M E M O R A N D U M

TO: Board of Trustees

THROUGH: Karen Crocker, Acting General Manager / Director of Parks and Recreation

FROM: Karen Crocker, Acting General Manager / Director of Parks and Recreation

SUBJECT: Discussion, and Possible Direction relating to a Legal Services RFP. (Requesting Staff Member: Acting General Manager Karen Crocker)

DATE: September 11, 2024

I.   RECOMMENDATION

Review and discuss options for Request for Proposal for Legal Services for Incline Village General Improvement District. Recommended Options, by Motion:
1. Month-to-Month Legal Services until a New Request for Proposal is Completed.
2. Direct Staff to prepare an Amendment to the Existing Contract for a One-Year Extension, which would Commence on January 1, 2025, and Expire on December 31, 2025.

II.   BACKGROUND

The current agreement for general counsel legal services between Incline Village General Improvement District (IVGID) and Best Best & Krieger (BB&K) expires on December 31, 2024. Sergio Rudin, of BB&K, has been the District's General Counsel since late 2023. BB&K has been the District's General Counsel since mid-2020.

III.   BID RESULTS

None at this time.

IV.   FINANCIAL IMPACT AND BUDGET

Unknown at this time.

V.   ALTERNATIVES

Direct staff to prepare a request for proposal for general counsel legal services.

VI.   COMMENTS

The District is currently undertaking an increased level of administrative projects

and consultant report reviews and recommendations. The current contract expires on December 31, 2024. Having a month-to-month agreement or extending the current contract for a one-year period would allow ample time for staff to put together a comprehensive request for proposal for legal services. Should the board move forward with a request for proposal and opt for retaining a different firm, Section 3.11 of the contract contains a 30-day termination clause.

VII.   **BUSINESS IMPACT/BENEFIT**

VIII.   **ATTACHMENTS**
None

IX.   **DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES**