



NOTICE OF MEETING

The regular meeting of the Incline Village General Improvement District Board of Trustees will be held starting at 6:00 PM on April 12, 2023 in the Boardroom, 893 Southwood Boulevard, Incline Village, Nevada.

Public comment is allowed and the public is welcome to make their public comment via telephone (the telephone number will be posted to our website on the day of the meeting). The meeting will be available for viewing at <https://livestream.com/accounts/3411104>.

A. PLEDGE OF ALLEGIANCE*

B. ROLL CALL OF TRUSTEES*

C. INITIAL PUBLIC COMMENTS - *Unless otherwise determined, the time limit shall be three (3) minutes for each person wishing to make a public comment. Unless otherwise permitted by the Chair, no person shall be allowed to speak more than once on any single agenda item. Not to include comments on General Business items with scheduled public comment. The Board of Trustees may address matters brought up during public comment at the conclusion of the comment period but may not deliberate on any non-agendized item.*

D. APPROVAL OF AGENDA *(for possible action)*

*The Board of Trustees may make a motion for a flexible agenda which is defined as taking items on the agenda out of order; combining agenda items with other agenda items; removing items from the agenda; moving agenda items to an agenda of another meeting, or voting on items in a block.
-OR-The Board of Trustees may make a motion to accept and follow the agenda as submitted/posted.*

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

1. Utility Rate Study – Additional Information to be Provided Based Upon Board Feedback from the March 8, 2023 Utility Rate Study Presentation (Requesting Staff Member: Director of Public Works Brad Underwood) – **pages 6-26**

F. CONSENT CALENDAR (for possible action)

1. **SUBJECT:** First Non-Profit Contract Award - Third Party Administrator - Unemployment Claims (Requesting Staff Member: Director of Human Resources Erin Feore) – **pages 27-36**

Recommendation for Action: That the Board of Trustees Make a Motion to Approve the Contract for Services for Calendar Year 2023.

2. **SUBJECT:** Approval of the Nevada Water/Wastewater Agency Response Network (NvWARN) Agreement for Mutual Emergency Aid (Requesting Staff Member: Director of Public Works Brad Underwood) – **pages 37-55**

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

1. Approve the Nevada Water/Wastewater Agency Response Network (NvWARN) Agreement for Mutual Emergency Aid **and;**
2. Authorize the Director of Public Works to Execute the Agreement Based on a Review by General Counsel and Staff.

Incline Village General Improvement District

Incline Village General Improvement District is a fiscally responsible community partner which provides superior utility services and community oriented recreation programs and facilities with passion for the quality of life and our environment while investing in the Tahoe basin.

893 Southwood Boulevard, Incline Village, Nevada 89451 • (775) 832-1100 • EMAIL: info@ivgid.org

www.yourtahoeplace.com

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3. **SUBJECT:** Approval of a Contract Amendment with Shaw Engineering **and** Reduce Spending Authority Within the Watermain Replacement Crystal Peak Road Project (CIP #2299WS1705) (Requesting Staff Member: Director of Public Works Brad Underwood) – *pages 56-62*

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

1. Approve a Contract Amendment with Shaw Engineering in the Amount of \$1,949.00, Resulting in a new Contract Amount of \$60,249.00 **and**;
2. Amend the CIP Budget to Reduce Spending Authority Within the Project Account in the Amount of \$196,382.00.

4. **SUBJECT:** Review and Approve Meeting Minutes of March 8, 2023 (Requesting Staff Member: District Clerk Melissa Robertson) – *pages 63-171*

Recommendation for Action: That Board of Trustees Review and Possibly Make a Motion to Approve Meeting Minutes of March 8, 2023

G. GENERAL BUSINESS (for possible action)

1. **SUBJECT:** Review, Discuss and Possibly Approve the Award of the Design-Build Contract for Diamond Peak Base Lodge Walk in Cooler and Food Prep (Kitchen) Reconfiguration (CIP #3453BD1806) to Brycon Corporation (Requesting Staff Member: Director of Public Works Brad Underwood) – *pages 172-303*

Recommendation for Action: The Board of Trustees Make a Motion to:

1. Approve the award of the Design-Build contract to Brycon Corporation for Diamond Peak Base Lodge Walk in Cooler and Food Prep (Kitchen) Reconfiguration (CIP #3453BD1806) for an Amount of \$516,390 Based on Schematic Design **and**;
2. Approve an Augmentation to the FY22/23 CIP Project Budget of \$478,557 (CIP#3453BD1806, Ski - Fund 340) and Reduce the Amount that is in the FY23/24 Preliminary CIP Project Budget by the Same Amount, \$478,557 (CIP#3453BD1806, Ski - Fund 340). The Remaining Funds, \$321,443, are Recommended to Remain in the FY23/24 CIP Project Budget Until a GMP is Negotiated at 100% Design.

2. **SUBJECT:** Review, Discuss and Possibly Approve CMAR Construction Agreement with Granite Construction plus an Owners Construction Risk Reserve; a 3.5% Owners CMAR Contract Contingency; a Materials Testing and Inspection Services Agreement with GES Plus a Testing Contingency of 10%; an Amendment to the Contract with HDR Engineering for Construction Support Services; Budget Augmentation to Increase Project Funding and Allocate SRF Loan Funds, and Authorize Chair and Secretary to Execute Contracts with Granite Construction, GES, and HDR for the Effluent Export Pipeline Replacement Project CIP2524SS1010 (Requesting Staff Member: Director of Public Works Brad Underwood) – *pages 304-594*

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

1. Approve CMAR Construction Agreement with Granite Construction for the Effluent Pipeline Project with a Guaranteed Maximum Price in the Amount of \$10,831,500 (Inclusive of \$1.466M Owner Controlled Risk Reserve).
 2. Approve 3.5% Owner CMAR Contract Contingency for the Effluent Pipeline Project GMP1 in the Amount of \$328,000.
 3. Approve a Materials Testing and Inspection Services Agreement with Geotechnical & Environmental Services Inc for the Effluent Pipeline Project GMP1 in the amount of \$331,517.
 4. Approve 10% Materials Testing and Inspection Contingency for the Effluent Pipeline Project in the Amount of \$33,150.
 5. Approve an Amendment to the Contract with HDR Engineering for Construction Support Services in the Amount of \$48,686.
 6. Approve a Project Budget Augmentation of \$1,930,493 to Increase the FY22/23 CIP Budget for the Effluent Pipeline Project (CIP#2524SS1010) to \$14,000,000 (Utility Fund).
 7. Approve a Budget Amendment of \$3,710,000 in SRF Loan Proceeds (Revenues) to Reflect Eligible Reimbursable Costs Anticipated to be Charged to the Utility Fund Through FY22/23.
 8. Authorize Chair and Secretary to Execute Contracts with Granite Construction, GES, and HDR.
3. **SUBJECT:** Review, Discuss and Possibly Approve the Award of the Construction Contract for the Wetlands Effluent Disposal Facility Improvements (CIP #2599SS1103) to McCuen Construction (Requesting Staff Member: Director of Public Works Brad Underwood) – *pages 595-825*

Recommendation for Action: The Board of Trustees Make a Motion to:

1. Award the Construction Contract for the Wetlands Effluent Disposal Facility Improvements (CIP #2599SS1103) to McCuen Construction for the Amount of \$200,524.05.
 2. Authorize Staff to Execute Change Orders for Additional Work for 10% of the Construction Contract Value in the Amount not to Exceed \$20,000.
 3. Authorize Staff to Perform Construction Services and Inspection as Required, not to Exceed \$25,000.
 4. Authorize Chair and Secretary to Execute Contracts.
4. **SUBJECT:** Effluent Storage Project (#2599SS2010) Project Partnership Agreement with US Army Corps of Engineers (Requesting Staff Member: Director of Public Works Brad Underwood)

