



**Incline Village General Improvement District
Board of Trustees**

*Michaela Tonking, Chair
Michelle Jezycki, Vice Chair
Mick Homan, Treasurer
Dave Noble, Secretary
Raymond Tulloch, Trustee*

MEETING MINUTES

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES

HELD IN INCLINE VILLAGE, NV ON January 29, 2025

*Viewing available by clicking the link and choosing BOT Meeting 01.29.2025 at

<https://ivgid.portal.civicclerk.com/event/549/media>

A. PLEDGE OF ALLEGIANCE*

Mr. Schultz led the Pledge of Allegiance.

B. ROLL CALL OF TRUSTEES*

Trustees Dave Noble, Michelle Jezycki, and Michaela Tonking were present during Roll Call.

Trustee Raymond Tulloch virtually joined the meeting at 4:06 P.M.

Trustee Mick Homan was excused.

C. INITIAL PUBLIC COMMENTS - Limited to a maximum of three minutes in duration.

During the Initial [Public Comment Period](#) the Board of Trustees listened as the following community members participated:

Clifford F. Dobler called in and provided public comment regarding Item G.5. Supplemental Material Multi-Year Capital Improvement Summary Report.

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Joe Schultz was in the Boardroom and provided public comments regarding the projects listed as in planning and design, however he expressed disappointment stating, "nothing is listed for the Recreation Building Expansion", and requested that Trustees consider a project for Expansion of the Recreation Building.

D. APPROVAL OF AGENDA

The IVGID Board of Trustees Agenda for the January 29, 2025, meeting is approved as submitted.

E. REPORTS TO THE BOARD - Reports are intended to inform the Board and/or the public.

E.1 Verbal Update of the Fiscal Year 2024/2025 Audit (for discussion only, no action). (Requesting Staff Member: Director of Finance Jessica O'Connell)

Director of Finance (DOF) Jessica O'Connell provided a brief update of the progress of the Fiscal Year 2024/2025 Audit and stated that the finance team is making progress and is scheduled to present a draft of the Audited Financial Statements at the February 26, 2025, Board meeting. DOF O'Connell opened the floor to the Board for questions and discussion.

Trustee Michelle Jezycki acknowledged that the finance team has put in many hours and asked if the records that were requested by the Auditor (Davis Farr) have been sent out to them. She additionally confirmed with the DOF the timeline for documents to be submitted to Davis Farr in order to meet deadlines to receive the draft Audited Financial Statement as the two had previously discussed.

DOF O'Connell confirmed that the timeline had been met and that there was continued communication with the Auditor, and any additional supplemental information would be provided to the Auditor to complete the draft Audited Financial Statements.

Trustee Jezycki thanked Jessica for her leadership, "stepping in and hitting the ground running", and followed up by applauding finance team members and the Controller for their efforts.

Chair Michaela Tonking thanked the DOF and her Team and asked for the final date given by the Nevada Department of Taxation as it relates to the District completing and submitting the Audited Financial Statements to the State. DOF O'Connell responded to the Board Chair by providing the date for the District to have Audited Financial Statements to the Nevada Department of Taxation is February 28, 2025.

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F. CONSENT CALENDAR (for possible action)

F.1 Approval of the IVGID Board of Trustees Meeting Minutes for January 8, 2025 (for possible action). (Requesting Staff Member: District Clerk Heidi White)

Trustee Dave Noble made a motion to Approve the Board Meeting Minutes for January 8, 2025, without exception. Chair Tonking asked if there was a second for the motion, or discussion.

Trustee Michelle Jezycki provided a brief acknowledgment, stating that pages 4 - 122 of the Board Packet reiterates the same concern discussed at the last Board Meeting in looking at ways to be more efficient. She noted that AI can create summaries and pointed to the cost per page in the minutes.

MOTION: To approve the IVGID Board of Trustees Meeting Minutes for January 8, 2025.

Moved By Trustee Noble, **Seconded by** Trustee Jezycki

YEAS: Trustee Noble, Trustee Tulloch, Trustee Jezycki, Trustee Tonking **4**

NAYS: None **0**

MOTION PASSED

G. GENERAL BUSINESS (for possible action)

G.1 Review, Discuss and Possibly Approve the Employment Contract with Robert W. Harrison to Serve as District General Manager (GM) (for possible action). (Requesting Staff Member: Director of Human Resources Erin Feore)

Director of Human Resources Erin Feore began with a brief summary of her memorandum regarding the District General Manager Employment Contract as it relates to the changes to the agreement that were negotiated with Mr. Harrison and opened the floor to Board questions and discussion.

