and the rights and obligations of the parties hereunder may not be assigned by either party without the express prior written consent of the other party. All amendments to this Agreement must be approved in a writing executed by both parties.
- (c) No provision of this Agreement shall be deemed a waiver of District's sovereign immunity beyond that presently provided by Nevada law.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth opposite each signature below.

EXL MEDIA CORPORATION

By: _____ Date _____
Name: Wendy Hummer
Title: President

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

By: _____ Date _____
Name: Bobby Magee
Title: IVGID General Manager

Reviewed as to form:

By: _____ Date _____
Name: Sergio Rudin
Title: District General Counsel

History of NVGD Paid Advertising Budgets and Actuals

CATEGORY	ACCOUNT	FYE 2019		* Covid impacts in March FYE 2020		FYE 2021	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
DIAMOND PEAK							
Paid Advertising Spending	340-34-980-7010	\$ 160,000.00	\$ 159,944.00	\$ 166,000.00	\$ 154,408.00	\$ 75,000.00	\$ 68,769.00
Agency Fees	340-34-980-7010	\$ 40,500.00	\$ 40,500.00	\$ 40,500.00	\$ 40,500.00	\$ 25,000.00	\$ 20,969.00
Trade Advertising Spending	340-34-980-7020	\$ 80,000.00	\$ 32,506.00	\$ 80,000.00	\$ 53,935.00	-	-
GOLF COURSES - Champ & Mt Combined							
Paid Advertising Spending	320-31-980-7010	\$ 58,500.00	\$ 57,788.00	\$ 58,500.00	\$ 34,915.00	\$ -	\$ -
Agency Fees	320-31-980-7010	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 11,000.00	\$ -	\$ -
Trade Advertising Spending	320-31-980-7020	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 3,260.00	\$ -	\$ -
FACILITIES							
Paid Advertising Spending	330-33-980-7010	\$ 32,000.00	\$ 32,020.00	\$ 32,000.00	\$ 27,855.00	\$ -	\$ -
Agency Fees	330-33-980-7010	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ -	\$ -
TOTALS - ALL VENUES							
Total Paid Advertising Spending		\$ 250,500.00	\$ 249,752.00	\$ 256,500.00	\$ 217,178.00	\$ 75,000.00	\$ 68,769.00
Total Agency Fees		\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 64,000.00	\$ 25,000.00	\$ 20,969.00
Total Trade Advertising Spending		\$ 88,000.00	\$ 40,506.00	\$ 88,000.00	\$ 57,195.00	\$ -	\$ -
Total Paid + Fees + Trade		\$ 403,500.00	\$ 355,258.00	\$ 409,500.00	\$ 338,373.00	\$ 100,000.00	\$ 89,738.00
		* Prior to FYE 2021, EXL fees were contracted at a set amount				* Starting this fiscal year, EXL fees went	

History of NVGD Paid Advertising Budgets and Actuals

CATEGORY	ACCOUNT	* Continuing Covid impacts FYE 2022		FYE 2023		FYE 2024	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
DIAMOND PEAK							
Paid Advertising Spending	340-34-980-7010	\$ 150,000.00	\$ 143,710.00	\$ 160,700.00	\$ 155,214.74	\$ 160,000.00	\$ 158,896.22
Agency Fees	340-34-980-7010	\$ 40,000.00	\$ 27,636.00	\$ 39,300.00	\$ 34,378.96	\$ 43,000.00	\$ 43,000.00
Trade Advertising Spending	340-34-980-7020	\$ 10,000.00	\$ 9,860.00	\$ 40,000.00	\$ 25,755.00	\$ 40,000.00	\$ 11,690.00
GOLF COURSES - Champ & Mt Combined							
Paid Advertising Spending	320-31-980-7010	\$ 27,500.00	\$ 16,732.00	\$ 29,050.00	\$ -	\$ 10,000.00	\$ 10,000.00
Agency Fees	320-31-980-7010	\$ 7,500.00	\$ 6,355.00	\$ 7,700.00	\$ 5,462.53	\$ 3,200.00	\$ 2,436.20
Trade Advertising Spending	320-31-980-7020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FACILITIES							
Paid Advertising Spending	330-33-980-7010	\$ 24,000.00	\$ 23,922.00	\$ 25,500.00	\$ 25,479.83	\$ 26,000.00	\$ 24,406.35
Agency Fees	330-33-980-7010	\$ 6,000.00	\$ 4,063.00	\$ 6,000.00	\$ 4,255.76	\$ 5,500.00	\$ 5,500.00
TOTALS - ALL VENUES							
Total Paid Advertising Spending		\$ 201,500.00	\$ 184,364.00	\$ 215,250.00	\$ 180,694.57	\$ 196,000.00	\$ 193,302.57
Total Agency Fees		\$ 53,500.00	\$ 38,054.00	\$ 53,000.00	\$ 44,097.25	\$ 51,700.00	\$ 50,936.20
Total Trade Advertising Spending		\$ 10,000.00	\$ 9,860.00	\$ 40,000.00	\$ 25,755.00	\$ 40,000.00	\$ 11,690.00
Total Paid + Fees + Trade		\$ 265,000.00	\$ 232,278.00	\$ 308,250.00	\$ 250,546.82	\$ 287,700.00	\$ 255,928.77
		to a not-to-exceed amount (billed at \$125/hour)				* EXL fees billed at \$130/hour starting FYE 2024	

