A ........ Advertisement in the North Lake Tahoe Bonanza published on November 22; submittals are due by 12 noon on Monday, December 2, 2019

B ........ PROPOSED Schedule of Events

C ........ Letter of Confirmation to each Candidate sent out by the District Clerk no later than December 6, 2019

D ........ Declaration for Appointment to the Office of Incline Village General Improvement District Trustee which must be completed to ensure the candidate is a qualified elector as described by the Nevada Revised Statutes

E ........ Outline of the Process for Filling the Vacancy on the Incline Village General Improvement District Board of Trustees on December 11, 2019

F ........ Desired Attributes Grid which may or may not be modified depending on the questions asked by the Board

G ........ Sample Candidate Interview Schedule for December 17, 2019

H ........ Set of questions that was used when the last Trustee vacancy occurred and an item that is open to modification by the Board of Trustees

I ........ Thank you letter from the Board Chair Kendra Wong which will be prepared by the District Clerk at the end of the process
A vacancy may exist on the Incline Village General Improvement District Board of Trustees effective December 16, 2019. In accordance with Nevada Revised Statutes 318.090, paragraph 5, the Incline Village General Improvement District Board of Trustees is seeking interested candidates who wish to serve for a twelve-month term beginning no earlier than December 17, 2019 and no later than January 15, 2020. Any interested candidate should submit a letter of interest and a resume. These two documents can be submitted either via U.S. Mail addressed to District Clerk Susan Herron, IVGID, 893 Southwood Boulevard, Incline Village, Nevada 89451; or hand delivered to the aforementioned address; or submitted via e-mail (sah@ivgid.org). It is the interested candidate’s responsibility to ensure that their documents have been received for consideration. All submittals must be received no later than December 2, 2019, 12 noon (PST).

Further, all interested candidates must be present and available at the Incline Village General Improvement District Board of Trustees meeting tentatively scheduled for either December 17, 2019 at 4:30 p.m. or December 18, 2019 at 4:30 p.m. and be prepared and available to be interviewed by the Board of Trustees. During this special meeting, the Board of Trustees may make their final decision and the selected interested candidate may be sworn in and begin serving their term immediately. If you have any questions regarding this matter, please contact Susan Herron, District Clerk, IVGID, at (775) 832-1207 or via e-mail at sah@ivgid.org.
PROPOSED Schedule of Events for filling the current vacancy on the Board of Trustees

Nevada Revised Statutes 318.090. Paragraph 5 states:

NRS 318.090 Office or principal place of business; records; meetings; quorum; vacancies; terms. Except as otherwise provided in NRS 318.0953 and 318.09533:

5. A vacancy on the board must be filled by a qualified elector of the district chosen by the remaining members of the board, the appointee to act until a successor in office qualifies as provided in NRS 318.080 on or after the first Monday in January next following the next biennial election, held in accordance with NRS 318.083 or 318.095, at which election the vacancy must be filled by election if the term of office extends beyond that first Monday in January. Nominations of qualified electors of the district as candidates to fill unexpired terms of 2 years may be made the same as nominations for regular terms of 4 years, as provided in NRS 318.083 and 318.095. If the board fails, neglects or refuses to fill any vacancy within 30 days after the vacancy occurs, the board of county commissioners shall fill that vacancy.

The District is assuming that the thirty (30) days are calendar days and the day count starts December 16, 2019 and completes on January 15, 2020. With that being said here is the proposed schedule which will be discussed on December 11, 2019 at the Board Meeting:

November 13, 2019 .......... Resignation of Trustee Phil Horan announced with an effective date of December 16, 2019.

November 22, 2019 .......... Display ad placed in the Tahoe Daily Tribune newspaper stating that a vacancy has occurred and requesting that interested candidates submit a letter of interest and resume to the District Clerk no later than December 2, 2019. This same information will be posted on the District’s website. (Exhibit A)

December 2, 2019 .......... All submittals are due.

December 6, 2019 .......... Not later than December 6, 2019, a letter is mailed by the District Clerk acknowledging receipt of documents of interest and scheduling the candidate’s interview date and time. (Exhibit C)

December 10, 2019 .......... Submittals are compiled, copied and distributed to the Board of Trustees and public in anticipation of a Special Meeting. An agenda of the Special Meeting will also be included as will support documents.

