

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 28, 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:** Receive, and Review Final Report Forensic Due Diligence Report from Rubin Brown. (Requesting Trustee: Treasurer Ray Tulloch)
2. **SUBJECT:** Defensible Space Revenue Collected vs. Expenses Verbal Report. (Requesting Staff Member Director of Public Works Kate Nelson)
3. **SUBJECT:** Water and Sewer CIP Analysis Verbal Report. (Requesting Staff Member: Director of Public Works Kate Nelson)
4. **SUBJECT:** Treasurers Report - June 2024 Activities District Treasury Report to include July Monthly Financial Report, and the District Budget Performance.(Requesting Board Member: Trustee Raymond Tulloch)
5. **SUBJECT:** Receive, and Review the Picture Pass and Punch Card Report. (Requesting Staff Member: Director of Parks and Recreation Karen Crocker)

F. CONSENT CALENDAR (for possible action)

1. **SUBJECT:** Review, Discuss and Approve the Purchase Order Agreement for the Burnt Cedar Water Disinfection Plant Lake Intake Inspection; FY 2024/25 Public Works; Utilities: Water: Operating #20002223-7510; Contractor: Diverobotics; \$1,500, (Requesting Staff Member: Director of Public Works Kate Nelson)

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

1. Approve the Purchase Order Agreement for Services with Diverobotix in the amount of \$1,500; and
 2. Direct the General Manger to Sign and Execute the Agreement.
2. **SUBJECT:** Review, Discuss and Approve Change Order #1 for the Alder Avenue Water Main Replacement Project; FY 2023/24 Public Works; Utilities; Water; CIP# 2299WS1802; Contractor: Gerhardt & Berry Construction; \$52,913.35, which exceeds the Board Approved 10% Contingency by \$4,413.35. (Requesting Staff: Director of Public Works Kate Nelson).

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

1. Authorize Staff to Execute Change Order #1 in the Amount of \$52,913.35.
3. **SUBJECT:** Review, Discuss and Approve an Agreement for the Public Works Billing Software Replacement; FY 2023/24 Capital Improvement Project #2097CO2101; Utilities: Public Works Shared; Vendor: Harris Computer Corporation dba DataWest; in the Amount of \$9,600. (Requesting Staff Member: Director of Public Works Kate Nelson)

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

1. Approve the Purchase Order Agreement with Harris Computer Corporation dba DataWest for the Amount of \$9,600 and,
 2. Direct the General Manager to Sign and Execute the Agreement.
4. **SUBJECT:** Review, Discuss, and Approve Agreement for the SR28 Mill and Overlay Project for the Emergency Water Main Repair at Natural Grocers; FY 2024/25 Public Works; Utilities: Water; Operating #20002224-7505 in the Amount of \$45,225.30. (Requesting Staff Member: Director of Public Works Kate Nelson)

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

1. Award the Construction Contract to F.W. Carson Co. in the amount of \$45,225.30 and,
2. Direct the General Manager to Sign and Execute the Agreement.

G. GENERAL BUSINESS (for possible action)

1. **SUBJECT:** Review, Discuss and Provide Direction related to Potential Edits to Ordinance 7, and Make a Motion to Set a Public Hearing Date on October 9, 2024. (Requesting Staff Member: Director of Parks and Recreation Karen Crocker)

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Recommendation for Action:

1. That the Board of Trustees Review, Discuss and provide Direction on Potential Edits to Ordinance 7. An Ordinance Establishing Rates, Rules and Regulations for IVGID Recreation Passes and Recreation Punch Cards by the Incline Village General Improvement District.
2. That the Board of Trustees make a Motion to Set a Public Hearing date for October 9, 2024, at 6 p.m. or as close thereto as practical for Approval of Edits to Ordinance 7, an Ordinance Establishing Rates, Rules and Regulations for IVGID Recreation Passes and Recreation Punch Cards by the Incline Village General Improvement District.

2. **SUBJECT:** Review, Discuss, and Possibly Approve Staff's Recommended Updates to Board Policy 6.1.0, and Practice 6.2.0. (Requesting Staff Member: Director of Administrative Services Susan Herron)

Recommendation for Action: That the Board of Trustees Approve Staff's Recommended Updates to Board Policy 6.1.0 and Practice 6.2.0.

3. **SUBJECT:** Approval of Sole Source Procurement of Water and Wastewater Treatment Chemicals From Univar in Amount Not-to-Exceed \$120,000 and from Olin in Amount Not to Exceed \$170,000; Approve Procurement of Fuel through State Contract Pricing (Contract #99SWC-S818) under NRS 32.195 with Pilot Thomas Logistics, LLC in the Amount Not-to-Exceed \$190,000 and with Flyers Energy, LLC in the Amount Not to Exceed \$190,000 (Requesting Staff Member: Department or Finance)

Recommendation for Action: That the Board of Trustees make a Motion to Authorize the Following Procurements for FY2024-25 Transactions:

1. Make the following finding: Procurement of Chemicals is Exempt from Competitive Solicitation per NRS 332.115 (1), as the District has Found Single Vendor(s) who can Supply and Deliver Chemicals required for the District's Water and Wastewater Treatment Operations;
2. Authorize Sole Source Procurement of Chemicals with the Following Vendors:
 - a. UNIVAR (Sodium Silicate) in the Amount Not-to-Exceed \$120,000, and
 - b. Olin (Sodium Hydrochlorite) in the Amount Not-to-Exceed \$170,000;
3. Procurement of Fuel (Fleet Services) through State Contract Pricing (Contract #99SWC-S818) with
 - a. Pilot Thomas Logistics, LLC in the Amount Not-to-Exceed \$182,000; and,
 - b. Flyers Energy, LLC in the Amount Not to Exceed \$176,000;

Blanket Purchase Orders for selected Vendors for FY2024-25 Transactions for Amounts Not-to-Exceed those Specified in Attachment A to this Board Memo.