History of NVGD Paid Advertising Budgets and Actuals

CATEGORY	ACCOUNT	FYE 2025	
		BUDGET	PROPOSED
DIAMOND PEAK			
Paid Advertising Spending	340-34-980-7010	\$ 208,000.00	\$ 208,000.00
Agency Fees	340-34-980-7010	NA	NA
Trade Advertising Spending	340-34-980-7020	\$ 50,000.00	\$ 50,000.00
GOLF COURSES - Champ & Mt Combined			
Paid Advertising Spending	320-31-980-7010	\$ 13,200.00	\$ 13,200.00
Agency Fees	320-31-980-7010	NA	NA
Trade Advertising Spending	320-31-980-7020	\$ -	\$ -
FACILITIES			
Paid Advertising Spending	330-33-980-7010	\$ 16,946.00	\$ 16,946.00
Agency Fees	330-33-980-7010	NA	NA
TOTALS - ALL VENUES			
Total Paid Advertising Spending		\$ 238,146.00	\$ 238,146.00
Total Agency Fees		NA	NA
Total Trade Advertising Spending		\$ 50,000.00	\$ 50,000.00
Total Paid + Fees + Trade		\$ 288,146.00	\$ 288,146.00
		* Agency Fees and Paid Ad Spending consolidated starting FYE 2025	



Winter Campaign
Digital Results
Campaign Dates: December 2023 -
April 2024

Campaign Primary Metrics:

compared to last season

Insights:

- Impressions and clicks are down primarily due to Facebook (see slide 12) and Google Remarketing, however revenue increased due to optimizations. In addition, the SFGate story last year delivered over 1M impressions and was not included this year due to less than compelling metrics beyond impressions.
- Revenue for the reported time-period was only down 3% which is not bad due to lack of snow in December.

Total Season	23/24 Season	22/23 Season
Spend	\$87,617	\$80,239
Impressions	7.22M	9.38M
Clicks	88,102	110,87K
Revenue (partial see notation)	\$651,675	\$672,160

Notations:

- Reported revenue time-period for both seasons: 12/1-1/11 and 3/6-April, this is when DoubleClick was active.
- Digital budget is higher than planned as we shifted Pandora unused dollars to top performing digital buys.

Top Performing Buys By Placement Strategy.

The digital buys were selected based on:

Increasing awareness of Diamond Peak and driving engagement on the website along with social/video placements and driving sales on the website.

Top performers by campaign objective:

Awareness (impressions)

- Quantcast delivered 4,342,217 impressions or 60% of total impressions.
- Facebook and Instagram delivered 1,057,157 impressions or 15% of total impressions.
- TikTok delivered 436,249 impressions or 6% of total impressions.
- Combined delivery was 81% of impressions from these buys.

Engagement (clicks, social engagements and completed video views)

- Google paid search delivered 80% of the clicks and accounted for 42% of the digital spend.
- Google remarketing generated 4,979 clicks which was the second most clicks out of all buys.
- Facebook and Instagram delivered 6,506 clicks and 3,039 engagements.
- YouTube had 81,770 completed video views at a cost per completed view of \$0.03.

Revenue

- Google paid search delivered 64% of the total tracked revenue.
- Facebook and Instagram accounted for 23% of total tracked revenue.
- Quantcast produced 12% of the total tracked revenue.