December 17, 2019 .......... Special meeting held to conduct interviews and appointment 4:30 p.m. may be made to fulfill the vacancy. A new Trustee may be sworn in.

Please note that at the December 11, 2019 Board meeting, the Board of Trustees will set the date of its Special Meeting to conduct the interviews and possibly make the appointment.

The above schedule is aggressive but there is a fixed deadline that the IVGID Board of Trustees must meet.
December 6, 2019

CANDIDATE NAME
CANDIDATE MAILING ADDRESS
CANDIDATE CITY, STATE AND ZIP

Dear CANDIDATE'S FIRST NAME:

This letter confirms the time and date of your interview with the IVGID Board of Trustees to fill the vacancy on that board.

Your interview is scheduled at ______ on December 17, 2019 in the IVGID Boardroom located at 893 Southwood Boulevard, Incline Village, Nevada.

Interviews are scheduled for up to twenty (20) minutes each. Individual interview times were established by blind draw. If you are unable to be at the interview, in person, at your appointed time, please let me know and I will arrange a telephonic interview for you at the appointed time.

As a candidate for the vacancy on the IVGID board, there is one statutory requirement that each candidate must satisfy – Nevada Revised Statutes 318.090, paragraph 5. states that “A vacancy on the board must be filled by a qualified elector of the district...”. A qualified elector means a person who has registered to vote in district elections. Thus, you should have completed a declaration, had it notarized, and returned it to me at the IVGID offices (893 Southwood Boulevard) prior to December 2, 2019. For your convenience, I am a Notary Public and can perform that duty for you, at no cost, if you so desire. Whomever you have notarize your declaration please DO NOT sign it until you are before the Notary Public. Any declarations that are not notarized will be considered non-responsive and thus not considered for appointment.

In fairness to all candidates, it would be appropriate that you do not appear in the interview area until your appointed time.

Regards,

Susan A. Herron
District Clerk
DECLARATION

For Appointment to the Office of
Incline Village General Improvement District Trustee

STATE OF NEVADA
COUNTY OF WASHOE

For the purpose of having my name considered as an appointee to the office of Incline Village General Improvement District Trustee, I, the undersigned, ________________________________, do swear or affirm under penalty of perjury:

(a) that I actually, as opposed to constructively, reside at __________________________________________________, within the boundaries of Incline Village General Improvement District, County of Washoe, State of Nevada; (b) that my actual, as opposed to constructive, residence in the District to which the office pertains began on a date at least thirty (30) days immediately preceding the date of the close of filing of declarations of candidacy for this office, in addition to any other requirements required by law; (c) that my home telephone number is ______________________, my personal e-mail address is _______________________, and the address at which I receive mail, if different than my residence, is ________________________________; (d) that I am a qualified elector pursuant to Section 1 of Article 2 of the Constitution of the State of Nevada; (e) that if I have ever been convicted of a treason or a felony, my civil rights have been restored by a court of competent jurisdiction; and (f) that if I am confirmed as a nonpartisan appointee to the Incline Village General Improvement District Board of Trustees, I will accept the appointment and not withdraw.

_______________________________________
Signature of Applicant

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

State of Nevada
Washoe County

Subscribed and sworn to before me this ________ day of the month of ________________, of the year __________.

_______________________________________
Notary Public
Outline of the Process for Filling the Vacancy on the Incline Village General Improvement District Board of Trustees

I. Identify requirements and desired attributes for the appointee (see Desired Attributes – Exhibit F).

II. Notify the candidates of the time of their interview and respectfully request, in the notification, that they do not come before their appointed time. Also notice them that they are welcome to stay after their interview is completed.