Recommendation for Action: That the Board of Trustees Make a Motion to Authorize the General Manager to Execute the Project Partnership Agreement in substantially the form presented, with the United States Army Corps of Engineers (USACE) for the Effluent Storage Project (#2599SS2010) – *pages 826-869*

5. **SUBJECT:** Review, Discuss and Possible Approve Policy 22.1.0 Disclosure of Community Non-Profit Involvement – *pages 870-872*

Recommendation for Action: Review, Discuss and Possibly Make a Motion to Approve Policy 22.1.0 Disclosure of Non-Profit Involvement.

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6. **SUBJECT:** Receive, Discuss and Possibly Approve FY 2023/2024 Tentative Budget (Form 4404LGF) to be Filed by the District to the Nevada Department of Taxation by April 15, 2023 (Requesting Staff Member: Director of Finance Paul Navazio) – **pages 873-998**

Recommendation for Action: That the Board of Trustees Receive, Discuss and Possibly Approve Report on the Tentative Budget for FY2023-24 to be Filed with the Department of Taxation (Form 4404LGF) by April 15, 2023, as Required by NRS 354.596.

7. **SUBJECT:** Review, Discuss and Possibly Approve Resolution Number 1901: A Resolution Preliminarily Approving the Report for Collection of Recreation Standby and Service Charges for Fiscal Year 2023/2024 and Setting the Public Hearing Date for Thursday, May 25, 2023 at 6 p.m.
– **pages 999-1008**

Recommendation for Action: That the Board of Trustees Make a Motion to Adopt Resolution Number 1901 which Preliminarily Approves the Report for Collection of Recreation Standby and Services Charges (Also Known as the Recreation Facility Fee and Beach Facility Fee), and Sets Forth the Public Hearing Date of Thursday, May 25 2023 at 6:00 p.m.

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

1. Treasurer's Report - Requesting Trustee: Treasurer Ray Tulloch – **page 1009**

Payment of Bills (For District Payments Exceeding \$50,000 or any Item of Capital Expenditure, in the Aggregate in any one Transaction, a Summary of Payments Made Shall be Presented to the Board at a Public Meeting for Review. The Board Hereby Authorizes Payment of any and all Obligations Aggregating Less than \$50,000 Provided They are Budgeted and the Expenditure is Approved According to District Signing Authority Policy)

2. District General Manager's Report - Meeting of April 12, 2023 – **pages 1010-1015**

I. **REDACTIONS FOR PENDING PUBLIC RECORDS REQUESTS** (for possible action)

J. **LONG RANGE CALENDAR** – **pages 1016-1020**

K. **BOARD OF TRUSTEES UPDATE**

L. **FINAL PUBLIC COMMENTS** - Limited to a maximum of three (3) minutes in duration.

M. **ADJOURNMENT** (for possible action)

CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before Friday April 7, 2023, a copy of this agenda (IVGID Board of Trustees Session of April 12, 2023) was delivered to the post office addressed to the people who have requested to receive copies of IVGID's agendas; copies were e-mailed to those people who have requested; and a copy was posted, physically or electronically, at the following locations in accordance with Assembly Bill 253:

1. IVGID Anne Vorderbruggen Building (893 Southwood Boulevard, Incline Village, Nevada; Administrative Offices)
2. IVGID's website (www.yourtahoeplace.com/ivgid/board-of-trustees/meetings-and-agendas)
3. State of Nevada public noticing website (<https://notice.nv.gov/>)

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/s/ Melissa Robertson

Melissa Robertson

District Clerk (e-mail: mnr@ivgid.org/phone # 775-832-1268)

Board of Trustees: *Matthew Dent - Chairman, Sara Schmitz, Michaela Tonking, Raymond Tulloch and David Noble*