Looking Ahead to Next Season

Recommendations for next year:

- Expand paid search buy to include Microsoft Ads. We excluded it from this season to shift more dollars to Google, Meta, and engagement buys.
- Continue to allocate more dollars to Google paid search to increase impression share.
- Snowbrains.com- We recommend dropping this buy from the budget due to the high cost per click and we did not see any revenue generated. This ran two seasons.
- OnTheSnow.com- We recommend expanding this buy beyond display banners to include website content and expanded resort profile info. The site has presented an opportunity where we can spend the same amount as this season, but they will offer the content as well if we commit by 5/31. We can write into the contract a cancellation clause in case budget is not approved by board.

Digital Media Buy Results

Data Source	Run Dates	Full Season Spend	Impressions	Clicks	Partial Season Revenue
Google Ads	12/1- 4/20	\$36,883	339,008	70,390	\$415,904
Facebook	12/1-3/31	\$5,796	635,390	3,562	\$87,137
Quantcast	12/11-3/15	\$17,500	4,342,217	666	\$76,336
Instagram	12/1-3/31	\$5,781	421,767	2,944	\$64,360
Google Remarketing	12/1-3/31	\$3,193	408,071	4,979	\$6,873
OnTheSnow	12/11-2/15	\$5,000	159,253	1,303	\$1,065
Yelp	11/1-3/31	\$840	24,388	315	-
Marin Digital Package	1/1-1/30	\$3,500	19,548	355	-
Diablo Magazine (added value)	1/8 & 2/12	-	385	-	-
SnowBrains	12/11-2/15 & 3/1-3/15	\$3,500	115,707	106	-
TikTok	2/1 – 3/31	\$3,124	436,249	3,375	-
YouTube	12/1-3/31	\$2,500	315,933	107	-
Total		\$87,617	7,217,916	88,102	\$651,675



Details on Each Media Placement

Google Ads Campaign Breakdown

Insights:

- Branded Terms generated the most revenue and had the highest search impression share with 12% of the search spend. The Travel Industry benchmarks for Google are 9.19% CTR & \$1.63 CPC. Diamond Peak's results far exceed the industry standards.
- The Ski Non-Geo campaign generated the most impressions. This campaign targets anyone in the United States. These keywords all have a Lake Tahoe/Tahoe/Incline words attached.

Campaign	Impressions	Clicks	CTR	Avg. CPC	Spend	Transactions	Revenue	Search Impression Share
Ski Non-Geo Targeted	168,249	16,259	9.66%	\$1.14	\$18,465	40	\$13,129	<10%
Ski Geo-Targeted	96,136	6,383	6.64%	\$1.56	\$9,983	51	\$13,753	<10%
Ski Branded Terms	82,219	45,332	52.58%	\$0.10	\$4,347	1,248	\$328,967	66.88%
Lessons/Ski School	48,404	2,416	4.99%	\$1.69	\$4,087	9	\$1,905	11.81%

Notations:

- Ski Geo-Targeted: Reno & San Francisco DMAs. These words do not contain a location and are more generic such as ski resort, lift ticket deals, etc.
- Ski Branded Terms: Keywords containing the words Diamond Peak and spend is capped so as not to monopolize budget.

Top 5 Revenue Generating Keywords

Insights:

- These top terms represented 17% of the spend and 93% of the paid search revenue

Keyword	Impressions	Clicks	CTR	Avg. CPC	Spend	Transactions	Revenue
Diamond Peak	64,263	34,561	53.78%	\$0.09	\$3,024	972	\$295,346
Diamond Peak Ski Resort	18,072	9,008	49.85%	\$0.11	\$1,032	209	\$66,572
Diamond Peak Ski	3,884	1,763	45.39%	\$0.16	\$291	67	\$17,240
Kid Skiing	7,331	663	9.04%	\$1.46	\$969	8	\$4,896
Incline Village Ski Resort	3,443	1,180	34.27%	\$0.66	\$778	16	\$3,891

