

TWSA Board Meeting – Quarter 1 2025  
Wednesday March 5, 2025 – 1:00 PM – 4:00 PM  
Please join the meeting from your computer, tablet, or smartphone  
<https://meet.goto.com/773065317>

You can also dial in using your phone.  
United States: +1 (224) 501-3412  
Access Code: 773-065-317

### Agenda

- A. Introductions: New members or guests
- B. Public Comment: Conducted in accordance with Nevada Revised Statute (NRS)
- C. Presentations: IVGID Financial and Accounting Management Strategy for TWSA, with IVGID Director of Finance Jessica O’Connell.
- D. Approval of Agenda for March 5, 2025.
- E. Approval of Minutes from December 4, 2024.
- F. Reports
  - a. Sta Reports
    - i. Sta Activity Report
    - ii. Budget Reports
      - Open Gov. link for budget and expenses: <https://shorturl.at/aCVPo>
    - iii. TWSA Chair Report
- G. General Business (verbal updates, discussion, or for possible action):
  - a. Election of TWSA Vice-Chair
  - b. IVGID Executive Director of TWSA Recruitment (Kate Nelson)
  - c. Drink Tahoe Tap Trademark Renewal
  - d. 2024-2025 TWSA Budget Augmentation
  - e. 2025-2026 Proposed TWSA Budget
- H. Purveyor Updates
- I. Public Comment
- J. Adjournment

TWSA Board Meetings are held on Wednesdays, quarterly, from 1:00 to 4:00 PM, virtually

2025 Board Meeting Dates: March 5, June 4, September 3, December 10

TWSA Board of Directors

Suzi Gibbons (Chair)	North Tahoe Public Utility District
Kate Nelson	Incline Village General Improvement District
Cameron McKay	Glenbrook Water Cooperative
Tom White, Richard Robillard (alternate)	Douglas County Systems
Brandon Garden	Round Hill General Improvement District
Joe Esenarro (alternate)	Kingsbury General Improvement District
Patrick McKay, Mike McKee (alternate)	Edgewood Water Company
Nakia Foskett	Lakeside Park Association
Kim Boyd	Tahoe City Public Utility District
Shelly Thomsen	South Tahoe Public Utility District (Non- voting)

For more information, please contact:

Sarah Vidra, Interim TWSA Executive Director  
1220 Sweetwater Road, Incline Village, NV 89451  
775-832-1284 or e-mail [sgv@ivgid.org](mailto:sgv@ivgid.org)

Certification of posting of agenda, online posting, and e-mail delivery of notice provided three business days ahead of the meeting.

Public comment is allowed, and the public is welcome to make their public comment either via e-mail (please send your comments to [SGV@IVGID.org](mailto:SGV@IVGID.org) by 5:00 PM on Tuesday, March 4, 2025. Comments can be made via telephone at 775-831-1284 on the day of the meeting.

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, 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. Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to call IVGID at 775-832-1284 at least 24 hours prior to the meeting.

TWSA agenda packets are available at the TWSA website ([www.TahoeH2O.org](http://www.TahoeH2O.org)) or the TWSA office at 1220 Sweetwater Road, Incline Village, Nevada 89451.

TWSA Board Meeting – Quarter 4  
Wednesday December 4, 2024 – 1:00 PM – 4:00 PM

**Minutes**

**A. Introductions:**

Mark Helleckson, IVGID

**B. Public Comment:**

No public comments were given

**C. Presentations:**

No presentations were given

**Roll Call of Members in Attendance**

Suzi Gibbons (NTPUD and TCPUD), Kate Nelson (IVGID), Tom White (Douglas County), Patrick McKay (Edgewood), Brandon Garden (RHGID and Glenbrook), Nakia Fossett (LPA)

TWSA staff in attendance: Sarah Vidra, Mark Helleckson

**D. Approval of Agenda** for December 4, 2024, TWSA Board Meeting

Motion to approve the agenda as submitted made by Brandon Garden, seconded by Kate Nelson, all in favor, motion carried.

**E. Approval of Minutes** from September 4, 2024

Motion to approve minutes from 9/4/2024 as submitted made by Nakia Fossett, seconded by Tom White, all in favor, motion carried.

**F. Reports**

a. Staff Reports

i. Staff Activity Report

The staff activity report is available on pages 12-14 of the packet. Highlights include:

- Celebration of former IVGID Resource Conservationist and TWSA Executive Director Madonna Dunbar including her 10/31/24 retirement, the Golden Pinecone Award for lifetime achievement in sustainability, and the Tahoe Tribune Article highlighting her career.
- Staff is actively working on the finishing touches of the annual report for the TWSA Watershed Control Program with hopes to have it published electronically by Friday (12/6/24), with hard copies mailed around the week of Christmas.
- Staff continued involvement with partner programs including: nearshore aquatic weeds and TRPA shore zone project reviews.
- Staff is processing water bottle filling station grants as they are received. Three have been received for FY25, with one being fully processed for the fill station at the STPUD Admin offices.

ii. Budget Reports

Budget report is available on page 15 of the packet: Open Gov. link for budget and expenses: <https://shorturl.at/9io75>

iii. TWSA Chair Report

Suzi Gibbons thanked Sarah for stepping in as the interim Executive Director of the TWSA and stated that “she has been doing a really good job” and “she has transitioned into the position quite nicely.”

G. **General Business** (verbal updates, discussion, or for possible action):

a. 2025 Board Meeting Dates – For Approval

Proposed 2025 Dates: March 5, June 4, September 3, December 10

Sarah Vidra stated that the dates are the first Wednesday of the month except for December, which is proposed as the second Wednesday to reduce problems getting the packet together during the week of Thanksgiving. The date in March does not conflict with the Operator Conference. Tom White asked a clarifying question about the September date and possible conflict with Labor Day; Suzi Gibbons stated that the proposed date is the Wednesday after Labor Day.

A motion to approve the 2025 meeting dates as proposed was made by Kate Nelson, seconded by Brandon Garden, all in favor, motion carried.

b. IVGID Central Services Allocation (IVGID) – General Update

Kate Nelson provided a verbal update on the central services cost allocation assigned to TWSA through IVGID’s budgeting process. Highlights of the update include:

- The breakdown of Central Services Cost allocation within the utility fund which is based on positions allocated to each subfund: Water – 48%, Sewer – 45%, Solid Waste – 5%, TWSA – 2%.
- IT, which had been funded by the general fund, was added to the central services costs.
- Human Resources and Accounting are the other large expenses under central services. Human Resources helps with recruiting and payroll.
- The incoming IVGID board may have a new philosophy on central services.

Discussion occurred between Suzi Gibbons and Kate Nelson, stating that the total Utility fund central services cost was almost \$1.5 million, and TWSA was 2% of that number.

A brief discussion occurred among board members. Staff was directed to bring the item to the TWSA board at the March 5, 2025, meeting for a formal budget augmentation. The budget approved for FY25 by TWSA in March 2024 had the central services cost at \$12,583, but the budget approved by the IVGID BOT in May assigned \$29,433 to TWSA for central services costs.

Suzi Gibbons stated that as a formality, a budget augmentation was required to be made at the next board meeting.

Kate Nelson stated that the FY26 budget will also be agendaized at the March meeting, and the numbers will hopefully be accurate, but it is subject to change when the IVGID BOT finalizes the budget in May.

c. TKPOA Control Methods Test - General Update

Staff is awaiting the preliminary report for year three of the Tahoe Keys Property Owners Association Control Methods Test. The report should have occurred in October, but staff has not received it yet. 2024 was the final year of the TKPOA CMT, which was 100% non-chemical methods. No additional information is available on the litigation. The League to Save Lake Tahoe, who represented the TKPOA on a planning call, stated that the goal for the Keys is containment.

Suzi Gibbons reminded the TWSA that the permit for the TKPOA CMT was rescinded with the lawsuit, but that Lahontan (Lahontan Regional Water Quality Control Board) was considering an appeal.

d. ATT Lead Line Removal Project – General Update

The underwater line across Emerald Bay owned by AT&T that contained lead has been removed, and from staff's understanding, removal occurred under approval made in 2023. No notifications were issued to any purveyors. Suzi Gibbons stated that her notification of the removal was in a Sierra Sun article after it had already been removed. Nakia Fossett stated that LPA had not seen any turbidity readings outside the norm for this time of year. Sarah Vidra stated that the project was not required to provide notice. Notice is only required when a project is within 0.25 miles of an intake.

A brief discussion occurred on incidents and notification of incidents both on the California and the Nevada sides of the lake.

e. LTRA Funding Update (STPUD) – General Update

Sarah Vidra provided an update on Lake Tahoe Restoration Act funding and project review. The next meeting is Wednesday, December 11<sup>th</sup> at 2:00 p.m. to review and rank the projects. Suzi Gibbons asked purveyors who had projects submitted for LTRA funding. RHGID, IVGID, TCPUD, STPUD, and NTPUD all submitted projects. Suzi explained that once projects are ranked and selected by the Tahoe Water for Fire Suppression Partnership, it goes to the next level eventually up to the TRPA.

## H. Purveyor Updates

RHGID – Moving forward with PLC upgrades, looking at possible grant funding for additional projects, and getting ready to jump into the next budget cycle.

IVGID – HR has been preoccupied with GM recruitment, with one hired on Wednesday (11/27/24). Kate will work with HR on recruitment for the TWSA Executive Director position. The summer construction season was successful. The Effluent Pipeline is 2000LF ahead of schedule.

Douglas County – Installed airgap on sanitary discharge system from Cave Rock. The County Awarded a contract to install new strainers on influent of the Cave Rock Treatment Plant.

Edgewood – No updates.

LPA – Hired a trainee for treatment and distribution, to have another shift operator. Gearing up for 2025 projects, and planning for the next budget cycle.

NTPUD – Finished Brockway waterline replacement and Carnelian Woods service line replacements. Trout Ave. waterline replacement is out to bid, funded partially by an EPA Community Grant. The District is in the master planning phase for National Ave. Water Treatment Plant which has reached the end of useful life.

I. **Public Comment**

No public comments.

J. **Adjournment**

Motion to adjourn made by Brandon Garden, seconded by Patrick McKay, all in favor, motion carried.

Meeting adjourned at 1:50 PM.

## **TWSA Staff Report – December 2024, January and February 2025**

### **TWSA Watershed Control Program Annual Report**

The 2024 Watershed Control Program (WCP) report was published on December 6, 2024, with hardcopy distribution on December 16, 2024. All turbidity and microbial quality results for the purveyors are within filtration avoidance criteria, with annual maximums coordinating with weather events throughout the reporting year.

Staff received the acceptance letter for NDEP for the 2024 Watershed Control Program Annual Report on January 8, 2025. The letter is from the Bureau of Safe Drinking Water project number WA-0007657-24A, in compliance with the requirements of Nevada Administrative Code (NAC) 445A.525 and 40 Code of Federal Register (CFR) §141.71 and §141.520. There has been no correspondence from the California Water Resources Control Board, which is a continued trend from the agency.

The previous TWSA Annual Reports are posted at: [https://www.yourtahoepace.com/uploads/pdf-publicworks/TWSA\\_AR\\_2023\\_-\\_narrative\\_data\\_only\\_for\\_web.pdf](https://www.yourtahoepace.com/uploads/pdf-publicworks/TWSA_AR_2023_-_narrative_data_only_for_web.pdf).

### **Drink Tahoe Tap, Programs**

#### **Earth Day 2025 Events.**

The TWSA will be participating in the following 2025 Earth Day celebrations:

- South Lake Tahoe Earth Day, Saturday, April 19
- Tahoe Truckee Earth Day, Saturday, April 26

#### **Snapshot Day, Citizen Science Water Quality Monitoring Event.**

Staff collaborated with the planning committee for the 2025 event, to be held on Saturday, May 10, 2025. The coordinating committee will look into a streamlined laboratory analysis plan and reach out to partnering laboratories for project-wide turbidity and microbial quantity analysis. The League to Save Lake Tahoe is championing the inclusion of the Lower Truckee River region for the 25<sup>th</sup> annual sampling event.

#### **Water Refilling Station Grant Program**

The TWSA board authorized a \$30,000 funding allocation from reserves for the water refilling station grant program for the fiscal year 2024-2025 at the 3/6/2024 board meeting. Staff have processed several applications during the fiscal year, with one completed installation at the South Tahoe PUD administrative offices.

Water Bottle Filling Station Grant Program Information is posted at:

[https://www.yourtahoepace.com/uploads/pdfivgid/Water\\_Bottle\\_Filling\\_Station\\_Updated\\_amounts\\_TWSA\\_TF\\_GRANT\\_Program\\_whole\\_packet\\_UPDATED\\_for\\_2023-24\\_\(with\\_bitly\\_shortcut\).pdf](https://www.yourtahoepace.com/uploads/pdfivgid/Water_Bottle_Filling_Station_Updated_amounts_TWSA_TF_GRANT_Program_whole_packet_UPDATED_for_2023-24_(with_bitly_shortcut).pdf)

#### **Lake Tahoe Water Quality Monitoring Projects**

The 2024 NZ mudsnail survey conducted by the TRPA was reported on in the *Tahoe In Depth* Winter 2024 publication. The results of the July 2024 sampling indicate that the snails have not moved upstream in the 33 high-priority Lake Tahoe tributaries analyzed.

The results of the July 2024 Perchlorate Impact from Fireworks on Drinking Water Sources, sampling conducted in Incline Village, have been released. The Lakes were sampled before, after, and one week after the fireworks. Samples were analyzed by Texas Tech using a Dionex Integrion Ion chromatograph couples with a MS SCIEX-Triple Quad-3500. The sensitivity of the analytical method is 0.05 parts per billion (ppb). The Incline Village samples were analyzed at 0.050 ppb on 7/1/2024 and 7/11/2024. On 7/5/2024, the samples taken at one of the four locations analyzed were reported as 0.156 ppb. The other three sample locations were 0.050 ppb.

Staff do not have an update on microplastic sampling with the Tahoe Environmental Research Center (TERC) at this time. The Lake Tahoe Microplastics Subcommittee, led by the Desert Research Institute, will be reconvening in 2025.

Staff reviewed the *2024 Findings and Program Recommendations Memo* and the *2025 TMDL Annual Strategy*, provided by the Lahontan Water Board and the Nevada Division of Environmental Protection. The current themes of the TMDL program are in line with the goals of the TWSA, and staff are pleased to see the continued inclusion of fine sediment and algae in the TMDL program. These variables can impact turbidity and microbial quality of surface water, as well as being the primary drivers of lake clarity. Documents are available here: <https://clarity.laketahoeinfo.org/Home/ProgramManagement>

### **Ongoing Outreach**

Staff tabled at the Diamond Peak Ullr Fest on January 31, 2025. Community members who visited the conservation booth were given Drink Tahoe Tap® stickers, and 200 reusable pouches were handed out to participants.

A Take Care funded billboard is featured along westbound Interstate 80 near Gold Ranch/Nevada and electronic billboards on the Basin entryways.

Expanded TWSA messaging on Drink Tahoe Tap and dog waste collection are being further developed in the Take Care partnership workgroup for use on the Take Care and TWSA outreach platforms.

### **Lake-Wide Partnerships**

LAKE TAHOE VISITOR AUTHORITY co-brands with DRINK TAHOE TAP® to purchase and distribute 35,000 custom high-quality aluminum refillable bottles in 2024 (lodging partners, conferences) in support of the City of SLT single-use water bottle ban. This is a \$250,000 marketing program with a \$0 cost to TWSA. The program includes a fill-it-forward watershed protection donation program (\$10,000) that participants use via the app to refill.

### **Raley's / Drink Tahoe Tap® collaboration**

Reinvigorated in 2024. Take Care / Tahoe Fund has reinitiated Drink Tahoe Tap promotions with Raley's. New bottles are available in the regional stores.

### **Haws Water Bottle Refill Stations**



An industry discount is being offered. Through the Tahoe Fund, HAWS Corporation will offer a 30% discount to purchasers of water bottle fillers for use in the region. The parties are developing a flyer and possible special graphics for the station.

### **Water Bottle Refill Stations Map**

To make refilling easier for residents and visitors alike, the Tahoe Fund and Tahoe Water Suppliers Association have launched the Drink Tahoe Tap Water Refill Network, as an interactive map feature on the Take Care Tahoe website. The water bottle filling station web map is located at:

**<https://takecaretahoe.org/water-stations>.**

The map provides a quick reference to locations where visitors and residents can fill-up their refillable water bottles with award-winning Tahoe Tap water.

Truckee locations are being integrated under a Drink Truckee Tap type campaign, calling out their unique, high-quality water sources, which is currently being developed.

### **Mobile Water Stations**

Staff are waiting on usage statistics from partner organizations that have generously hosted water stations for the year.

# Incline Village General Improvement Dist



## YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
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20002899 Utilities TWSA Administration

28 TWSA

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
4417	Service & User Fees	-186,188.00	-186,188.00	-79,947.85	0.00	0.00	-106,240.15	42.90
5010	Salary	75,447.00	75,447.00	13,770.67	0.00	0.00	61,676.33	18.30
5012	Hourly	0.00	0.00	22,252.51	0.00	0.00	-22,252.51	100.00
5013	Other Earnings	0.00	0.00	1,148.14	0.00	0.00	-1,148.14	100.00
5014	Overtime	0.00	0.00	35.06	0.00	0.00	-35.06	100.00
5020	Other Earnings	979.00	979.00	904.89	0.00	0.00	74.11	92.40
5050	Taxes	6,083.00	6,083.00	2,941.30	0.00	0.00	3,141.70	48.40
5100	Retirement Fringe Ben	13,219.00	13,219.00	6,593.21	0.00	0.00	6,625.79	49.90
5200	Medical Fringe Ben	12,874.00	12,874.00	6,677.15	0.00	0.00	6,196.85	51.90
5250	Dental Fringe Ben	958.00	958.00	505.65	0.00	0.00	452.35	52.80
5300	Vision Fringe Ben	97.00	97.00	52.41	0.00	0.00	44.59	54.00
5400	Life Ins Fringe Ben	144.00	144.00	152.04	0.00	0.00	-8.04	105.60
5500	Disability Fringe Ben	378.00	378.00	17.16	0.00	0.00	360.84	4.50
5600	Unemployment Fringe Ben	1,191.00	1,191.00	583.12	0.00	0.00	607.88	49.00
5700	Work Comp Fringe Ben	5,770.00	5,770.00	2,906.39	0.00	0.00	2,863.61	50.40
7010	Advertising - Paid	11,000.00	11,000.00	628.86	0.00	0.00	10,371.14	5.70
7415	Operating	27,000.00	27,000.00	19,533.57	0.00	15.52	7,450.91	72.40
7470	Printing & Publishing	10,500.00	10,500.00	6,899.58	0.00	0.00	3,600.42	65.70
7680	Training & Education	3,300.00	3,300.00	0.00	0.00	0.00	3,300.00	0.00
7840	Telephone	200.00	200.00	0.00	0.00	0.00	200.00	0.00
7980	Central Services Allocation Cs	29,433.00	29,433.00	6,966.50	0.00	0.00	22,466.50	23.70
	Total 28 TWSA	12,385.00	12,385.00	12,620.36	0.00	15.52	-250.88	102.00
	Total 20002899 Utilities TWSA Admin	12,385.00	12,385.00	12,620.36	0.00	15.52	-250.88	102.00
	Total 200 Utility Fund	12,385.00	12,385.00	12,620.36	0.00	15.52	-250.88	102.00
	Revenue Total	-186,188.00	-186,188.00	-79,947.85	0.00	0.00	-106,240.15	42.90
	Expense Total	198,573.00	198,573.00	92,568.21	0.00	15.52	105,989.27	46.60
	Grand Total	12,385.00	12,385.00	12,620.36	0.00	15.52	-250.88	102.00

\*\* END OF REPORT - Generated by Sarah Vidra \*\*

TWSA Staff Memo

To: TWSA Board  
From: Sarah Vidra  
Interim Executive Director  
Subject: Vice-Chair Election  
Date: February 21, 2025

**Recommendation:**

The TWSA board nominates and selects a Vice-Chair in accordance with the TWSA Agreement Article II, section 2.3.

**Background:**

The TWSA Chair, Suzi Gibbons (NTPUD), received an automatic reply from Vice-Chair Mitch Dion that he is no longer with KGID. TWSA created the Vice-Chair position in December 2016 and voted for the first Vice-Chair (Greg Reed, RHGID) on March 9, 2017. The Vice-Chair position has been held by Greg Reed (RHGID), Cameron McKay (Glenbrook/KGID), Shelly Thomsen (STPUD), and Mitch Dion (KGID).

TWSA Agreement, Article II Creation of the Tahoe Water Suppliers Association:

*“Section 2.1. Establishment of Association. The Parties to this Agreement agree to establish the Tahoe Water Suppliers Association with the authority and responsibilities set forth in this Agreement. Section 2.2. Executive Director. IVGID shall designate one of its staff persons to act as the Executive Director for the Association and IVGID may assign additional staff to perform the activities of the Association. Section 2.3. Association Board. The Association shall be managed by the Board of Directors (“Board”). The Board shall consist of one representative appointed by each dues paying Water Supplier. The position of Board Chair and Vice Chair will be elected annually by the Board. The Board shall also have the position of Vice Chair to act as Chair in their absence. The Chair shall conduct the Association Board meetings and participate with the Executive Director in preparation of the agenda. The Chair shall act as the spokesperson for the Association Board on matters of concern to the Association or assign this to the Vice Chair or Executive Director, or other members of the Board.*

*Water Suppliers List  
Douglas County – Zephyr Cove  
Douglas County – Skyland  
Douglas County – Cave Rock  
Edgewood Water Company  
Glenbrook Water Cooperative  
Incline Village General Improvement District  
Kingsbury General Improvement District  
Lakeside Park Association  
North Tahoe Public Utility District  
Round Hill General Improvement District  
South Tahoe Public Utility District  
Tahoe City Public Utility District”*

## TWSA Staff Memo

To: TWSA Board of Directors  
From: Kate Nelson, PE  
IVGID Public Works Director  
Subject: Executive Director Recruitment  
Date: February 28, 2025

The General Manager, HR Director, and Public Works Director of IVGID have reviewed the TWSA (Association) agreement and have made the following decisions regarding the recruitment of the TWSA Executive Director:

**1. Designation of Executive Director:**

In accordance with the TWSA agreement (attached), Article II, Section 2.2, IVGID will continue to designate one of its staff members to serve as the TWSA Executive Director.

**2. Resource Conservationist Position:**

The position of Resource Conservationist will not be filled. The duties of this role were previously divided among TWSA, Solid Waste, and Water. The TWSA-Executive Director duties will now be assumed by the proposed Source Water Protection Program Supervisor.

**3. Reclassification of Positions:**

IVGID will reclassify positions within the Waste Not Division of Public Works. The responsibilities of the TWSA Executive Director will be incorporated into the job description for the Source Water Protection Program Supervisor (draft job description attached) and additional staffing support will be provided by the reclassification of the existing Public Works Program Coordinator to the Source Water Protection Specialist position.

Upon reviewing the IVGID job descriptions held by TWSA staff, it has been determined that the TWSA Executive Director role, allocated at 0.48 FTE, is not conducive to an external recruitment process. Recruitment for this position would likely result in substandard candidates due to the part-time, non-benefited nature of the role.

IVGID has successfully developed the Waste Not Division, which not only supports the TWSA program but also contributes to Public Works' efforts in source water protection, solid waste management, safety, and water quality monitoring. This decision aims to improve operational efficiency by leveraging existing staff while continuing to provide high-quality service across these critical areas.

As part of this decision, the TWSA Executive Director role will be integrated into the Source Water Protection Program Supervisor position and will be filled through an internal recruitment process. IVGID will also provide additional staffing support to this position through the proposed reclassification of the Public Works Program Coordinator to Source Water Protection Specialist (draft job descriptions attached).

**Implementation Timeline:**

- IVGID plans to implement these staffing changes by the end of April 2025.

- The internal recruitment for the Source Water Protection Program Supervisor is expected to be posted and filled in April 2025.

TWSA Board members are encouraged to participate in the interview process for this position. Your input is vital to the continued success of the Source Water Protection Program.

Please direct any feedback to Kate Nelson at 775-832-1274 or ksn@ivgid.org by March 28, 2025. The internal recruitment will be initiated in April.

Attachments:

TWSA Agreement

IVGID Draft Job Descriptions for Waste Not Team - 2025

## **Tahoe Water Suppliers Association (TWSA) Agreement**

This Tahoe Water Suppliers Agreement is entered into this December 8, 2016, by and between Douglas County (“Zephyr Cove, Skyland, Cave Rock”), Incline Village General Improvement District (“IVGID”), Glenbrook Water Cooperative (“Glenbrook”), Round Hill General Improvement District (“Round Hill”), Kingsbury General Improvement District (“Kingsbury”), Edgewood Water Company (“Edgewood”), Lakeside Park Association, North Tahoe Public Utility District (“NTPUD”), South Tahoe Public Utility District (“STPUD”), Tahoe City Public Utility District (“TCPUD”) (collectively referred to herein as the “Parties” or “Water Supplier”).

### **Recitals**

1. Each of the Parties owns and operates a public water system within the Lake Tahoe Basin (Basin).
2. In order to assure a safe water supply and promote responsible use of a natural resource water suppliers must conduct watershed sanitary surveys on a regular basis, participate in an active watershed protection program, and comply with additional requirements and regulations.
3. The Parties desire to create the Tahoe Water Suppliers Association whose purpose is to develop, implement and maintain an effective watershed control program in order to satisfy recommendations in watershed sanitary surveys, advocate for the protection of Lake Tahoe as a viable source of drinking water and to satisfy additional state and federal requirements.

NOW, THEREFORE, based upon the foregoing, the Parties hereto agree as follows:

### **ARTICLE I**

#### **INTENT**

With the execution of this agreement, it is the intent of the Parties to provide for the establishment of the Tahoe Water Suppliers Association (“Association”) to assist the Parties in:

- a) Meeting federal and state requirements for filtration avoidance and other requirements; promulgated by the Surface Water Treatment Rule and its amendments.
- b) Maintaining an active watershed management control program, and carrying out the goals of the Association.
- c) Promoting and protecting Lake Tahoe and other sources in the Basin as viable sources of drinking water
- d) Defining the roles and responsibilities of the Executive Director and securing funding for the Executive Director to coordinate and execute the activities of the Association.

### **ARTICLE II**

#### **CREATION OF THE TAHOE WATER SUPPLIERS ASSOCIATION**

Section 2.1. Establishment of Association. The Parties to this Agreement agree to establish the Tahoe Water Suppliers Association with the authority and responsibilities set forth in this Agreement.

Section 2.2. Executive Director. IVGID shall designate one of its staff persons to act as the Executive Director for the Association and IVGID may assign additional staff to perform the activities of the Association.

Section 2.3. Association Board. The Association shall be managed by the Board of Directors (“Board”). The Board shall consist of one representative appointed by each dues paying Water Supplier. The position of Board Chair and Vice Chair will be elected annually by the Board. The Board shall also have the position of Vice Chair to act as Chair in their absence. The Chair shall conduct the Association Board meetings and participate with the Executive Director

in preparation of the agenda. The Chair shall act as the spokesperson for the Association Board on matters of concern to the Association or assign this to the Vice Chair or Executive Director, or other members of the Board.

Water Suppliers List

Douglas County – Zephyr Cove  
Douglas County – Skyland  
Douglas County – Cave Rock  
Edgewood Water Company  
Glenbrook Water Cooperative  
Incline Village General Improvement District  
Kingsbury General Improvement District  
Lakeside Park Association  
North Tahoe Public Utility District  
Round Hill General Improvement District  
South Tahoe Public Utility District  
Tahoe City Public Utility District

Section 2.4. Duties. The Board shall be responsible for implementing the terms and conditions of this Agreement including, without limitation, the following:

- 2.4.1 Setting of periodic meetings to insure dissemination of information and discussion of issues.
- 2.4.2 Providing for cooperation among the Parties and with local, state and federal agencies and private entities with respect to watershed evaluation and watershed management.
- 2.4.3 Providing for the prevention of watershed degradation through advertising and education, conducting studies, retaining consultants as needed.
- 2.4.4 Developing a budgeting and funding process that ensures that the Association’s cooperative efforts will be adequately staffed and funded.

Section 2.5. Appointment Alternatives. Each of the Parties to this Agreement shall name an alternate Board member representative to act in the event a Party’s appointed Board representative is not in attendance at the meeting. In the event that the Party’s appointed Board member is not in attendance at the meeting, the alternate Board member shall be entitled to one (1) vote in conducting the business of the Board. A Board member may also assign its voting privileges by standard proxy provisions.

Section 2.6 Meetings.

- 2.6.1. Regular Meetings. Regular meetings of the Board shall be held at least quarterly or at such other time as decided by the Board majority and shall be held at such place as the Chair or members of the Board may determine. Members can attend via conference call or other electronic communication methods.
- 2.6.2. Special Meetings. Special meetings of the Board may be called by or at the request of the Chairman or any two (2) members of the Board, and shall be held at such place as the Chairman or members of the Board may determine.
- 2.6.3 Emergency Meeting. An emergency meeting can be convened at any time with 100% concurrence of the Board members and shall be held at such place as the Chairman or members of the Board may determine.

Section 2.7 Notice of Meetings. Meeting notices will be posted according to Nevada Revised Statutes 241 and the California Brown Act, whichever is more restrictive. The Board shall be given notice of meetings and meeting agenda packets, delivered personally, sent by email, or sent by mail to each Board member at the Board member's address as provided in the Association records. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope, so addressed, with postage thereon prepaid.

Section 2.8. Quorum. A majority of the members of the Board shall constitute a quorum for the transaction of business at any meeting of the Board. Each water supplier as listed in Section 2.3 is entitled to one vote. A single person may represent more than one water supplier and therefore have more than one vote.

Section 2.9. Voting Requirements. An affirmative vote of a majority members of the Board at any meeting shall be required to take action. Votes can be either voice votes or other methods of tabulating votes by electronic communication means.

Section 2.10. Books and Records. The Board shall keep correct and complete books and records of account, minutes of its proceedings and record giving the names and addresses of the members entitled to vote. All books and records of the Board shall be kept at a location determined by the Board and may be inspected by any Board member, or that member's agent or attorney, for any proper purpose at any reasonable time. Records shall be retained in accordance with record retention policies.

### ARTICLE III

#### CHARGES

Section 3.1. Establishment. Consistent with this Agreement, the Board shall establish charges to be paid by each Party to finance all necessary activities. Necessary activities are those identified by the Board in an approved annual budget.

Section 3.2. Apportionment of Charges. Parties shall pay the percentages of the annual budget. Each party's costs include shared program costs and dependent program costs, other than STPUD which pays 10% of total TWSA costs. Shared program costs are defined as 25% of TWSA staff costs and 75% of TWSA operating costs and account for activities that are necessary for all members. The shared costs effort does not vary based on size of the member's service area. Dependent program costs are defined as 75% of TWSA staff and 25% of TWSA operating. The dependent costs account for activities such as mapping and monitoring that inherently are more time and resource demanding for members with larger service areas and greater number of customers/connections than members with smaller services areas and customers/connections. Shared costs are appropriated equally to all Parties while, dependent costs are proportioned according to the size of the service area, customers, and connections.

Section 3.3. Use of Funds. Funds received from such charges shall be used for those purposes for which the Association has established.

Section 3.4. Budget and Charges. The Executive Director shall prepare an annual budget that will include a budget for all anticipated shared program and dependent program costs by the third quarterly meeting proceeding the budget year which begins on July 1<sup>st</sup>. The Board shall review and direct charges to the budget proposal and shall approve an annual budget at the March Meeting. The charges paid by each Party for the succeeding budget year shall be based on the approved budget.

Section 3.5. Account. The Executive Director will establish an account called the Tahoe Water Suppliers Association Account ("Account") to be used exclusively for purposes of the Association. Annual budget will determine the amount budgeted in the Account. The budget will be prorated for the Parties according to Section 3.2 and billed out on or about July 1 annually and become due 45 days later. Any monies not utilized during the budget year will be allocated to the next budget cycle unless allocated to the TWSA reserve fund. IVGID manages the reserve fund.

Section 3.6. Account Disbursements. All disbursements from the Account will be used for expenditures authorized by the Board in accordance with this Agreement. Except as otherwise provided in this section, the Board shall approve all TWSA programs and related payments from the Account in the annual Association budget process. The TWSA Director is authorized to approve all transactions as already defined and specified in the approved Association budget. Payments



of \$500 or less may be made by the Executive Director for actions not previously approved or detailed in the Association budget. All disbursements from the Account of greater than \$500 and less than \$1,000 shall require the approval of the Chairman for actions not previously approved or detailed in the Association budget. All disbursements from the Account \$1,000 or greater shall require approval of the majority of the Board for actions not previously approved or detailed in the Association budget.

## ARTICLE IV

### MEMBERSHIP PROCESS

Section 4.1. Admission of New Association Members. Public Water Systems desiring to join the Association shall submit a written request for consideration. The Board shall consider and discuss the request at a regularly scheduled Board meeting and conduct a vote on whether to admit the new member at a following regularly scheduled Board meetings. Public Water Systems requesting consideration of admission shall not have interests in conflict with TWSA's Mission Statement. A prospective member must receive approval by a minimum of at least 75% of the whole Board at the regularly scheduled meeting. Membership dues will be prorated for the current budget year based on the date of becoming a member and will become payable within 45 days of issuing the membership bill.

## ARTICLE V

### MISCELLANEOUS

Section 5.1. No Joint Venture / No Joint Power Authority. The Parties specifically acknowledge that no Party is acting as the agent of any other Party in any respect, and that each Party is an independent entity with respect to the terms, covenants and conditions contained in this Agreement. None of the terms or provisions of this Agreement shall be deemed to create a partnership between or among the Parties in their businesses, operations, affairs, or otherwise; nor shall it cause them to be considered joint ventures, joint power authority or members of any joint enterprise.

Section 5.2. No Third-Party Beneficiary. This Agreement is not intended, nor shall it be construed, to create any third-party beneficiary rights in any person or entity that is not a Party to this Agreement.

Section 5.3 Entire Agreement. This written Agreement constitutes the entire Agreement between the Parties with respect to the subject matter of the Agreement and supersedes all negotiations, prior agreements, and understandings between the Parties with respect to the subject matter.

Section 5.4. Further Actions. Each Party agrees to take all reasonable actions, to do all reasonable things, and to execute any and all documents and writings that may reasonably be necessary or proper to achieve their purposes and objectives of this Agreement.

Section 5.5. Good Faith. The Parties recognize and adopt the covenant of good faith and fair dealing in carrying out this Agreement.

Section 5.6. Modification. The Parties may not modify the terms of this Agreement except by approval of 75% of all Association members.

Section 5.7. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Nevada.

Section 5.8. Construction. The Parties acknowledge that each had the benefit of legal counsel, has had an opportunity to review this Agreement with its legal counsel, and that this Agreement shall be construed as if jointly drafted by all Parties.

Section 5.9. Counterparts. This Agreement may be executed by the Parties in counterparts, each of which shall be deemed an original instrument, and all of which shall constitute one and the same instrument.

Section 5.10. Notices. Any and all notices or other communications required or permitted by this Agreement or by law

to be served on or given to any Party by any other Party, shall be in writing, and shall be deemed duly served and given when personally delivered to the Party to whom it is directed, or in lieu of such personal service, then deposited in the United States Mail, first class postage prepaid, addressed to the Party at its last known address.

Section 5.11. Severability. In the event that any provision of this Agreement shall be held to be invalid or otherwise unenforceable, the Parties agree that the remaining provisions shall be valid and binding on the Parties hereto.

Section 5.12. Clarifying Statement. No member is delegating any of its authority or granting any right to act on its behalf by participation, except as to the specific tasks and revenues referenced. This Agreement provides no authority to bind its members.

Section 5.13. Termination. Any Party to this Agreement may withdraw from the Association for the upcoming year by giving notice of withdrawal to the other Parties at any time. No refund will be made of sums paid under this Agreement.

####

**Incline Village General Improvement District  
Job Description**

**Job Title:** –Source Water Protection Program Supervisor  
**Job Number:** 2713A  
**Salary Grade:** 27  
**Department:** Public Works  
**Reports To:** Utilities Superintendent  
**FLSA Status:** Exempt – Professional/Administrative  
**Prepared By:** L. Hoopes/E. Feore/K. Nelson  
**Prepared Date:** 07/01/11 Revised 11/09/17 Revised 12/1/20/2024  
**Approved By:** K. Nelson  
**Approved Date:** 01/15/2025

**SUMMARY**

A professional position responsible for the development and implementation of the Districts’ source water protection program. The position supervises WASTE NOT staff, volunteers, and employees contributing to source water protection programs. Programs include: source water protection, water conservation, household hazardous waste, bear awareness, solid waste, waste stream reduction programs and public information and outreach responsibilities. The position also serves as Executive Director for the Tahoe Water Supplier Association (TWSA).

**ESSENTIAL DUTIES AND RESPONSIBILITIES**, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent service to customers and business partners.
2. Effectively communicates and maintains a working knowledge of public works, watershed management, water conservation, waste management practices, conservation laws, regulations, ordinances, standards, policies and procedures. Provides responses to comment opportunities to agency partners.
3. Prepares the following: TWSA Annual Watershed Control Program report, annual /quarterly/monthly reports on WASTE NOT projects; technical responses; comments in the form of memorandums, letters and presentations; and project plans/budgets for private and governmental agencies, or to meet Federal and State regulations, and as required by agencies providing grant funding for WASTE NOT programs.
4. Manages and coordinates with District partners, local, and state agencies to implement shared community programs, water and solid waste conservation programs, household hazardous waste and electronic waste collection/disposal, business, residential and biomass recycling, water conservation/watershed management and special programs.
5. Develops and implements ordinances, policies and procedures for water conservation, source water protection, and waste management programs.
6. Advocates conservation and source water protection to local governing, planning and community bodies.
7. Provides input to the annual operating budget; monitoring, and controlling budget using the District’s computerized financial accounting system.
8. Obtains and manages conservation grants and internal reporting/program management documents and program management for WASTE NOT and TWSA programs.
9. Supports the Director of Public Works in environmental public notification; district liaison with basin-wide non-profits, other governmental agencies, water purveyors and other community groups; develops and manages the Public Works customer outreach campaigns and education media; addresses public concerns; facilitates TWSA board, stakeholder and community forum meetings.

10. Obtains surface water samples, updates weather and water quality databases, reviews and analyzes water quality data, prepares reports, and helps train others in sampling techniques. Prepares data sections and conducts research for the Tahoe Water Suppliers Association membership's Annual Watershed Control Program report.
11. Provides supervision and training to Waste Not staff and volunteers associated with IVGID environmental projects including District recycling practices, seasonal recycling programs, water conservation/watershed management, water quality monitoring projects and community cleanup events.
12. Develops and delivers presentations at local, school, civic and business forums to promote WASTE NOT programs and services.
13. Administers IVGID's Household Hazardous Waste and Electronic Waste Program to receive, properly process, and dispose of hazardous household waste, including training WASTE NOT intern and tracking associated materials processed and related expenses.
14. Supports recycling program including responding to customer inquires, coordinating with Waste Management staff, including updating customer database, technical site assistance and proving customers with recycling and solid waste handling educational materials.
15. Conducts advanced research on emerging topics of concern in drinking water, watershed protection, solid waste or other topics.

### **SUPERVISORY RESPONSIBILITIES**

This is a lead position that provides work direction of others including volunteers and part-time staff. Responsibilities include assisting with interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; recommends rewards and discipline of employees; addresses complaints and resolves problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelors degree in Environmental Science, Business, or related field with an emphasis in conservation, business, management, and communication, and at least two years of successful project management experience in a customer oriented environment; to include one year lead or supervisory experience; or equivalent combination of education and experience. Knowledge and understanding of source water protection and water conservation strategies and conservation measures such as recycling and composting required. Knowledge of conservation, water quality, drinking water, and waste management: federal state and local laws, regulations, ordinances, standards, policies, and procedures. Experience working with the public is desired.

### **COMPREHENSION/COMMUNICATION SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, grant documents and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write reports and articles. Ability to effectively present information in one-on-one and small group situations to customers and other employees. The duties and responsibilities of this position necessitate the use of a cellular phone and social media for District business reasons.

### **MATHEMATICAL SKILLS**

Ability to perform basic and advanced mathematics up to a complex algebra level. Knowledge of fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, proportions, and algebraic equations to practical situations. Ability to utilize water conservation

calculations/equations to determine specific water use/landscape requirements. Ability to apply statistics to data.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to exercise individual judgment and take prompt and decisive action when urgent situations arise.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License. Successful completion State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA).

Ability to complete training for proper handling of household hazardous waste provided by an IVGID-approved source within three months from date of employment; ability to obtain certification in water auditing from an IVGID-approved source within one year from date of employment. It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

### **OTHER SKILLS OR ABILITIES**

Very good organizational, analytical, customer service, public relations and problem solving skills; excellent oral and written communication skills; good computer skills in word processing (i.e. Windows, Word and e-mail), spreadsheet and database (i.e. Excel and Access), ability to develop and conduct educational workshops; ability to work courteously and efficiently with the public; ability to develop and maintain effective working relationships with a broad range of individuals and groups; ability to work a schedule that includes weekends and holidays; ability to work independently.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must routinely lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is often fast-paced and requires multitasking skills to meet deadlines and handle multiple projects/programs at one time. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of radiation from the sun. Incumbent will be subject to work indoors and also outdoors, possibly in inclement weather. The noise level in the work environment is usually moderate.

**Incline Village General Improvement District  
Job Description**

**Job Title:** Source Water Protection Specialist  
**Job Number:** 2714A  
**Salary Grade:** 23  
**Department:** Public Works  
**Reports To:** Source Water Protection Program Manager  
**FLSA Status:** Non-Exempt  
**Prepared By:** /K. Nelson /L. Hoopes/E. Feore  
**Prepared Date:** 07/01/19 Revised 09/18/23 Revised 12  
**Approved By:** K. Nelson  
**Approved Date:** 09/18/23

**SUMMARY**

Assists the Source Water Protection Program Manager in the implementation of District internal and external conservation programs including: Bear Smart Incline Village, Waste Not recycling, water conservation and water quality monitoring, watershed management, household hazardous waste, Tahoe Water Suppliers Association, community outreach and other conservation programs by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES**, not necessarily in order of priority, include the following. Assigned job task/duties are not limited to the essential functions.

1. Provides excellent customer service to internal and external customers.
2. Works with Source Water Protection Manager on ways to increase participation in Waste Not programs through community education and outreach, by attending events, assisting with event preparation and creation of related educational materials. Conducts professional outreach with teammates and community members at public events via educational booths and interactive exhibits.
3. Provides lead support for the Household Hazardous Waste Program, staffing the drop-off site during established hours, responding to customer in-person/phone inquiries, scheduling appointments and accepting or declining items based on specific criteria. Duties include checking-in customers, rule enforcement, materials sorting and heavy lifting.
4. Assists with operations related to internal recycling programs and special event waste reduction programs; including transportation of equipment and materials with a District vehicle and/or utility trailer.
5. Acts as liaison between Waste-Not projects and working partners such as the Nevada Green Business Program. Recruits volunteers to support events, reduce waste and promote program partnerships.
6. Continues to improve and conduct community science and watershed protection programs that support youth education efforts through in class and out of class field programs with primary, secondary and college level students and organizations.
7. Leads preparations and day of event operations for presentations and direct outreach at community events such as: Snapshot Day, Tahoe Truckee Earth Days, Coastal Cleanup Day, Children's Science Day and "Blue Crew" Litter Clean Ups.
8. Supports the District's solid waste enforcement program, maintains logs of on-call responses, inspections and violations in Excel database and electronic records including scans, photos, and spreadsheets.
9. Serves as liaison with contracted field inspectors and Public Works administrative staff.
10. Assists with obtaining surface water samples and updating weather and water quality databases.