Notes: *Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; moved to or from the Consent Calendar section; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later. Those items followed by an asterisk (*) are items on the agenda upon which the Board of Trustees will take no action. Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to call IVGID at 832-1100 at least 24 hours prior to the meeting. **IVGID'S agenda packets are available at IVGID's website, www.yourtahoeplace.com; go to "Board Meetings and Agendas".***

Payment of Bills - For District payments exceeding \$50,000 or any item of capital expenditure, in the aggregate in any one transaction, a summary of payments made shall be presented to the Board at a public meeting for review. The Board hereby authorizes payment of any and all obligations aggregating less than \$50,000 provided they are budgeted and the expenditure is approved according to District signing authority policy.

March 2023

Date	Check	Payment Type	Vendor	Amount	Status
03/06/2023	7106	EFT	HDR Engineering, Inc.	\$ 61,200.85	Paid
03/06/2023	780228	Check	Granite Construction Co	81,973.01	Paid
03/06/2023	780244	Check	NV Energy	126,992.56	Paid
03/17/2023	7164	EFT	EXL Media	57,757.20	Paid
03/17/2023	780306	Check	Axess Americas INC	259,497.61	Paid
03/17/2023	780337	Check	NV Energy	123,646.03	Paid
03/17/2023	780347	Check	SHI International Corp.	76,246.94	Paid
03/17/2023	7164	EFT	EXL Media	57,757.20	Paid
03/24/2023	7201	EFT	EXL Media	50,912.74	Paid
			Total	<u>\$ 895,984.14</u>	

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winqest
District General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of April 12, 2023

DATE: April 5, 2023

General Manager & Board of Trustees Priority Projects & Tasks

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Effluent Storage Tank Project <i>Updated 4/5/23</i>		GM Winqest/Director of PW Underwood	Jacobs is working to complete 100% plans and specifications. See additional information regarding the pipe materials purchase below.
Effluent Pipeline Project <i>Updated 4/5/23</i>		GM Winqest/ Director PW Underwood	The contract for GMP1 for the work in 2023 with Granite Construction on the 4/12/23 Board meeting for approval.
Internal Controls Project(s) Review of Internal Control Processes, Policies and Procedures <i>Updated 4/5/23</i>	Ongoing	Director of Finance Navazio	Staff is currently transitioning to department procurement cards instead of individual cards. The Accounting Department is the first department to transition and are currently testing the process to ensure there are no issues that would provide any inefficiencies.
Incline Beach House Project <i>Updated 4/5/23</i>	TBD	Engineering Dept/GM Winqest/Chairman Dent	The Board will be sending out a community survey to solicit information to inform scope and design of the project. Additionally will be evaluating next steps for the access and safety improvements as recommended by LSC. The GM has put a placeholder of 4 million dollars in the 23-24 Capital Budget for the Incline Beach House Project.

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Community Dog Park Committee <i>Updated 4/5/23</i>	Ongoing	GM Winquest/Director of Parks & Recreation Leijon	The GM Advisory Committee on a Community Dog Park is now actively meeting and have most recently met on 3/29/23. At the 3/22/023 BOT meeting, the BOT gave direction to no longer pursue a special use permit for the USFS Site off Village Blvd. The Committee will be focus on conceptual design opportunities at Village Green and will be updating the survey to solicit feedback on potential design concepts.
USACE Grant Funding for Tank (Pond Lining)/Pipeline Projects <i>updated 4/5/23</i>	In Process	GM Winquest/ Director PW Underwood	Army Corp has completed their initial internal review of the Project Partnership Agreement for Tank project 595 Grant funding. The Project Partnership Agreement is on the 4/12/23 Board meeting for approval.
Employee Privileges (ideas for replacement of recession of beach access) <i>Updated 4/5/23</i>	Spring 2023	GM Winquest with Senior Team	Staff brought an agenda item to the March 22, 2023 BOT Meeting and presented several concepts for review. The BOT provided direction on the concepts that needed further exploring and supporting data and information. This will be agendized at an upcoming meeting.
Ordinance 7 Amendments <i>Updated 4/5/23</i>	Additional revisions Spring 2023	GM Winquest/Director of Parks & Recreation Leijon.	Staff provided an end of season report on how the revisions to Ordinance 7 worked and any potential recommendation for further revisions and/or operational changes at the 11/9/22 meeting. Additional revisions are being evaluated and will be upcoming.