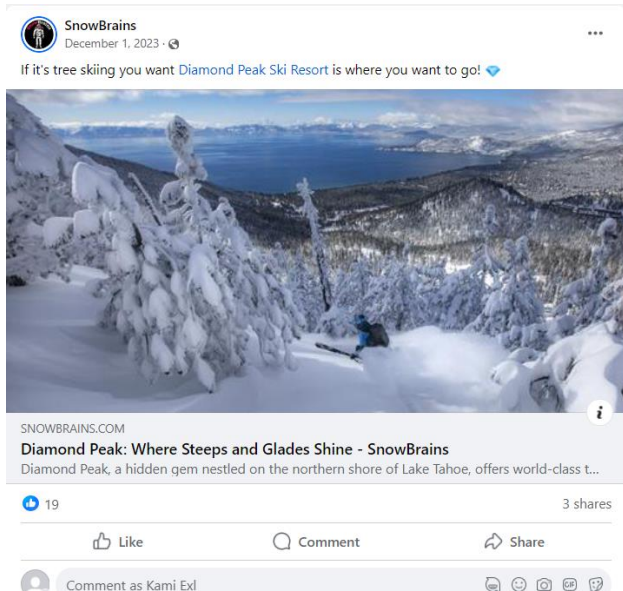
Display Insights

- Google remarketing generated \$6.8k in revenue.
- Overall, Quantcast was able to generate 226 transactions and over \$76k in revenue for the reported time frame. This was equal to the revenue reported over the full 5 months last year.

Sites	Impressions	Clicks	CTR	Avg. CPC	Spend	Revenue
Google Remarketing	408,071	4,979	1.22%	\$0.78	\$3,888	\$6,873
Quantcast	4,342,217	666	0.15%	\$26.55	\$17,683	\$76,336

SnowBrains

- Editorial post had 307 pageviews and an average 48 seconds on site.
- Social posts had a reach of 3,704, 14 engagements, and 7 link clicks.
- There may have been revenue generated when the tracking was down.



Where Steeps and Glades Shine; image: Diamond Peak

Brought to you by Diamond Peak

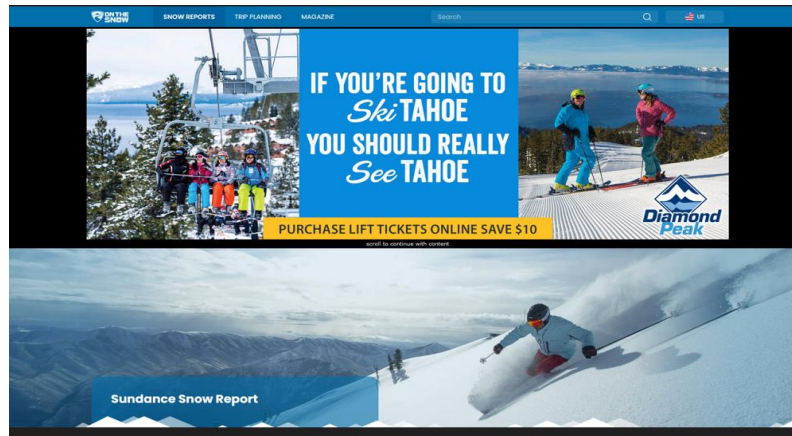
Diamond Peak, Lake Tahoe's only community-owned ski area, where steeps and glades shine.

Nestled on the northern shore of Lake Tahoe, Diamond Peak Ski Resort is a hidden gem that offers world-class tree skiing and fun steep groomers.

OnTheSnow

- Flight dates for this buy were 12/11-2/15 and 3/1-3/15.
- OnTheSnow delivered well over the contracted impressions.
- Avg. CTR for OTS is 0.61% which we exceeded at 0.82%.
- There was most likely more un-trackable revenue.

Site	Impressions	Clicks	CTR	Avg. CPC	Spend	Revenue
OnTheSnow	159,253	1,303	0.82%	\$3.07	\$5,000	\$1,065



Facebook & Instagram

- We created separate campaigns for IG and FB this year which resulted in 45% increase in revenue even with the shorter reporting timeframe.
- Two campaigns ran for Facebook/Instagram. One targeting Skiers/Boarders in our geographic target markets, the other targeting users in the Diamond Peak CRM look- alike database.
- The best performing ad in the Skier/Boarder target based on revenue was "Tahoe Lift Ticket Deals", but "Kids Ski FREE in Tahoe" had the highest ROAS.
- We ran a weather conditions ad in conjunction with the digital billboard when there was significant snow. It generated \$1,111 in revenue and had 386 engagements.
- Facebook and Instagram generated 3,039 engagements.

Site	Ad Set	Impressions	Clicks	CTR	Avg. CPC	Cost	Revenue	ROAS
Facebook	Skiers/Snowboarders	446,655	2,487	0.56%	\$1.81	\$4,408	\$86,081	\$19.53
Facebook	CRM	188,735	1,229	0.65%	\$1.46	\$1,796	\$1,961	\$1.09
Instagram	Skiers/Snowboarders	360,064	2,280	0.63%	\$1.97	\$4,395	\$63,304	\$14.40
Instagram	CRM	61,659	298	0.48%	\$2.16	\$643	\$151	\$0.51

Video Insights

- YouTube ran the “Family” and “Pass Sales” videos. We also ran the “Conditions” video during peak weather. The buy was slightly down from last year as we spent \$1k less and allocated the dollars to TikTok.
- On TikTok we ran the “Terrain Park” video, targeting ages 18-34 interested in snow sports and snowboarding. This buy surpassed last year’s metrics and completed video views increased by 29%.
- There was no reported revenue generated from the video buys.