11. Supports the Water Efficiency Program, by responding to customer inquiries, scheduling appointments and conducting simple audits.
12. Follows safety procedures and guidelines at all WASTE NOT facilities, conservation programs and special events.
13. Provides support to the Director of Public Works to update and maintain IVGID's water conservation program and report preparation.
14. Develops and manages water quality monitoring programs for IVGID and partners.
15. Oversees the operation of IVGID's internal recycling program and providing support to District departments in recycling and waste reduction.
16. Hosts and staffs special event waste reduction, water conservation, watershed management, and outreach programs.
17. Obtains, manages, and updates reporting databases including grants, water conservation, water quality, recycling and solid waste databases in support of WasteNot and TWSA programs.
18. Responds to and resolves customer inquiries and complaints regarding WASTE NOT programs and activities.
19. Serves as lead for TWSA special projects and may act as the alternate representative for TWSA in the Executive Director's absence.
20. Provides program management of Environmental Health and Safety Programs and staff support for the District's Hazardous Waste Small Generator Program.
21. Assists with advanced research on emerging topics of concern in drinking water, watershed protection, solid waste or other topics.

### **SUPERVISORY RESPONSIBILITIES**

May be required to coordinate projects, emergency responses or work direction of volunteers and part-time staff.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

An Associate's degree (A.A.) in Environmental Science or related field with an emphasis in conservation, sustainability, water quality and/or waste management and six months successful experience in a customer oriented environment involving water sampling or resource conservation; or equivalent combination of education and experience. Knowledge and understanding of water conservation strategies and conservation measures such as recycling and composting preferred. Experience working with the public is desired.

### **COMPREHENSION/COMMUNICATION SKILLS**

Ability to read and interpret safety rules, operating and maintenance instructions, and procedure manuals. Ability to write simple reports and correspondence. Ability to effectively present information in one-on-one and small group situations. Proficiency in Microsoft Outlook required. The duties and responsibilities of this position necessitate the use of a cellular phone and social media for District business reasons.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations. Experience with Excel / Access spreadsheets preferred. Ability to apply statistics to data.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to exercise individual judgment and take prompt and decisive action when urgent situations arise.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License. Must be comfortable and able to drive District pickup truck and small trailer. Complete HAZWOPER 24-hour course by an approved OSHA training facility. Successful completion State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA). It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

## **OTHER SKILLS OR ABILITIES**

Good organizational, analytical, recordkeeping, customer service and problem solving skills; good computer skills in Microsoft Word, spreadsheet and database applications; ability to work in a self-directed work environment. Must be self-motivated and show a high degree of initiative; ability to deal courteously and efficiently with the public; ability to establish and maintain cooperative working relationships with employees and outside organizations; ability to ability to work a schedule that may include weekends and holidays.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodation with the employer.

While performing the duties of this job, the employee is regularly required to reach with hands and arms, talk or hear and taste or smell. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move items up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position's work environment includes both office and field environments. While performing the duties of this job, the employee may be exposed to inclement weather, moving mechanical parts, fumes or airborne particles, common household hazardous waste, uneven surfaces, outside weather conditions and risk of radiation from the sun. Incumbent will be subject to work indoors and outdoors, possibly in inclement weather. The noise level in the work environment usually ranges from moderate to occasionally loud.

I have read and understand this explanation and job description.



TWSA Staff Memo

To: TWSA Board  
From: Sarah Vidra  
Interim Executive Director  
Subject: Drink Tahoe Tap Trademark Renewal – 10 Years  
Date: January 27, 2025

**Recommendation:**

Direct Staff to execute renewal registration of Drink Tahoe Tap® in the current three classes for a 10-year period (2026-2036) and provide the complete agreement for approval at the June 2025 meeting.

**Background:**

TWSA has received notice from Brand Geek, our law firm, that Drink Tahoe Tap's trademark is due for reregistration before December 29, 2025.

TWSA has used Brand Geek for the trademark of Drink Tahoe Tap from 2014 to the present. The certificate of trademark was first given to the TWSA in March 2015, following the trademark timeline, which includes an initial 5-year period, followed by a second 5-year period, continuing in 10-year periods thereafter. TWSA renewed the trademark in 2021 and will now acquire a 10-year trademark for Drink Tahoe Tap® for 2026-2036.

TWSA holds the trademark for three classes:

016 - Stickers

021 - Reusable glass, metal, and plastic water bottles sold empty; sports bottles sold empty; water bottles sold empty

035 - Public advocacy and education promoting awareness of plastic waste, water use, and other environmental issues

Evidence of use will be required for all classes. Services (class 035) typically include marketing, advertising, promotional materials, and website screenshots that offer a clear relationship between the services offered and the use of the trademark.

**Pricing:**

Brand Geek has provided TWSA with the following cost for renewal of the Drink Tahoe Tap® trademark. Staff believe that Brand Geek may assess additional legal fees with the agreement to proceed with registration with the law firm. The initial staff estimate is \$5,000.00, for trademark services, and \$2000 for legal fees.

Details of Brand Geek are below:

Brand Geek's standard pricing for filing the renewal is:

U.S. Registration No. 4877697 DRINK TAHOE TAP in Classes 016, 021 & 035:

Legal Pricing: Renewal (1 Class): \$1800

Additional Pricing per Class: \$500 (x2)

USPTO Filing Fees (per Class): \$725 (x3)  
Registration Fee after December 8, 2025: \$1200

**Funding:**

Staff have added a contractual services line item to the Proposed FY-2025-2026 Budget, listed as professional services Trademark Attorney – 10-year term, for \$7,000.00.

TWSA Staff Memo

To: TWSA Board of Directors  
From: Sarah Vidra  
Interim Executive Director, TWSA  
Subject: FY- 2025 Budget Augmentation  
Date: February 10, 2025

**Recommendation:**

Staff recommends that the TWSA board augment the FY 2025 (July 1, 2024 – June 30-2025) budget for the central service line item with reserve funds in the amount of not exceeding \$16,500.00.

**Background:**

The TWSA board approved the FY-2025 budget at the Q1-2024 board meeting held on March 6, 2024.

The approved budget included \$13,000.00 in Central Services for IVGID to provide HR, Accounting, and IT. The finalized IVGID budget for the Utility Fund under which the TWSA falls was approved in May 2024 and included \$1,471,647.00, of which the TWSA is assigned 2% for the FTEs assigned to the association, totaling \$29,433.00.

IVGID Public Works Director Kate Nelson, PE, presented the TWSA with the memo subject IVGID Central Services Allocation at the December 4, 2024 meeting. This document has the IVGID financial documents for central services for FY 2023/24 and FY 2024/25.

**Attachments:**

IVGID Tyler Munis Report for TWSA Central Services Allocations, July 2024-October 2024.  
TWSA Q1 2024 Minutes, for Item G.b.  
TWSA Staff Memo: IVGID Central Services Allocation, 11/22/2024

# Incline Village General Improvement Dist



## G/L ACCOUNT DETAIL

Org: 20002899 Object: 7980  
Central Services Allocation Cs

YEAR	PER	JOURNAL	EFF DATE	SRC T	PO/REF2	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VDR NAME/ITEM	DESC	COMMENTS
2025	04	1052	10/31/2024	GEN 1		Cent Serv	2,452.75	Y		0			Oct Centr
2025	03	834	09/30/2024	GEN 1		Cent Serv	2,452.75	Y		0			Central S
2025	02	1055	08/31/2024	GEN 1	CSCA	CSCA	1,256.00	Y		0			CNTRL SVC
2025	01	536	07/31/2024	GEN 1	CSCA	CSCA	805.00	Y		0			CNTRL SVC

Total Amount: 6,966.50

\*\* END OF REPORT - Generated by Sarah Vidra \*\*

Report generated: 02/24/2025 10:04  
User: 5408svidra  
Program ID: glactinq

TWSA Board Meeting  
Wednesday, March 6, 2024 – 1:00 pm to 3:30 pm

**Minutes**

EXCERPT

**G. General Business** (for possible action):

b. 2024-2025 Proposed Budget

The executive director reviewed the 2024-2025 proposed budget with the board.

- Paid advertising includes promotions of Earth Days and advertisements (Tahoe Guide, Tahoe.com website)
- Office supplies, in-house IVGID costs
- General operating includes less funds for outreach water bottles and similar funding for dog waste pickup bags.
- Printing and publishing includes the same allocations for stickers and annual report production, as well as DTT signs for water stations.
- Training and Education for the Executive Directors phone stipend and mileage to meetings. As well as the GoToMeeting platform for public records requirements.

Increase budges for salary and benefits.

- Labor up \$10K to account for previously uncaptured increases to sales salaries.
- Central Services for \$13K for IT, accounting, and administrative support provided by IVGID to Public Works.

The total cost is \$170,100.00; STPUD pays a \$300K Fee to be an associate member. The member origination splits of the remaining \$167,100.00 are provided on page 17 of the board packet.

Board Discussion included the following:

KGID, what was the percentage increase in salaries? The Executive Director stated a merit increase of up to 4% and a cost of living increase of 9%.

IVGID, for clarification, the fiscal year 22-23 cost of living adjustment (COLA) of 9.2%, and last year, the COLA was 4.5% for fiscal year 23-24.

TCPUD this budget does not accumulate the reserve. Correct, and the reserve is at \$167K. Is there a maximum reserve that we want to target? IVGID would be more comfortable at \$100K or less. The reserve includes \$30K in water-fill station grants.