Utility Rate Study <i>Updated 4/5/23</i>	Year 1- Completed 4/22 Year 2 - Target April '23	Director of Finance Navazio/Director of PW Underwood	The Public Hearing for the rate increases is scheduled for April 26, 2023. There will be an additional check in at the April 12, 2023 Meeting
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Diamond Peak Ski Resort Update

The ski venue completed 119 days of operation at the end of March whereas last season the count was 106 days at the end of March. Through March, the year to date total daily visit count was 81,406 as compared to 90,663 visits through March 2022, noting that last season included 13 less operating days as the ski area opened on December 16 2021. Visits for the month of March were 14,005, 8% below the 15,188 visit count for March 2022 and 42% below a five year average visit count of 24,345. The largest skier count day for the month fell on March 18 with 1,245 visits. For the month, we recorded 128” of snowfall as compared to 9” in March 2022. The season to date total for the 2022/23 season is at 427” whereas last season we recorded 229” at the end of March.

During their meeting on March 22, the Board of Trustees approved Staff’s recommendation for the FY2024 season pass pricing for Picture Pass Holders and Non Picture Pass Holders. The recommendation also included a price increase to PPH daily ski lift tickets. During that same meeting, the Board of Trustees also approved a purchase agreement including replacement snowboard rental equipment to Amer Sports for a total of \$131,880. The purchase is funded with \$259,133 within the 340 fund Capital Improvement Project budget. Staff plans to provide an agenda item at the April 26, 2023 Board of Trustees meeting to reallocate the remaining funding of \$127,253 from 340 capital funding to Community Services fund balance.

The installation of RFID equipment, project #3499CE2201 is ongoing and Staff will report that the ski venue has been issuing RFID media in the form of daily tickets to the purchaser since the first week in March for a total of 2,765 media scanned visits. Staff has prepared and started the spring season pass sale where all new and renewing pass purchasers are receiving their season pass media, which allows the purchaser to ski for the remainder of this season as well as next season.

Staff met with USFS Lake Tahoe Basin Management Unit - Mountain Resort Manager to conduct the annual tour of the property and the Special Use Permit area. The daylong meeting also included a significant step in the permit renewal application process.

The table below provides a look at the service measure and key performance indicators for March 2023 as well as March 2022.

Diamond Peak Ski Resort			
Key Performance Indicators			
03/01/2023 - 03/31/2023			
Item	March 2022 PY Actual	March 2023 CY Actual	Variance
Operating Days	31	30	(1)
Skier Visits	15,188	14,005	(1,183)
PPH Lift Tickets	1,217	2,105	888
Non-PPH Lift Tickets	7,464	7,164	(300)
PPH Season Passes YTD	4,335	4,356	21
Non-PPH Season Passes YTD	3,986	4,104	118
Food & Beverage Guest Checks	13,234	16,159	2,925
Food & Beverage Guest Check Average	\$20.72	\$20.28	(0)
Rental Equipment Units	3,441	2,893	(548)
Child Ski Center Lessons Taught	1,013	599	(414)
Ski and Ride Center Lessons Taught	1,898	1,168	(730)
Snow Grooming Operating Hours	1,128	1,328	200
Snow Grooming Operating Miles	3,634	4,652	1,018

Effluent Pipeline Project – Pipe Material Purchase

The following information is to inform the Board and the public of a change to the purchase of the pipe materials.