Site	Impressions	Clicks	CTR	Avg. CPV	Cost	Views	Completed video views
YouTube	315,933	107	0.03%	\$0.03	\$2,500	160,870	81,770

Site	Impressions	Clicks	CTR	Avg. CPV	Cost	Views	Completed video views
TikTok	436,249	3,375	0.77%	\$0.46	\$3,124	426,319	6,774

Diablo & Marin Magazines

- Diablo Magazine's social post was included as added value to the print buy which reached 476 users and had two post engagements.
- The Marin newsletter dropped on 1/24 and was sent to 40k subscribers. The newsletter had an open rate of 45.87% and a 1.82% click rate.
- The Native Article received 150 pageviews and had an average time on site of 68 seconds which is above the industry average of 52 seconds.
- These buys ran when revenue reporting was inactive.



Find Tahoe's Best Tree Skiing at Diamond Peak

Presented by Diamond Peak

Feb 12, 2024



Photo by Ryan Salm; Courtesy of Diamond Peak Ski Resort

With over a dozen downhill ski resorts to choose from in the Lake Tahoe area, planning your next ski trip can be a challenge. The big-name resorts offer lots of terrain options, but those come with lots of fellow skiers and snowboarders crowding into and out of the resort, making parking, lift lines and lunch breaks a stressful experience.

Skiers and riders looking to avoid the mega-resorts have long known Diamond Peak

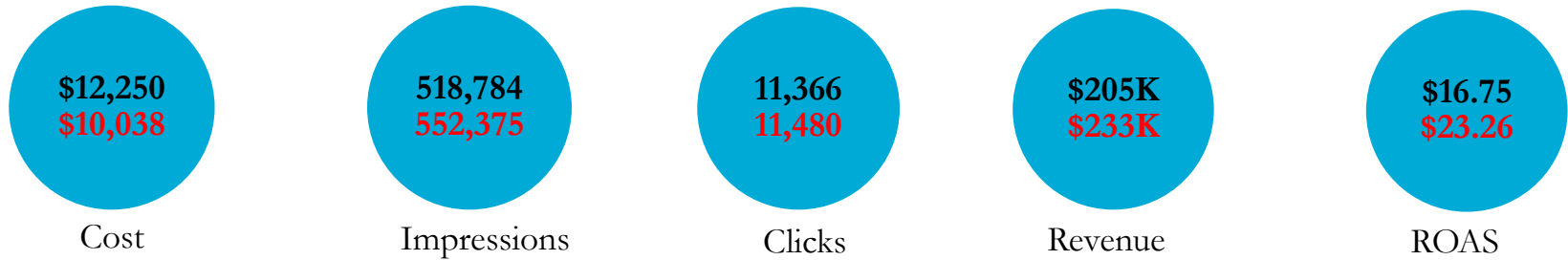


Spring Pass Campaign

Digital Results

Campaign Dates: March 15 – April 30, 2024

Year Over Year Comparison



Data Source	Run Dates	Cost	Impressions	Clicks	Revenue	ROAS
Google Remarketing	3/15-4/30	\$1,796	196,672	1,000	\$40,034	\$22.29
Facebook	3/15-4/30	\$1,713	84,676	3,501	\$69,702	\$40.69
Instagram	3/15-4/30	\$1,487	184,648	2,912	\$24,616	\$16.55
Google Paid Search	3/15-4/30	\$7,254	52,788	3,953	\$70,895	\$9.77
Total		\$12,250	518,784	11,366	\$205,247	\$16.75

Campaign Insights

- The 2024 Spring season pass campaign ran from March 15 - April 30.
- Revenue data was collected from pixels placed on the Diamond Peak booking engine. These pixels pass back revenue associated with the corresponding media buy
- Overall, the Spring campaign generated \$205,247 in revenue. This was 12% less than last year.
- Google Paid search generated the most clicks and revenue at \$70,895, while Facebook had the best ROAS at \$40.69.
- Google Remarketing generated the most impressions.