III. Desired Attributes Grid

<table>
<thead>
<tr>
<th>Candidate's Name</th>
<th>DA #1</th>
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<th>DA#6</th>
<th>DA#7</th>
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<td>History of Living in Incline Village and/or Crystal Bay, Nevada</td>
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<td>Available time and commitment to attend two board meetings a month. The availability to participate in District business</td>
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<td>History of community involvement and knowledge of community/public issues</td>
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<td>Receive staff input</td>
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<td>Ability to communicate effectively including writing</td>
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<td>Willingness to obtain differing inputs, resolve differences and act constructively</td>
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<td>Strong interpersonal skills to handle concerns, challenges, frustrations, and/or issues that do/don't pertain to IVGID</td>
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<td>Leadership skills and demonstrated integrity</td>
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<td>Knowledge of public or private finance</td>
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IV. Question for Each Candidates – Presented to the Board on December 11, 2019, as an agenda item, for review and approval. (Exhibit H is the question used during the last vacancy occurrence.)

V. Interview all candidates – tentatively scheduled for December 17, 2019 at 4:30 p.m.

VI. Each Board member identifies the top three candidates for discussion purposes.

VII. Open discussion amongst the Board members and obtain public comment.

VIII. Comes back to the Board, further discussion followed by a motion to appoint, vote is taken and upon majority vote, appointment is made.

IX. Chairwoman Wong issues thank you letters to all candidates not later than December 20, 2019. (Exhibit I is a draft letter.)
<table>
<thead>
<tr>
<th>Candidate’s Name</th>
<th>DA #1</th>
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<th>DA#3</th>
<th>DA#4</th>
<th>DA#5</th>
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<td></td>
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<td>Receive staff input</td>
<td>Ability to communicate effectively including writing</td>
<td>Willingness to obtain differing inputs, resolve differences and act constructively</td>
<td>Strong interpersonal skills to handle concerns, challenges, frustrations, and/or issues that do/don’t pertain to IVGID</td>
<td>Leadership skills and demonstrated integrity</td>
<td>Knowledge of public or private finance</td>
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<td>(5 ?’s)</td>
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</tbody>
</table>
December 17, 2019 Candidate Interview Schedule

CANDIDATE#1 ......................... 4:35 p.m.
CANDIDATE#2 ......................... 5:00 p.m.
CANDIDATE#3 ......................... 5:30 p.m.
CANDIDATE#4 ......................... 6:00 p.m.
At the start of your interview, you will be able to make an opening statement that can last up to two (2) minutes. During your opening statement, please make sure that you disclose any potential and/or existing conflicts of interest. Follow up questions can be asked by any Trustee after any question. At the end of your interview, you will be able to make a closing statement which should emphasis why the Board of Trustees should appoint you to this vacancy. This closing statement will be limited to three (3) minutes.

1. How many months do you spend in Incline Village/Crystal Bay each year?

2. How have you been involved in the Incline Village/Crystal Bay communities during the last five years? Include in your response specific organizations and activities.

3. Please tell us the most important challenge facing the District during the next two years and what are your recommendations for resolution of each challenge.

4. What background and experience would you bring to the Board in the area of (a) finance, (b) leadership and (c) Board level experience?

5. Tell us how you would negotiate a resolution, assuming it is possible, when the Board is split on a matter and then tell us how you would deal with and/or communicate with your constituents when the vote did not go as you would have liked?

6. Describe a work situation in which you had to deal with a sensitive personnel related issue. What were your major considerations when deciding how to proceed?

7. What is your understanding of the role of a Trustee?
Ranking Grid

Instructions: After each interview, rank each candidate in the order of your preference. Understand that your preference may change after each interview or it may not.
Example Grid
John Doe interviews first
Jane Plain interviews second
Pat Down interviews third
Lucy Faraway interviews fourth
December 20, 2019

CANDIDATE NAME
CANDIDATE MAILING ADDRESS
CANDIDATE CITY, STATE AND ZIP

Dear CANDIDATE’S FIRST NAME:

THANK YOU so much for your participation in the process to appoint a Trustee on the IVGID Board. Your professionalism, courtesy and sincerity came through loud and clear and the interview process provided valuable insight into the thoughts of the members of our community.

Looking to our bright and productive future, I hope that I can count on you to participate in our Board meetings and community events. CANDIDATE’S FIRST NAME, you have a lot to contribute, and your voice needs to be heard. I look forward to having that dialogue with you in the very near future.

Warmest regards,

Kendra Wong
Chairwoman, IVGID Board of Trustees