Trustee Michelle Jezycki provided her feedback related to the negotiation of the employment agreement with Mr. Harrison. She noted the initial contract terms as it relates to severance pay would not be added to the terms until July 1, 2025, allowing the Board time to work with Mr. Harrison, and Mr. Harrison time to kick the tires on the District.

Trustee Raymond Tulloch asked Director Feore about section 4.3 of the agreement related to benefits, he asked what percentage of the 401(a) contribution is paid at.

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Director Feore then provided the requested information as follows: the 457 program is deferred compensation that matches what the District Senior Team members receive and is 8%. The 401(a)-pension plan matches with what the District Senior Team Members receive and is at 13.3%.

Trustee Tulloch clarified that the standard 457 and 401(a) compensation together is at a total of 21.3 %; he also provided his feedback related to Trustee Jezycki' s comments to the initial delay of a severance package for 3 months.

Additional Board discussion and debate continued as it relates to the negotiated agreement and candidate Harrison's qualifications.

Chair Tonking read Trustee Homan's feedback on the GM Employment Agreement that was emailed to her earlier in the day.

Comments read into the record:

Trustee Mick Homan: I'm in favor of the contract. The higher salary versus prior GM is absolutely justified given Bob's significant and directly relevant experience in similar roles. The effective 6-month probationary period that's in the contract via the delayed separation provisions is probably overly protective to IVGID and says quite a bit about Bob's high character and confidence in his abilities. And I think the accommodation we're granting in the 401 area is very reasonable for a person with Bob's background and IVGID's history with terminating recent GM's.

Chair Tonking called on Trustee Noble for his feedback. Trustee Noble stated, "I'm ready to make a motion". (Followed by Board discussion)

Trustee Tulloch provided additional feedback and debated in opposition to the previously stated candidate's experience and in opposition to the approval of the GM Agreement on the table.

Chair Tonking asked if Mr. Harrison would be agreeable to a possible performance review as the GM, prior to the noted salary increase to \$290K in July 2025.

Director Feore indicated that a performance review would be at the Board of Trustees discretion and could be discussed at the next Board meeting at the Chairs request.

Trustee Tulloch provided additional comments in opposition to fellow Trustees comments as it relates to severance pay and unencumbered funds, and followed with additional comments as reflected in the media.[\(Click Here\)](#)

Chair Tonking asked Trustee Tulloch to reflect on the Trustees' "Code of Conduct" and stated that we would not be accusing fellow Trustees.

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Trustee Jezycki provided clarification to Trustee Tulloch's comments and reflected on Candidate Harrison's resume and qualifications.

MOTION: To approve the Employment Contract with Robert W. Harrison to Serve as District General Manager.

Moved By Trustee Noble, **Seconded by** Trustee Jezycki

YEAS: Trustee Noble, Trustee Jezycki, Trustee Tonking

3

NAYS: Trustee Tulloch

1

MOTION PASSED

G.2 Review, Discuss and Possibly Approve the Request for Qualifications document for a Needs Assessment including Diamond Peak's Snowflake Lodge facility (for possible action). (Requesting Staff Member: (Acting General Manager and General Manager of Diamond Peak Ski Resort Mike Bandelin)

Acting General Manager and General Manager (GM) of Diamond Peak Ski Resort Mike Bandelin opened the discussion by providing an overview of the staff report and background on the Request for Qualifications (RFQ) document related to Needs Assessment, including key components for Diamond Peak's Snowflake Lodge facility. GM Bandelin opened the floor for questions and Board discussion.

Trustee Noble made a motion to approve the Request for Qualifications (RFQ) document to perform a Needs Assessment of Diamond Peak's Snowflake Lodge Facility Replacement Project.

Trustee Tulloch asked GM Bandelin if the RFQ included a review of whether the replacement of Snowflake Lodge is the best option, or a review to Expand the Base Lodge Facility would make more sense (which option would be more useable or more accessible). Trustee Tulloch followed up by asking if the RFQ was only to provide replacement costs for Snowflake Lodge.

GM Bandelin provided additional background and stated that the analysis that was being used was brought to light during the 2015 Master Development Plan, that was based on community feedback. The space analysis revealed that it was not feasible, and that a different analysis might reveal that the Base Lodge footprint might be able to be expanded. It was identified that the small size of 1,100 sq. ft. at Snowflake Lodge was the ideal space to accommodate the deficiency in seating capacity in the ski area.

Additional Board and Staff discussion followed.

Trustee Tonking provided clarification to Trustee Tulloch's suggestions, stating there

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doesn't necessarily need to be anything added to the RFQ Document, rather that whoever is awarded the contract could possibly come back with a recommendation that no changes are needed at the Snowflake Lodge. This recommendation should not need to be added to the scope of work. Trustee Noble then restated the motion on the floor.

MOTION: To Approve the Request for Qualifications (RFQ) document for a Needs Assessment including Diamond Peak's Snowflake Lodge Facility Replacement Project.

Moved By Trustee Noble, **Seconded by** Trustee Jezycki

YEAS: Trustee Noble, Trustee Tulloch, Trustee Jezycki, Trustee Tonking **4**

NAYS: None **0**

MOTION PASSED

G.3 Open Discussion and Possible Direction on Proceeding with (a) a Request for Qualifications for District General Counsel Services and/or (b) Proceed with a Professional Recruitment of a District General Counsel (in house) (for possible action). (Requesting Staff Member: Acting General Manager Mike Bandelin and Director of Administrative Services Susan Herron)

Director of Administrative Services Susan Herron provided an introduction and recommendation to move forward with Professional Recruitment of an In-House District General Counsel and/ or direction for staff to proceed with the RFQ for District General Counsel Services

Trustee Tulloch asked who the District General Counsel would be reporting to and stated that the Board of Trustees and Staff should have separate attorneys.

Trustee Noble disagreed with fellow Trustee Tulloch's comments as they related to the Board and Staff having separate Legal Counsel and suggested that In-house Counsel would represent the District as a whole.

District Legal Counsel Sergio Rudin weighed in as it related to this matter, stating that Nevada rules on ethics which require that counsel represents the District not the individual; the client is the public agency itself, and District General Counsel has to take direction from the Board as the highest governing body.

Trustee Jezycki provided feedback related to policies that would be in place related to the point of contact for a possible District Legal Counsel; Director Herron confirmed Trustee Jezycki's comment and stated that the point of contact is generally managed by the District General Manager.

Trustee Noble provided additional feedback suggesting that staff pursue a dual track; Staff to engage both options by proceeding with a Request for Qualifications (RFQ) for

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Beach House Access Project. She asked if this was still a priority project and asked what that looks like, as it could be much different if the RFID system is not implemented.

During the Board discussion, the full Board agreed that the Incline Beach House Project is still a Board Priority Project.

Trustee Noble stated that the funding for Vehicle RFID is not where IVGID should be spending District Funds and was undecided on pedestrian gate RFID; Trustee Noble is in favor of the guard shack being replaced.

Project Manager Bree Waters indicated that Core Construction does provide detailed breakouts of specific items in order to allow for some alternatives and building design choices.

Trustee Michelle Jezycki provided her feedback on the RFID system for vehicles and pedestrians and is not in favor of them, as it is an added expense, and those funds could be used more efficiently. She then asked the Director and Project Manager if they could speak to the feedback from the Beach Staff related to their needs as it pertains to the gate and the guard shack.

Director of Public Works Kate Nelson provided the feedback received from beach staff regarding the extreme temperatures in the Guard Shack. She went on to say that the guard shacks are outdated. Director Nelson continued, by suggesting that the vehicles and pedestrian entrance should be separated due to safety concerns, as pedestrians and vehicles are using the same entrance. (Staff and Board discussion continued).

Project Manager Waters spoke regarding the previous Board's request to include Ski Beach in the Beach Access project and asked the Board to weigh in on the previous Board's additions to the scope of work on this project.

Trustee Jezycki asked if the Incline Beach Access Project could wait until the Incline Beach House Project was complete, or if there was a pressing safety concern that made the Beach Access Project an urgent matter.

Project Manager Waters provided staff's recommendations on the Beach Access Project, stating that staff would prefer that the Incline Beach House and the Incline Beach Access Projects be separate. Staff would like to put the Access Project on hold until the Beach House Project is complete; Board and staff discussion continued.

Trustee Tulloch provided feedback related to the access project and ways that could facilitate the direction of a new building and to find some options; he further commented on the current vehicle and pedestrian traffic being a mess. He then continued by asking about staffing needs and costs related to 2 different access points, separating vehicles and pedestrians.

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Chair Tonking asked about the kiosks and access to Ski and Incline Beach.

Project Manager Waters went through the information and direction provided by the Trustees.

Trustees would like to replace the kiosks and keep pedestrian access.

She then wanted to address comments made by Trustee Tulloch regarding the realignment of the vehicles and parking, which would involve Lakeshore Blvd. and reconstruction of crosswalks, sidewalks ingress and egress aprons, which would bring the costs up significantly.