Google Ads Campaign Breakdown

Campaign	Impressions	Clicks	CTR	Avg. CPC	Cost	Revenue	Search Impression Share
Google Branded Terms	1,526	779	51.05%	\$1.19	\$926	\$68,932	76.28%
Google Season Pass	51,262	3,174	6.19%	\$1.99	\$6,328	\$1,963	20.73%
Total	52,788	3,953	7.48%	\$1.84	\$7,254	\$70,895	

- The Branded Terms accounted for 13% of the Google spend and delivered 97% of the Google revenue. The Branded Terms campaign daily spend was capped so that we could allocate more of the budget to the non-branded terms which reach new users.
- The non-branded campaign generated 80% of the clicks, 3% of the revenue at 87% of the spend. We feel people may be searching the non-branded terms when researching pass options but come back via branded terms to make the purchase.

Top 3 Revenue Generating Keywords

Keyword	Impressions	Clicks	CTR	Avg. CPC	Cost	Revenue
Diamond Peak	731	274	37.48%	\$0.79	\$215	\$32,854
Diamond Peak Season Pass	648	453	69.91%	\$1.50	\$679	\$32,460
Diamond Peak Ski Resort	147	52	35.37%	\$0.60	\$31	\$3,618

- The top keyword outside of branded terms was “tahoe ski pass”

Remarketing Insights

Site	Impressions	Clicks	CTR	Avg. CPC	Cost	Revenue
Google Remarketing	196,672	1,000	0.51%	\$1.80	\$1,796	\$40,034

- Google Remarketing generated over \$40k in revenue and had the most impressions out of all spring season pass buys.



Facebook & Instagram

Site	Ad Set	Impressions	Clicks	CTR	Avg. CPC	Cost	Revenue
Facebook	Skiers/Snowboarders	233,336	2,800	1.20%	\$0.39	\$1,100	\$42,629
Facebook	CRM	94,607	701	0.74%	\$0.87	\$613	\$27,073
Instagram	Skiers/Snowboarders	147,005	2,466	1.68%	\$0.45	\$1,100	\$16,979
Instagram	CRM	37,643	446	1.18%	\$0.87	\$387	\$7,637
Total		512,591	6,413	1.25%	\$0.50	\$3,200	\$94,318

- Facebook and Instagram generated over \$94k in revenue and had a combined ROAS of almost \$30.
- We saw a 6% increase in revenue from Facebook vs. last year's Spring season pass campaign.
- In addition to stats listed above, the Facebook/Instagram ads received 978 engagements (likes, shares, comments and saves).
- The individual “Girl Skier” image was the top performing image for revenue.

Looking Ahead to Next Season

Recommendations for next year:

- Will shift dollars from Instagram to Facebook. This will allow us to allocate more of the social budget to Facebook since it delivered a higher ROAS.
- Allocate more dollars to Google paid search to increase impression share especially with the non-branded terms.

IVGID Facilities



Flight Dates: July 1, 2023 - June 30, 2024
All data is specific to the facilities pages

July 2023-June, 2024		YOY % Change	July 2022-June 2023	
Website Sessions:	22,984	32%	Website Sessions:	17,433
Total Wedding Website Leads*:	432	18%	Total Wedding Website Leads*:	365

* Google Analytics reported leads only, does not include leads sent/collected in vendor websites.

Vendor	Impressions/ Profile Views	Clicks	Click Rate	Cost Per Click	Digital Spend	Leads	Cost Per Lead
TheKnot.com	1,990	234	11.76%	\$25.13	\$5,880	206	\$29
Weddingwire.com	3,453	330	9.56%	\$17.82	\$5,880	282	\$21
Instagram (Boosted Posts)	55,506	88	0.16%	\$6.82	\$600	N/A	N/A
Google	46,431	5,685	12.24%	\$2.32	\$13,215	97	\$136
Overall Totals	107,380	6,337	5.90%	\$4.04	\$25,575	585	\$44

Insights

1. Website sessions are up 33% from Q3 and website leads are up 35% from Q3. Website sessions are up 32% from last fiscal and leads are up 18%.
2. 432 leads came from the website with an additional 488 from the wedding sites, for an overall 920 leads. 585 of these leads (64%) were generated from paid campaign at a cost per led for \$44. This is up from 524 last fiscal and a \$49 cost per lead.
3. The Weddingwire performed better than TheKnot with a lower CPL,CPC and generating more overall leads. TheKnot did have a higher CTR. There were 442 leads from the wedding sites last fiscal. The Knot cost per lead increased from \$21 and Wedding Wire improved from \$34.
4. Google continues to have a very strong click rate and cost per click for the competitive wedding market. Top 5 lead generating keywords were: Small Tahoe Wedding, Wedding Venues Tahoe, Incline Village Wedding, Tahoe Winter Wedding Venues, and Aspen Grove Incline Village.
5. The Aspen Grove search ad group was launched March 4th. It generated 15 out of the 38 paid campaign leads from March 4- June 30. "Small Tahoe Wedding" generated most of the leads.
6. In Q4, the Instagram Boosted post for weddings, ran April 8 - 14. There were a total of 102 engagements and 77 link clicks.