The Board approved the purchase of pipe material for the Effluent Pipeline Project at the December 14, 2022 Board meeting. Within the Board Memorandum, it was stated: “There is a cost savings of sales taxes and the CMAR fee that for this purchase is approximately \$328,000.” Public Works staff had done their due diligence to make a determination regarding the savings of sales taxes. As part of the investigation, staff called the Department of Taxation to explain the approach that was being considered. The information received from the Department of Taxation was the purchase of materials, if done by a government agency, is tax exempt even if they are going to hire an outside contractor to perform the work.

The District’s Legal Counsel recently reviewed the payment of sales tax in this instance evaluating the NRS statues, reviewing what other government agencies have done, and calling the Department of Taxation. When contacting the Department of Taxation, Legal Counsel received the same response as Public Works staff. Despite this, Legal Counsel has opined that materials purchased by a public agency for use by a contractor on a public works project, are not tax exempt, unless they meet a specific exemption in NRS 338.1423. Special counsel concurs with this opinion. The purchase of the pipeline does not meet any exemptions, and the District should pay sales tax on the purchase.

Public Works staff will be advising the pipeline vendor that they will need to add the sales tax on the invoice that is provided to the District. No action is necessary by the Board, as the Board approved a not to exceed amount for purchase of the pipe materials. With the reduced amount (from 8,500 lineal feet to approximately 5,500 lineal

feet) of pipe materials being purchased, the addition of sales tax will not create a situation where the amount approved by the Board is exceeded.

SRF Loan(s) and Utility Revenue Bond (Series 2023A and 2023B)

The District has scheduled concurrent "closing" on the State Revolving Loan (SRF) contracts and companion Utility Revenue Bonds on Tuesday, April 11, 2023. The package provides access to up to \$16.0 million in low-interest financing to support the Effluent Pipeline Project. The bonds are structured as private-placement bonds, purchased by the State Treasurer's Office. The District will incur interest-only payments on loan proceeds accessed through the SRF program during the course of the construction project. Principal and interest payments will commence at the conclusion of the project, or after 3 years, whichever comes first. Of the \$16 million loan package, \$240,000 is being provided through the SRF's principal forgiveness program and will not require repayment. The \$15.76 million, which constitutes the fully-amortized portion of the loan package, is secured by a pledge of net revenues of the District's Utility Fund.

Key Project Updates

For more information on current district capital projects.

Webpage Link:

<https://www.yourtahoeplace.com/ivgid/resources/construction-updates>

Financial Transparency

The Finance Department is scheduled to complete the March close by the end of the week of April 10th. Financial results through March 31, 2023 will be provided to the Board through the Third Quarter Budget Update in late April/early May. The update will also include the Q3 Popular CIP Status Report.

Update on significant projects currently underway include:

Implementation of Tyler/Munis Financial System – Staff is in the process of updating new procedures and training to facilitate timely approval and processing of invoices. Staff is also continuing to hold training sessions with Tyler on set-up of the contract management and capital projects module as well as desk-top (dashboard) financial reporting tools.

OpenGov Conversion to Tyler – This project is underway with a go live target date of April 30th.

Review and update of selected Board Policies and Practices – Capital Planning and Budgeting Policies/Practices (Policy 12.1.0, 13.1.0 and Practice 13.2.0) – Pending/delayed.

Policy 3.1.0, Subparagraph 0.4 – Report to the Board on Contracts Signed by the District General Manager

There were no contracts signed by the District General Manager in March 2023.

Public Records Requests

Following are the public records requests from **March 2, 2023 to April 3, 2023.**