Replacing the guard shack; 2) Including the pedestrian RFID Gate; 3) the vehicle RFID Gate is not to move forward; 4) we are not going to include Ski Beach

G.5 Capital Improvement Project Workshop; for Discussion and Possible Direction (for possible action). (Requesting Staff Member: Acting General Manager Mike Bandelin and Director of Public Works Kate Nelson)

Director of Public Works Kate Nelson provided an update and a summary of the projects on the Capital Improvement Projects and how they are broken out; what funds are being used and where they are in the projects' progress.

Trustee Tulloch provided his feedback and requested a list of projects that will not be started this year and requested the total value of those projects, and what funds have been collected. This information will be provided by Director Nelson at a later date. Discussion continued.

Diamond Peak General Manager Mike Bandelin provided an explanation of capital projects and the quarterly updates.

Trustee Michelle Jezycki asked about the background section related to coordination challenges across departments, and asked what the Board can do to ensure that the District and District Staff are not in the same situation this year.

Director Nelson explained that the situation was not driven by the Board but driven by staff at the time and their direction in the budget process. Continued Board and Staff discussion.

Chair Tonking asked if the Director of Finance was able to provide the actual dollar amount that was spent on quarterly updates for better clarity.

Director Nelson provided a review of the Multi-Year Capital Improvement Plan (approved 5-year plan) that was submitted to the State in July 2024. This document includes the

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projects that were approved in year one and will be updated as we move forward and prepare for budget workshops. The final page shows the impact on each fund.

Diamond Peak General Manager Bandelin provided an overview of the Board Policies that were provided at the workshop related to capital assets, capital spending, and capital project budgeting that Staff would like to review with the Board for possible changes at the next workshop. This review will help Staff create a good Capital Improvement Plan.

Trustee Tulloch asked that the Director of Finance and the Director of Public Works return to the Board with an update of the expenditure of each budget group from the deferred maintenance group.

Director Nelson moved to the next item of discussion: and reviewed The Board Priority Projects List for 2025 - she then requested Board feedback and direction on each Trustees priority list.

Trustee Noble's feedback on the list of priority projects:

Skate Park Project - He would like to have the information provided by the gentlemen who run the summer program and presented to the Audit Committee brought back to the Board to review.

The Dog Park Project - he would like to hold off on this project.

Tennis Center Court Reconstruction - would like to see this move forward.

Ski Way Construction - wait until after the Snowflake Lodge Reconstruction Project is complete.

Recreation Center Parking Lot BMP - should wait until the Tennis Courts Project is Completed.

Administrative Building - important but is not in the high priority category - this project to be placed, possibly on the 5-year plan.

Veterans Memorial - should move forward as it was approved and is donor funded.

Bike Park Project Phase 1 - close to or Complete; and Phase 2 includes a Pump Track and should move forward while the donation funds are still available.

Champ Golf Cart Parking Lot - no opinion at this time, needs more information.

Point of Sales Project - no opinion at this time, needs more information.

Trustee Jezycki agrees with much of Trustee Nobles' feedback on the Project list of priorities, such as the Dog Park, the Tennis Center Court Reconstruction, and the Ski Way Reconstruction. She thinks the district should consider the possible alternative revenue uses for this parking area, such as Boat and Trailer Parking if the Board approves this as a summer use possibility. She also agrees with Trustee Noble as it relates to the Administrative Building and suggests that there are alternatives to explore. She also agrees that more information is needed for the Point of Sales Project, the Champ Golf Cart Parking Lot. She wrapped up her list with the Veterans Memorial Project indicating that this project should move forward as it is funded by donations.

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Chair Michaela Tonking provided a few of her and Trustee Mick Homans feedback on their project priorities together.

Trustee Tonking listed the Dog Park as a low priority, as did Trustee Homan. Trustee Tonking feels as though current community feedback is needed. Both her and Trustee Homan placed the Tennis Center Court Reconstruction high on their priority lists due to safety concerns, and they agree that this project should move forward.

Chair Tonking indicated that the Ski Way Reconstruction Project is a high priority due to safety concerns, whereas Trustee Homan listed the Ski Way Reconstruction as a lower priority.

Chair Tonking:

The Administrative Building Project - should be reviewed, and alternative options should be looked into, this project should move forward and should happen sooner rather than later.

The Point-of-Sale Project and the Championship Parking Lot Project - more information is needed.

The Boat Ramp Project - Priority, should move forward, as it is a safety concern.

Public Works Staff updated the Board on communication with Exline Consulting for guidance on what can and cannot be done, along with items that Trustee Noble would like to add to the Boat Ramp Project.

Trustee Homan:

Point-of-Sale Project - high priority list, along with and any Donor funded projects like the Veterans Memorial as high priority, as this means less money from the community and the district to pay for.

Trustee Tulloch provided the following feedback on the List of Priority Projects:

Dog Park - low priority.