BOARD OF TRUSTEES LONG RANGE CALENDAR

Notes

Consent Items

Report Items

Agenda Items

August 28, 2024	
<i>SCHEDULE</i>	<i>1st draft agenda to Board Chairman on 08/16; all memos and materials due in by 08/20; Packet out on 08/22; agenda posted no later than 8:45 a.m. on 08/23</i>
FINANCE	Treasurer Report
	Budget Performance Update
	Monthly Financial Report
	Recreation Admin Fund
	Quarterly CIP Report
GOLF	Report: Board Update of Golf Season Revenue to Date.
PW	Report: Water & Sewer CIP Analysis
PW	Report: Defensible Space Revenue Collected vs Expenses (5-year Review)
ADMIN	Board Practice 6.1.0- Adoption of Financial Practices
BOARD	Review and discuss possible revisions to District Policy and Procedure 142 RESOLUTION No. 1898 – Personnel Management
COUNSEL	Possible Revisions to District Policy and Procedure 138 – RESOLUTION No. 1849; Naming/ Dedication of IVGID Facilities and Acknowledging Important Local Persons, Events, or History
GOLF	Golf Club Policy per Board Direction
GOLF	Discussion, and Direction Regarding Incline Beach Food & Beverage Presentation
FINANCE	Board Policy 8.1.0 – Capitalization of Fixed Assets
FINANCE	Sole Source Procurement - Blanket Purchase Orders with Select Vendors
P&R	Report: Annual Picture Pass and Punch card report <i>(Due to BOT by March of each year to include the number of passes outstanding, the number of passes per parcel, the type of passes per parcel and the number of purchased passes that are restricted to NO GUESTS and punch cards that have NO GOLF)</i>
P&R	Review, Discuss Ordinance 7 revisions and recommendations and set Public Hearing date to Adopt Ordinance 7 revisions and recommendations
PW	Beach House Project Update & Discussion

BOARD OF TRUSTEES LONG RANGE CALENDAR

- Notes
- Consent Items
- Report Items
- Agenda Items

September 11, 2024	
SCHEDULE	<i>1st draft agenda to Board Chairman on 08/30; all memos and materials due in by 09/03; Venue Status Reports are Due in Folder 09/04; Packet out on 09/05; agenda posted no later than 8:45 a.m. on 09/06</i>
GM	Report: GM and Venue Financial Reports and Status Reports
PW	Beach House Project Update & Discussion
FINANCE	Carry Forward

September 25, 2024	
SCHEDULE	<i>1st draft agenda to Board Chairman on 09/13; all memos and materials due in by 09/17; Packet out on 09/19; agenda posted no later than 8:45 a.m. on 09/20</i>
PW	Beach House Project Update & Discussion
FINANCE	Treasurer Report
FINANCE	Budget Performance Update

October 9, 2024	
SCHEDULE	<i>1st draft agenda to Board Chairman on 09/27; all memos and materials due in by 10/01; Venue Status Reports Due in folder by 10/02; Packet out on 10/03; agenda posted no later than 8:45 a.m. on 10/04</i>
FINANCE	Report: Tax Delinquencies for Cards to be shut-off
GM	Report: GM and Venue Financial Reports and Status Reports
Golf	Quarterly discounted use of Venues
PW	Quarterly CIP Report
PW	Beach House Project Update & Discussion
Finance	1 st Quarter Est. Acc.
CMP	Review of All Pending MOU's & Contracts to be reviewed

BOARD OF TRUSTEES LONG RANGE CALENDAR

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October 30, 2024	
<i>SCHEDULE</i> <i>*Holiday*</i>	<i>Friday, October 25th – Nevada Day *Legal Holiday</i> <i>1st draft agenda to Board Chairman on 10/11; all memos and materials due in by 10/23; Packet out on 10/24; agenda posted no later than 8:45 a.m. on 10/24</i>
Finance	Treasurer Report
Finance	Budget Performance Update
PW	Beach House Project Update & Discussion
PW	Agreement: Professional Services for the Needs Assessment of the Snowflake Lodge Replacement