4. **SUBJECT:** Review, Discuss, and Approve the Purchase of Three (3) Trucks; FY 2024/25 Public Works; Utilities; Shared; CIP# 2297LV2501: Public Work Rolling Stock; Vendor: Champion Chevrolet; \$137,340.75. (Requesting Staff Member: Director of Public Works Kate Nelson)

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

1. Make the following findings: The Purchase of the Three Pickups is Exempt from Competitive Solicitations for the following Reasons, as per IVGID Purchasing Policy 21.1.0.3.1 (D) Competitive Solicitation and NRS 332.115.1.(o), and NRS 332.195; and
 2. Authorize the Purchase Agreement between The District and Champion Chevrolet in the Amount of \$137,340.75; and
 3. Direct the Board Chair and Board Secretary to Sign and Execute the Agreement.
5. **SUBJECT:** Review, Discuss and Approve a Sole Source Finding, and Review, Discuss, and Possibly Authorize an Equipment Purchase Agreement for a Replacement PistenBully Snow Grooming Vehicle – FY 2024/25 Capital Improvement Project; Fund: Community Services; Division: Ski; Vendor: Kassbohrer All-Terrain Vehicles, Inc. in the Amount of \$550,000. (Requesting Staff Member: General Manager of Diamond Peak Ski Resort Mike Bandelin)

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

1. Make the following finding: The District's Purchase of a Replacement PistenBully Snow Grooming Vehicle and Associated Fleet Management System from Kassbohrer All-Terrain Vehicles, Inc. is Exempt from Competitive Solicitation for the following Reasons: NRS 332.115.1.(a, c and d) .
 2. Authorize Equipment Purchase Agreement with Kassbohrer All-Terrain Vehicles, Inc. Totaling \$550,000.
 3. Authorize the General Manager to Execute the Contract in substantially the form presented.
6. **SUBJECT:** Appoint Interim General Manager Following the Resignation of District General Manager Bobby Magee, Consider and Set Salary for Interim General Manager, and Provide Direction to Interim General Manager regarding Priorities During Interim Appointment Period. (Requesting Staff Member: Legal Counsel Sergio Rudin)

Recommendation for Action: That the Board of Trustees make a Motion to Appoint a Person to Serve as Interim General Manager until the Board Fills the Permanent General Manager Position, and to Set a Salary for the Period of Service.

7. **SUBJECT:** Review, Discuss and possibly Direct Staff regarding the Status of each Observation in the Rubin Brown Report including Dates for Expected Completion of Observations not yet Resolved and the most recent Bank Reconciliations.
8. **SUBJECT:** Review, Discuss, and Possibly Approve the Request for Proposal for Management Firms with the Ability to Fill the General Manager Position and also Supply Services to Assist the District in Addressing the Issues Identified by the Various Consultant Reports. (Requesting Staff Member: Director of Human Resources Erin Feore)

Recommendation for Action: That the Board of Trustees Review, Discuss and Approve the Draft

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Request for Proposal (RFP) Document for Management services; further, provide Direction to the Human Resources Director regarding the Applications Received for the recently Posted General Manager Position.

9. **SUBJECT:** Review, Discuss, and possibly Approve the Revisions to District Policy and Procedure 142, Resolution No. 1898 – Personnel Management. (Requesting Board Member: Trustee Raymond Tulloch)

Recommendation for Action: That the Board make a Motion to Approve the Revisions to District Policy and Procedure 142, Resolution No.1898 – Personnel Management.

10. **SUBJECT:** Review, Discuss, and Possibly Approve District Policy and Procedure 138 – Resolution No. 1910 ; Naming/ Dedication of IVGID Facilities and Acknowledging Important Local Persons, Events, or History. (Requesting Staff Member: Legal Counsel Sergio Rudin)

Recommendation for Action: That the Board of Trustees make a Motion to Approve the Recommended Updates to District Policy and Procedure 138 – and Adopt Resolution No. 1910 ; Naming/ Dedication of IVGID Facilities and Acknowledging Important Local Persons, Events, or History.

11. **SUBJECT:** Review, Discuss, and Possibly Direct Staff to begin the Recruitment of a Director of Finance and/or Contact Washoe County Seeking Assistance in Filling Positions in the Finance Department. (Requesting Board Member: Trustee Raymond Tulloch)

H. REDACTIONS FOR PENDING PUBLIC RECORDS REQUESTS (for possible action)

I. LONG RANGE CALENDAR

1. **SUBJECT:** Long Range Calendar For Review

J. BOARD OF TRUSTEES UPDATE

K. FINAL PUBLIC COMMENTS - Limited to a maximum of three minutes in duration.

L. ADJOURNMENT (for possible action)

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CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before 9:00 AM on Friday, August 23, 2024, a copy of this agenda (IVGID Board of Trustees Session of August 28, 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.yourtahoeplace.com/ivgid/board-of-trustees/meetings-and-agendas)
3. State of Nevada public noticing website (<https://notice.nv.gov/>)
4. IVGID's Recreation Center (980 Incline Way, Incline Village, Nevada)

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

/s/ Heidi H. White

Heidi H. White

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

IVGID Board of Trustees: 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.yourtahoeplace.com; go to "Board Meetings and Agendas".

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