Tennis Center Court Reconstruction - should be re-examined for how many courts are needed (is this the best use of funds).

Donor funded projects (Veterans Memorial Project) should move forward.

Phase 1 of the Bike Park Project - remaining work to do - lower priority.

Administrative Building Project - should move forward but should look at creative solutions.

Ski Way - lower priority and should wait for the completion of Snowflake Lodge.

Recreation Center Expansion - should start looking into this.

Staff noted the Board of Trustees Priorities as provided in feedback today, and will move them into the system; accordingly, Staff will bring the updates back at a workshop for the Board of Trustees meeting on February 26, 2025.

H. LONG RANGE CALENDAR

H.1 Discussion and Direction on Long Range Calendar (for possible action).

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Director of Administrative Services Susan Herron provided a detailed review of an updated Long-Range Calendar as follows:

- Board meeting of February 12, 2025 - Staff would like to recommend that the meeting start at 3:30 PM or sooner, as staff has invited Josh Foli of Lyon County (who is also a member of the assigned subcommittee by the CLGF) to make a presentation regarding Capital Projects and Funding.
- Staff has moved two items: 1) the GM Evaluation process, Form, etc. (which will move back to Feb. 12th; and 2) The District Strategic Plan (2025/2027) to move to Items to be scheduled (GM Item)
- February 26, 2025 - Waste Management Contract Direction; the Purchase of the Two Fan Guns - Removed in its entirety - within the District General Managers Authority; Added from 01/29/2025 Board Meeting - February 12, 2025 - The Veterans Memorial Project.
- February 26, 2025, Staff Requests a starting time of 4:00 PM or sooner; if an Audit Committee Meeting is necessary, Staff would recommend that it be at 2:00 or 3:00 on the 26th as well.

Chair Tonking asked that Board meeting schedules reasonably accommodate all Board members as Trustee Tulloch has scheduling conflicts and is unable to attend meetings scheduled earlier than 5:00 pm during the winter months. Meetings need to reasonably accommodate all Trustees. Director Herron recommended that the meeting of February 12th should be considered an exception due to the presentation from Mr. Foli.

- Adding to the February 26th Board meeting the audit Committee Report presentation, Budget Workshop (Capital Improvement, Spent-to-date report, deferred maintenance report), Incline Beach House Project Contract for 100% Construction Drawings, Bidding Etc.; possible addition of the presentation of the Budget Calendar; working on an Item regarding Key Rates (This may slip to the March 12 Meeting)
- April 30, 2025, Meeting - Staff moved the Hyatt Sport Shop Agreement to May 14th.
- Meeting on May 28, 2025 - Moved the Union Contracts to the last page under Items to Be Scheduled
- Director Herron pointed out that the Point-of-Sale implementation is Scheduled for March 12, 2025, and asked The Board for any additional Items.

Trustee Jezycki thanked Director Herron for adding the Veterans Memorial to the calendar and asked about having a discussion regarding enveloping the growing Hispanic Community and/or possibly appointing a liaison; Chair Tonking agreed with Trustee Jezycki's suggestion and would like to also add a community liaison for Washoe County.

Trustee Tullock provided feedback on the meeting start time at 3:00 PM - Staff request

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that Mr. Foli may be able to start at a later time, on February 12th, and if that would be acceptable. Trustee Tonking also ensured that no other meetings during the winter season would be earlier than 5:00 PM.

Chair Tonking added the following items to the Long-Range Calendar:
Skate Park Design; Review Ordinance 7 (family size) slated for an April Meeting;

I. BOARD OF TRUSTEES UPDATE

Trustee Jezycki provided an update stating that she met with the Parks and Recreation Director Karen Crocker to discuss the need for a Parks and Recreation liaison. They determined that a liaison would be helpful for this venue and that this liaison also includes the duties of Tennis and Pickle Ball liaison.

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

Chair Tonking opened the floor for the final Public Comment period:

Public Comment was provided by Jim Lyon regarding the Veterans Memorial Project, and he encouraged the Trustees to review the community surveys related to the Dog Park, suggesting that this project is a higher community priority than the Trustees may perceive it to be.

Public Comment was provided by Joe Schultz regarding the Capital Improvement Summary Report. He additionally spoke regarding the Recreation Expansion Project, and the Administrative Building Project.

Public Comment provided by caller 0824 - Yolanda Knaak - was on the line listening to the Trustees Board Meeting and had no public comment.

K. ADJOURNMENT

The IVGID Board of Trustees meeting on January 29, 2025, adjourned at 6:14 pm. The Board of Trustees will reconvene on February 12, 2025.

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