

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 October 9, 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: Interim General Manager Karen Crocker)
2. **SUBJECT:** Report and Status Update on Staff's Progress related to the Rubin Brown Report Observations, including Dates of each Completed Observation and Expected Completion Dates of Observations not yet Resolved and most recent Bank Reconciliations. (Requesting Staff Member: Interim Director of Finance Sue Griffith)
3. **SUBJECT:** Report: Community Service Administrative Fund, what makes up this Account and what Rolls into it. (Requesting Staff Member: Interim Director of Finance Susan Griffith)
4. **SUBJECT:** Food and Beverage Report on the Sales of Food at the Incline Beach and Burnt Cedar Beach for the period of May 2024 through and including August 30, 2024 (Requesting Staff Member: Interim District General Manager Karen Crocker)

Incline Village General Improvement District

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F. CONSENT CALENDAR (for possible action)

1. **SUBJECT:** Approval of the IVGID Board of Trustees Meeting Minutes for August 20, 2024. (Requesting Staff Member: District Clerk Heidi White)
2. **SUBJECT:** Approval of the IVGID Board of Trustees Meeting Minutes for August 28, 2024. (Requesting Staff Member: District Clerk Heidi White)
3. **SUBJECT:** Approval of the IVGID Board of Trustees Meeting Minutes for September 11, 2024. (Requesting Staff Member: District Clerk Heidi White)
4. **SUBJECT:** Accept a Donation, in the Amount of Not to Exceed \$2,000, from the Incline Tahoe Foundation for the Purposes of Purchasing Candy for the Annual Trail of Treats and Terror Event which will be held on October 24, 2024. (Requesting Staff Member: Interim District General Manager Karen Crocker)

Recommendation for Action: That the Board of Trustees make a Motion to Accept a Donation, in the Amount of Not to Exceed \$2,000, from the Incline Tahoe Foundation for the Purposes of Purchasing Candy for the Annual Trail of Treats and Terror Event to be held on October 24, 2024.

5. **SUBJECT:** Review, Discuss and Possibly Approve a Purchase Order Agreement with Cisco Air Systems for Annual Commissioning and Start-Up Services for the District's Snowmaking Air Compressors. FY 2024/25 Operating Expense: Fund: Community Services; Division: Ski; GL Account # 30343463-7510; Vendor: Cisco Air Systems, in the amount of \$14,866.60. (Requesting Staff Member: General Manager Diamond Peak Ski Resort Mike Bandelin)

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

1. Approve a Purchase Order Agreement with Cisco Air Systems for Annual Commissioning and Start-Up Services for the District's Snowmaking Air Compressors; and,
2. Authorize the Interim General Manager to Execute the Purchase Order Agreement.

G. GENERAL BUSINESS (for possible action)

1. **SUBJECT:** Review, and Discuss, the General Manager Recruitment Process, Determine the Number of Anticipated Applicants to be Interviewed and the Preferred Method of interviewing Selected Candidates; Discuss, and Approve the Date(s) for Candidate Interviews.(Requesting Staff Member: Director of Human Resources Erin Feore)

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

1. Approve the Number of Anticipated Applicants to be Interviewed;
 2. Select, and Approve a Preferred Method of interviewing Selected Candidates; and
 3. Select and Approve the Date for Candidate Interviews.
2. **SUBJECT:** Review, Discuss, and Possibly Approve a Change to the Reporting Structure for the Contracts & Purchasing Manager Position. (Requesting Staff Member: Director of Human Resources Erin Feore)

Recommendation for Action: That the Board of Trustees Approve the Recommended Change to the Reporting Structure for the Contracts & Purchasing Manager position.

3. **SUBJECT:** Review, Discuss, and possibly Approve the Contracts & Purchasing Manager Job Description per Policy and Practice 144 Resolution No. 1911 Personnel Management. (Requesting Staff Member: Human Resource Director Erin Feore)

Recommendation for Action: That the Board of Trustees make a Motion to Approve the Final Draft of the Contracts and Purchasing Manager Job Description.

4. **SUBJECT:**
Review, Discuss, and Direct Staff to Work with Legal Counsel to Finalize an Agreement with Tyler Systems, and Authorize the Interim General Manager to Execute the Agreement for Services Noted in Quote #2024-489621-K4S7M9 to Include: Open Finance Public Finance Portal Implementation; Employee Self Service Web Portal Upgrade; and Onsite Enterprise ERP Training; Amount Not to Exceed \$97,400. (Requesting Staff Members: Director of Information Technology Mike Gove and Interim Director of Finance Susan Griffith)

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

1. Direct Staff to Work with Legal Counsel to Finalize an Agreement with Tyler Systems, and
 2. Authorize the Interim General Manager to Execute the Agreement for Services Noted in Quote #2024-489621-K4S7M9 to Include: Open Finance Public Finance Portal Implementation; Employee Self Service Web Portal Upgrade; and Onsite Enterprise ERP Training; Amount Not to Exceed \$97,400.
5. **SUBJECT:** Review, discuss and possibly approve Blanket Purchase Orders for Purchase of Food and Beverage from U.S. Foods in Amount Not to Exceed \$479,500, with Sierra Meet and Seafood in Amount Not to Exceed \$200,000 and Southern Glazer Wine and Spirits in Amount Not to Exceed \$158,500 for Fiscal Year 2024/25, Pursuant to NRS 332.115 and Board Policy 21.1.0 (Requesting Staff Member: General Manager Diamond Peak Ski Resort Mike Bandelin)

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

1. Approve the Blanket Purchase Orders for US Foods in Amount not to Exceed \$479,500 and,
2. Sierra Meat and Seafood in Amount not to Exceed \$200,000 and,
3. Southern Glazer Wine and spirits in Amount not to Exceed \$158,500 for Fiscal Year 2024/25, Pursuant to NRS, 332.15 and Board Policy 21.1.0.

6. **SUBJECT:** Review, Discuss and Possibly Approve Practice 6.2.0, Budgeting and Fiscal Management: Community Services and Beach Pricing for Products and Services. (Requesting Staff Member: Director of Administrative Services Susan Herron)

Recommendation for Action: That the Board of Trustees makes a Motion to Approve Practice 6.2.0, Budgeting and Fiscal Management: Community Services and Beach Pricing for Products and Services.

7. **SUBJECT:** Review, Discuss, and Possibly provide Direction to Staff on Venue Discounts provided to Non - Profit Groups, Community Groups, and Others. (Requesting Staff Member: Interim District General Manager Karen Crocker)

Recommendation for Action: That the Board of Trustees make a Motion to Approve Staff's Recommendation to Charge the Non-Profit Rate to the Crystal Bay Yacht Club, Golf Clubs, Republican Woman's Group and the Sierra Angels, Effective October 10, 2024.

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

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CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before 9:00 AM on Friday, October 4, 2024, a copy of this agenda (IVGID Board of Trustees Session of October 9, 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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