Tom White of Douglas County is present, and Edgewood provided their proxy to KGID. Motion to approve the 2024-2025 proposed budget as submitted made by Kim Boyd, second by Mitch Dion, all in favor, motion carried.

TWSA Staff Memo

TO: TWSA Board  
FROM: Kate Nelson, PE  
IVGID Public Works Director  
SUBJECTS: IVGID Central Services Allocation  
DATE: November 22, 2024

- 1) The TWSA board requested additional information on the Central Service Allocation budget line item during the September 4, 2024, meeting. IVGID staff requested Central Services Allocation details from the IVGID accounting department and were provided with the attached line items from the FY 2024/25 budget year. I have also attached the Central Services Allocation from the previous FY 2023/24 budget for comparison. The IVGID accounting department states that the TWSA represents 2% of the IVGID Utility budget; TWSA staff has verified that this percentage is based on FTEs for the three staff members assigned to the TWSA: Public Works Director, Resource Conservationist, and Public Works Program Coordinator.
- 2) Historically, the annual Central Service Cost Allocation Plan has been limited to costs attributed to Finance/Accounting and Human Resources activities. Finance and Accounting provide support to District operations through budgeting, accounting, financial reporting, accounts payable processing, and cash management, while Human Resources provides direct support through recruitment, employment, training, benefits administration, and payroll. The IVGID Central Services Allocation Plan was updated during the FY 2024/25 IVGID budget process to include cost allocations to the entire District for Information Technology (IT) services, since they also provide support to District operations. IVGID previously funded the Information Technology (IT) services solely through the General Fund. The Utility Fund's Central Service Cost Allocation increased approximately 43% year over year due to adding the allocation for IT services as well as additional resources required within IVGID's Finance and Accounting team.

Attachments

- A) FY 2023/24 IVGID Central Service Allocation
- B) FY 2024/25 IVGID Central Service Allocation

Attachment A

**Incline Village General Improvement District  
Central Services Cost Allocation Plan  
For the Fiscal Year Ending June 30, 2024  
Final Budget - May 2023**

	General	Utility	Championship Golf	Mountain Golf	Facilities	Ski	Recreation Center	Parks	Tennis	Comm. Services Admin	Beach	Internal Services	Total District																				
<b>Base Cost</b>																																	
Budgeted FTE by Fund Allocation	36.3 13.23%	41.2 15.02%	31.1 11.32%	11.6 4.23%	9.2 3.34%	76.9 28.04%	22.7 8.28%	0.0 0.00%	2.2 0.80%	3.8 1.38%	24.0 8.74%	15.4 5.61%	274.4 100%																				
Budgeted Wages by Fund Allocation	\$ 2,986,417 17.24%	\$ 3,707,626 21.41%	\$ 1,610,711 9.30%	\$ 447,736 2.59%	\$ 529,702 3.06%	\$ 3,859,439 22.28%	\$ 1,252,601 7.23%	\$ - 0.00%	\$ 163,175 0.94%	\$ 200,675 1.16%	\$ 921,146 5.32%	\$ 1,639,353 9.47%	\$ 17,318,581 100%																				
Budgeted Benefits by Fund Allocation	\$ 1,615,985 21.56%	\$ 2,005,123 26.75%	\$ 506,648 6.76%	\$ 166,540 2.22%	\$ 287,554 3.84%	\$ 1,341,389 17.90%	\$ 374,753 5.00%	\$ - 0.00%	\$ 25,734 0.34%	\$ 76,403 1.02%	\$ 240,855 3.21%	\$ 854,844 11.40%	\$ 7,495,828 100%																				
Budgeted Services & Supplies by Fund Allocation	\$ 2,543,654 13.96%	\$ 5,383,112 29.54%	\$ 2,000,619 10.98%	\$ 622,750 3.42%	\$ 918,588 5.04%	\$ 3,704,107 20.32%	\$ 879,455 4.83%	\$ - 0.00%	\$ 179,085 0.98%	\$ 69,740 0.38%	\$ 905,909 4.97%	\$ 1,017,709 5.58%	\$ 18,224,728 100%																				
Budgeted Accounting - Invest. Int.	<table border="1" style="display: inline-table;"> <tr> <td>\$</td> <td>1,348,940</td> </tr> </table>													\$	1,348,940																		
\$	1,348,940																																
Percentage of Costs Allocated	80%																																
Allocation based on Services & Supplies	150,619	318,754	118,464	36,875	54,393	219,334	52,076	-	10,604	4,130	53,642	60,262	\$ 1,079,152																				
Blended Allocation	17%	21%	9%	3%	3%	23%	7%	0%	1%	1%	6%	9%	100%																				
Information Technology	<table border="1" style="display: inline-table;"> <tr> <td>\$</td> <td>1,203,936</td> </tr> </table>													\$	1,203,936																		
\$	1,203,936																																
Budgeted Human Resources	<table border="1" style="display: inline-table;"> <tr> <td>\$</td> <td>1,473,724</td> </tr> </table>													\$	1,473,724																		
\$	1,473,724																																
HR + IT + 20% Accounting	<table border="1" style="display: inline-table;"> <tr> <td>\$</td> <td>1,473,724</td> </tr> </table>													\$	1,473,724																		
\$	1,473,724																																
Based on Wages, Benefits & FTE	255,601	310,378	134,510	44,382	50,285	335,115	100,772	-	10,254	17,488	84,846	130,093	\$ 1,473,724																				
Central Services Cost Allocation	\$ 596,576	\$ 629,131	\$ 252,974	\$ 81,257	\$ 104,678	\$ 554,449	\$ 152,848	\$ -	\$ 20,858	\$ 21,618	\$ 138,488	\$ -	\$ 2,552,876																				
Annual Billing for Adopted Budget	<table border="1" style="display: inline-table;"> <tr> <td>\$</td> <td>629,131</td> <td>\$</td> <td>252,974</td> <td>\$</td> <td>81,257</td> <td>\$</td> <td>104,678</td> <td>\$</td> <td>554,449</td> <td>\$</td> <td>152,848</td> <td>\$</td> <td>20,858</td> <td>\$</td> <td>21,618</td> <td>\$</td> <td>138,488</td> <td>\$</td> <td>1,956,300</td> </tr> </table>													\$	629,131	\$	252,974	\$	81,257	\$	104,678	\$	554,449	\$	152,848	\$	20,858	\$	21,618	\$	138,488	\$	1,956,300
\$	629,131	\$	252,974	\$	81,257	\$	104,678	\$	554,449	\$	152,848	\$	20,858	\$	21,618	\$	138,488	\$	1,956,300														
Baseline budget	<table border="1" style="display: inline-table;"> <tr> <td>\$</td> <td>43,039,137</td> </tr> </table>													\$	43,039,137																		
\$	43,039,137																																
Overhead Rate for Charging vs Actuals	5.7%	6.1%	6.6%	6.0%	6.2%	6.1%	5.7%	6.2%	6.7%	6.5%	6.5%	6.5%	6.5%																				

Prepared and calculated in accordance with NRS 354.613 Subsection 1c and IVGID Board Policy 18.1.0

By: Paul Navazio, Director of Finance

**05/31 - Supplemental Item G.3.B.**

**Incline Village General Improvement District  
Central Services Cost Allocation Plan  
For the Fiscal Year Ending June 30, 2025**

	General	Utility	Championship Golf	Mountain Golf	Facilities	Ski	Recreation Center	Tennis	Comm. Services Admin	Beach	Internal Services	Total District
Base Cost												
Budgeted Information Technology	\$ 1,462,079											
Percentage of Costs Allocated	80%											
Allocation based on Services & Supplies	114,419	440,363	112,310	39,699	36,624	253,645	55,772	7,571	4,220	51,731	53,308	1,169,663
Budgeted Accounting - Invest. Int.	\$ 2,273,984											
Percentage of Costs Allocated	80%											
Allocation based on Services & Supplies	177,957	684,900	174,677	61,745	56,962	394,496	86,742	11,775	6,564	80,457	82,911	\$ 1,819,187
Blended Allocation	13%	23%	10%	3%	4%	24%	7%	1%	1%	6%	9%	100%
Budgeted Human Resources	\$ 1,068,652											
HR + 20% Accounting	\$ 1,523,449											
Based on Wages, Benefits & FTE	198,841	346,385	146,388	45,312	53,426	358,327	109,137	11,608	18,971	92,236	142,819	\$ 1,523,449
<b>Central Services Cost Allocation</b>	<b>\$ 770,256</b>	<b>\$ 1,471,647</b>	<b>\$ 433,374</b>	<b>\$ 146,757</b>	<b>\$ 147,012</b>	<b>\$ 1,006,468</b>	<b>\$ 251,651</b>	<b>\$ 30,954</b>	<b>\$ 29,756</b>	<b>\$ 224,424</b>		<b>\$ 4,512,299</b>
<b>Annual Billing for Adopted Budget</b>	<b>\$ 1,471,647</b>											<b>\$ 3,742,044</b>
Baseline budget												\$ 46,193,707
<b>Overhead Rate for Charging vs Actuals</b>	<b>10.7%</b>											<b>10.6%</b>
	<b>10.2%</b>											
	<b>11.3%</b>											
	<b>10.1%</b>											
	<b>10.0%</b>											
	<b>9.2%</b>											
	<b>9.2%</b>											
	<b>8.0%</b>											
	<b>10.4%</b>											



## TWSA Staff Memo

To: TWSA Board  
From: Sarah Vidra  
Interim Executive Director  
Subject: 2025-2026 Proposed Budget  
Date: February 24, 2025

### **Recommendation:**

Review and discuss the 2025-2026 proposed budget with possible adoption.