November 13, 2024	
<i>SCHEDULE</i> <i>*Holiday*</i>	<i>Monday, November 11th – Veterans Day *Legal Holiday</i> <i>1st draft agenda to Board Chairman on 11/01; all memos and materials due in by 11/04; Venue Status Reports Due in folder by 11/05; Packet out on 11/07; agenda posted no later than 8:45 a.m. on 11/07</i>
GM	Report: GM and Venue Financial Reports and Status Reports
PW	Beach House Project Update & Discussion
P&R	Review Summer Season Rates and Performance and Review and Discuss Summer 2025 Rates for the Rec. Center Programs: Tennis Center; Golf
P&R	Review, Discuss and Provide Direction to Staff regarding Food & Beverage Service at Burnt Cedar & Incline Beaches for the Summer of 2025
	Review 2024 Summer Season Rates and Performance and Review and discuss Summer 2025 Rates for the Rec Center programs, Tennis Center and Golf?

November 27, 2024	
<i>SCHEDULE</i>	<i>1st draft agenda to Board Chairman on 11/15; all memos and materials due in by 11/19; Venue Status Reports Due in folder by 11/20; Packet final Review 11/21; agenda posted no later than 8:45 a.m. on 11/22</i>
PW	Beach House Project Update & Discussion
Finance	Treasurer Report
Finance	Budget Performance Update

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December 11, 2024	
<i>SCHEDULE</i>	<i>1st draft agenda to Board Chairman on 11/30; all memos and materials due in by 12/03; Venue Status Reports Due in folder by 12/04: Packet final Review 12/04; agenda posted no later than 8:45 a.m. on 12/07</i>
GM	Report: GM and Venue Financial Reports and Status Reports
PW	Beach House Project Update & Discussion

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PARKING LOT ITEMS

Date of Request	Item	Requester	Status/Notes	Date Completed
1/18/21	Possible discussion on IVGID needs as it relates to potential land use agreement with DPSEF	Trustee Schmitz	DPSEF continues to have discussion amongst themselves about this item	
2/8/23	Capitalization Policy 8.1	Trustee Schmitz	Assigned to the Finance Department	On Calendar for 07/31/2024
2/8/23	Workforce Housing for Seasonal Employees	Trustee Noble	Staff to share with Trustee Noble the current situation.	
05/25/23	Family Tree (Ordinance 7 Review)	Trustee Schmitz		Adia Presentation?
07/12/23	Writing a letter to schools regarding programs	Chairman Dent		
07/26/23	Update on Food and Beverage (from 7/26/2023 meeting)	GM Magee	Assigned to PW, Golf Operations	07/31/2024
08/09/23	UNR and Washoe County BOT's Additional Training	Trustee Tonking	Date to be determined after 2 nd training is rescheduled	
11/21/2023	Strategic Plan update	GM Magee		
07/12/2023	Waste Management	Trustee Schmitz		
03/22/2024	Ordinance 7 Reports	REC/ IT		By Feb 2025 On Calendar for 07/10/2024
03/22/2025	Marcus Faust Contract Renewal	GM Magee	Agreement Expires 05/2025	Calendar for 03/2025
03/22/2024	Report: Tax Delinquencies for Cards to be shut-off	Finance	Annually Due by October	Calendar for 10/2024
03/25/2024	Space Planning	GM		
04/10/2024	Dog Park Survey	Rec Center		
04/10/2024	Rec. Center Projects and Budget & Planning	Trustee Tulloch	Deferred Maintenance and compiled Projects and Long Range Plan/ Projection for Rec. Center	Presented 06/26
04/10/2024	Forensic Audit Results	GM	July 10, 2024?	On Calendar 07/10/2024
04/10/2024	Vacation Accrual Policy	HR/ GM		
04/10/2024	Utility Rate Study	PW		
09/2021	Review of All Pending MOU's & Contracts to be reviewed?	Trustee Schmitz		Calander for 10/2024
05/08/2024	Agreement: North Lake Tahoe Fire Protection District	GM Magee	Defensible Space (2021 LTR); Technical Rescues (Confined Space High/Low Trench) 2021	
05/31/2024	Recreation Admin Fund	Finance/Rec./ GM	Staff to bring back with explanation to the Board of what this fund is, and what items roll into it.	

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06/12	Annual Update from the Incline Tahoe Foundation	Parks and Recreation		Calendar for 08/2024
06/12	Naming Rights Policy Update	GM Magee		