Date Requested	By Whom	Subject	Date Responded	Status/Comments
01/26/2023	White, Lilly	E-Mails/Text Messages: All Trustees from 11/13 to present		3/23/23: Requestor advised that records are now with legal for review and Staff is working on schedule of completion date.
02/16/2023	Katz, Aaron	10-year CIP detail assigned to Ski	03/02/2023	Complete
02/25/2023	Gumz, Joy	Requesting an updated Chart of Accounts	03/07/2023	Complete
02/28/2023	Wright, Frank	Beach House Project – multiple items	02/28/2023 03/03/2023 03/17/2023	Responded on 2/28 and requester had follow up questions. Advised requester of response date of 3/31
02/28/2023	Gumz, Joy	P-Card (Jan 2022 – February 28, 2023)	03/07/2023	Complete
03/02/2023	Gumz, Joy	Personnel Policy & Whistleblower Policy	03/03/2023	Complete
03/07/2023	Katz, Aaron	For one or possibly two seasons in or about 2018 IVGID permitted the value in one or more punch cards to buy down the cost of an IVGID Mtn Golf Course play pass to zero. And for one season in or about 2020 IVGID permitted the same use of one or more punch cards to buy down the cost of an IVGID Tennis Center season pass. I would like to examine IVGID produced documents to the public explaining the particulars of both.	03/07/2023 03/15/2023	Complete
03/07/2023	Dobler, Cliff	CCMedia Agreement	03/10/2023	Complete
03/10/2023	Katz, Aaron	Beach House Staff Time	03/22/2023	Complete
03/12/2023	Dobler, Cliff	Spill Report – Effluent Pipe	03/16/2023	Complete
03/12/2023	Dobler, Cliff	Effluent Pipeline & Lining Charges		In Process
03/14/2023	Katz, Aaron	Procurement Card Purchases		In Process
03/15/2023	Gumz, Joy	Data West contract	03/17/2023	Complete
03/15/2023	Katz, Aaron	Union Contracts – OT, lunch	03/22/2023	Complete
03/15/2023	Katz, Aaron	Kaye Shackford Seminar	03/23/2023	Complete
03/16/2023	Abel, Mike	PW Emails		In Process – with Legal for review
03/16/2023	Miller, Judith	W2 Register	03/21/2023	Complete
03/16/2023	Dobler, Cliff	Spill Reports - Additional	03/22/2023	Complete
03/19/2023	Katz, Aaron	Travel Authorization – Seminar	03/21/2023	Complete
03/23/2023	Gumz, Joy	Employee Benefit Plan		In Process
03/23/2023	Wright, Frank	Golf Tee Times	03/30/2023	Complete
04/03/2023	Katz, Aaron	Summaries of all revenues and expenses assigned by staff to the following functions [Champ course range; bar cart sales; lessons, club rentals, pro shop merchandise sales; food, beer, wine and liquor sales at each golf course (in other words, NOT including those sales at the Grille Restaurant nor reported under facility sales); and, the Grille Restaurant] for the following fiscal years [July 1, 2018-June 30, 2019; July 1, 2019-June 30, 2020; July 1, 2020-June 30, 2021; July 1, 2021-June 30, 2022; and July 1, 2022-June 30, 2023 (at least to date)] separately for the District's Champ and Mountain golf courses.		In Process

BOARD OF TRUSTEES LONG RANGE CALENDAR

- Consent Items
- Report Items
- Agenda Items

	April 26
PW	Public hearing(s) for proposed amendments to the sewer and water schedule of service charges AND Ord. 7
P&R	An Ordinance Establishing Rates, Rules and Regulations for IVGID Recreation Passes and Recreation Punch Cards by the Incline Village General Improvement District effective June 1, 2022 - Actions on Fees as stated in paragraphs 36, 69, 71 and 81
P&R	Punch Card Recommendations
PW	Award Construction Contract for Mountain Golf Phase 2 & 3
PW	Award Construction Contract for Water Reservoir Coatings and Site Improvements –
PW	Award Construction Contract for Utility Adjustments within SR 28 NDOT ROW
Finance	Policy 16.1 – Recreation Roll
Finance	Practice 6.0 - Review & Update Pricing
Finance/BOT	Capital Advisory Committee – Criteria & Process
General/Admin	Mgt. Consulting Project – Provide BOT w/ responses
P&R	LSC Beach Study and Close-Out Report
Finance	Review CIP Roles & Responsibilities