### **Background:**

Staff have prepared the 2025-2026 Proposed budget with a total budget of \$186,704. This budget year includes adding a contractual services line item for trademark renewal and associated attorney fees. The central services line item is a provided estimate from the IVGID accounting department of a proposed capped fee of \$8,300. This line item may increase when the entire IVGID utility fund has been finalized. The 2025-2026 budget has increased salary and benefits for TWSA staff, from the 2024-2025 budget reflecting the department's reorganization.

### **Attachments:**

Table 1: 2025-2026 TWSA Budget Worksheet

Table 2: TWSA Program Expenses, Shared and Dependent Cost Calculations

Table 3: 2025-2026 TWSA Cost Share (Proposed) Based On 3-year Average Production by Daily Flow.

**Table 1: 2025-26 TWSA BUDGET WORKSHEET** (200028990)

	<b>Proposed 2025-26</b>	Approved 2024-25	Approved 2023-24	Approved 2022-23
<b>Paid Advertising</b>				
ADS: TV/Radio/Print	\$ 5,000	\$ 6,000	\$ 6,000	\$ 6,000
Tahoe In Depth Sponsorship (\$500 x 3)	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Earth Day events (North and South Shore) sponsorships (\$500 each)	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Regional event sponsorships			\$ 1,500	\$ 1,500
State of the Lake Report sponsorship	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
<b>Total:</b>	<b>\$ 10,000</b>	<b>\$ 11,000</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>
<b>Office Supplies</b>				
Monthly Xerox machine costs, Board materials, brochures, in-house printing	\$ 2,000	\$ 2,000	\$ 1,600	\$ 1,600
<b>Total:</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 1,600</b>	<b>\$ 1,600</b>
<b>Operating General</b>				
TWSA logo trademarked clothing	\$ 400	\$ -	\$ 1,000	\$ 1,000
TWSA Water Bottles	\$ 18,000	\$ 15,000	\$ 20,000	\$ 30,000
Board meeting hospitality (lunches)	\$ -			
Monitoring Supplies	\$ -		\$ 600	\$ 600
Snapshot Day	\$ 600	\$ 600	\$ 600	\$ 600
Water Fill Station Rebate Program		<small>existing budget rollover</small>	<small>existing budget rollover /reserve</small>	<small>existing budget rollover /reserve</small>
Citizen Science / Tahoe Tap App	\$ -	\$ -	\$ 5,000	\$ 5,000
Dog Waste Campaign (bags, small dispensers)	\$ 5,000	\$ 4,000	\$ 4,000	\$ 4,000
misc event supplies	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
<b>Total:</b>	<b>\$ 25,000</b>	<b>\$ 19,600</b>	<b>\$ 32,200</b>	<b>\$ 42,200</b>
<b>Printing / Publishing</b>				
'Drink Tahoe Tap' stickers	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Postage	\$ 200	\$ 200	\$ 200	\$ 200
Annual Report Printing (outsourced)	\$ 3,800	\$ 3,300	\$ 3,300	\$ 3,300
Watershed Protection signs	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
<b>Total:</b>	<b>\$ 11,000</b>	<b>\$ 10,500</b>	<b>\$ 10,500</b>	<b>\$ 10,500</b>
<b>Professional Services</b>				
Professional Services (Trademark Attorney - 10 yr term)	\$7,000			
Reserve fund				
<b>Total:</b>	<b>\$ 7,000</b>			
<b>Education/conferences</b>				
Annual Mileage - personal vehicles	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Phone	\$ -	\$ 1,000	\$ 1,000	\$ 500
Trainings/Professional Memberships	\$ 2,800	\$ 1,000	\$ 1,000	\$ 800
Conference Call service for meetings	\$ -	\$ 1,000	\$ 1,000	\$ 500
<b>Total:</b>	<b>\$ 3,800</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 2,800</b>
<b>Grand Total Operating:</b>	<b>\$ 58,800</b>	<b>\$ 47,100</b>	<b>\$ 60,800</b>	<b>\$ 69,600</b>
<b>Total Budgeted Salary and Benefits</b>	<b>\$ 131,004</b>	<b>\$ 123,000</b>	<b>\$ 100,000</b>	<b>\$ 90,000</b>
1350 combined hours, annual (SGV&MSH)	\$ 122,704	\$ 110,000	\$ 100,000	\$ 90,000
IVGID Central Service costs	\$ 8,300	\$ 13,000	previously absorbed	previously absorbed
<b>Total Annual Budget (Operating &amp; Salaries)</b>	<b>\$ 189,804</b>	<b>\$ 170,100</b>	<b>\$ 160,800</b>	<b>\$ 159,600</b>
<b>STPUD Fee</b> (\$3000 flat fee associate membership)	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>3,000</b>	was added in afterward
<b>Members Cost share TOTAL</b>	<b>\$ 186,804</b>	<b>\$ 167,100</b>	<b>\$ 157,800</b>	<b>159,600</b>

**Table 2: TWSA Program Expenses, Shared and Dependent Calculations.**

Cat	Description	Budget
<b>Staff Total</b>		\$ 128,004
<b>Op Exp Total</b>		\$ 58,800
<b>Grand Total Budget</b>		\$ 186,804
		\$ 186,804
	<b>Shared Costs</b> (25% staff 75% operating)	\$ 76,101
	<b>Dependent Costs</b> (75% staff 25% operating)	\$ 110,703

\$3000 reduced entry by STPUD fee

Shared	\$ 76,101	TOTAL TO SHARE
Depend	\$ 110,703	\$ 186,804

Table 3: 2025-2026 TWSA Cost Share (PROPOSED) based on 3-year average production by daily flow.

IVGID Utility Fund: 200028990	Shared Costs	Dependent Costs	Avg Daily Flow gpd	Member cost share - FINAL	% of Total	Shared Cost	Depend Cost	Flow Ratio	2024-2025 Member cost share	Difference of FY-2025 and Proposed FY-2026
Incline Village General Improvement District	9.10%	37.38%	2,810,580	\$ 48,302	25.86%	\$ 6,925.19	\$ 41,376.61	0.374	\$ 44,060.92	\$ 4,240.88
Kingsbury General Improvement District	9.09%	8.76%	658,832	\$ 16,617	8.90%	\$ 6,917.58	\$ 9,699.15	0.088	\$ 15,621.39	\$ 995.34
Round Hill General Improvement District	9.09%	2.83%	212,964	\$ 10,053	5.38%	\$ 6,917.58	\$ 3,135.20	0.028	\$ 8,929.28	\$ 1,123.50
Edgewood Water Company	9.09%	8.04%	604,648	\$ 15,819	8.47%	\$ 6,917.58	\$ 8,901.47	0.080	\$ 13,629.49	\$ 2,189.56
Zephyr Water Utility	9.09%	2.47%	185,527	\$ 9,649	5.17%	\$ 6,917.58	\$ 2,731.28	0.025	\$ 8,514.27	\$ 1,134.59
Glenbrook Water Company	9.09%	3.23%	243,067	\$ 10,496	5.62%	\$ 6,917.58	\$ 3,578.37	0.032	\$ 9,371.09	\$ 1,124.85
Tahoe City Public Utility District	9.09%	18.28%	1,374,406	\$ 27,151	14.53%	\$ 6,917.58	\$ 20,233.64	0.183	\$ 23,395.85	\$ 3,755.37
Skyland	9.09%	2.47%	185,395	\$ 9,647	5.16%	\$ 6,917.58	\$ 2,729.34	0.025	\$ 8,615.39	\$ 1,031.53
Cave Rock	9.09%	2.47%	185,395	\$ 9,647	5.16%	\$ 6,917.58	\$ 2,729.34	0.025	\$ 8,615.38	\$ 1,031.54
Lakeside Park Association	9.09%	1.70%	127,884	\$ 8,800	4.71%	\$ 6,917.58	\$ 1,882.67	0.017	\$ 7,511.94	\$ 1,288.31
North Tahoe Public Utility District	9.09%	12.38%	931,001	\$ 20,624	11.04%	\$ 6,917.58	\$ 13,705.95	0.124	\$ 18,834.99	\$ 1,788.54
Total to split	100.00%	100.00%	7,519,699	\$ 186,804	100.00%	\$ 76,101.00	\$ 110,703.00	1	\$ 167,100.00	\$ 19,704.00

IVGID share	\$ 48,302
other member shares	\$ 138,502
full membership fees	\$ 186,804
STPUD associate fees	\$ 3,000
2025-2026 Grand Total	\$ 189,804