	May 10
Finance	Board approval of final FY 2023/2024 Annual Budget (Form 4404LGF) (to be filed with State 06/01/2023) and Facility Fees and Recreation Roll
Finance	Fiscal Year 2022/2023 Third Quarter Budget Update and Expense Projects Report
Finance	Fiscal Year 2022/2023 Third Quarter CIP Popular Status Report
HR	Discuss General Manager’s Goals before evaluation occurs
PW	Approval of USACE 595 Model Agreement for Grant Funds (Effluent Pipeline and Storage Tank)
Admin	Review Policy Re Use of Procurement Cards
Admin	Discuss Meeting Minutes (summary vs. transcribing) and Possible alternative solutions
Board	Award of Management Consulting Contract

BOARD OF TRUSTEES LONG RANGE CALENDAR

Notes

Consent Items

Report Items

Agenda Items

	May 25
Finance	Public Hearings: FY 2023/24 Recreation Roll; FY 2023/24 Annual Budget
PW	Presentation by Waste Management regarding proposed improvements to their Transfer Station property

	June 7
HR	GM Performance Evaluation
HR	GM Goals for next fiscal year

	June 14
Multiple	Annual Contract Review – Clean Tahoe, EXL Media, Wells Fargo, Operating Engineers Local Union No 3 (3) – expires – 6/30/23
Finance	Review and Possible Approval of Revisions to Policy 2.1.0

	June 28

	July 12
Legal/Admin	Contract Renewal with Best, Best & Krieger
General/BOT	Annual Report – PP 141/Resolution 1895

	July 26
Finance	Board approval of Annual indebtedness report (form 4410LGF)
Finance	Board approval of 5 year Capital Plan (Form 4411LGF)

BOARD OF TRUSTEES LONG RANGE CALENDAR

Notes

Consent Items

Report Items

Agenda Items

	August 9
HR	Finalize GM goals by the end of August
Finance	FY 2022/23 4 th Qtr. Budget Update & Expense Projects Report
Finance	FY 2022/23 4 th Qtr CIP Popular Status Report
Admin	Results of Staff Tracking on Time Re Public Records Requests

	August 30

	September 13
P & R	Contract Review – Sand Harbor Water Sports & Incline Spirits– expires 9/30

	September 27

	October 11
General	Contract Review – Alta Vista Cleaning Services – expires 10/31

	October 25

	November 8
BOT	Flashvote contract review
Finance	OpenGov contract review – expires 11/30

BOARD OF TRUSTEES LONG RANGE CALENDAR

Notes

Consent Items

Report Items

Agenda Items

	December 13
Multiple	Contract Review – Parasol Tahoe Community Foundation, First Non Profit, USFS, TRPA – expires 12/31

Notes

Consent Items

Report Items

Agenda Items

PARKING LOT ITEMS

Date of Request	Item	Requester	Status/Notes	Date Completed
1/18/21	Possible discussion on IVGID needs as it relates to potential land use agreement with DPSEF	Trustee Schmitz		
11/3/21	Request that the Board discuss a strategy for dealing with e-mails and correspondence that the Board receives. Need to have a strategy and approach on who responded – come up with a consensus by the Board on who responds. Related to Policy 20.1.0. Follow up with District Counsel Nelson	Trustee Schmitz		
Unknown	Next step on Diamond Peak parking lot/Ski Way – Staff added reminder	GM DPSR Bandelin		
Unknown	Modifications to current budget to reflect grant funding and cost sharing on Effluent Tank	Director of Public Works		
	Liaisons with Washoe County			
2/8/23	Capitalization Policy	Trustee Schmitz		
	Update on Snowflake Lodge	Trustee Noble		
2/8/23	Workforce Housing for Seasonal Employees	Trustee Noble		
2/8/23	Disengage with certain Departments	Trustee Schmitz		
4/5/23	Revision to Public Records Policy – to be scheduled by GC Nelson	General Counsel Nelson		