MEMORANDUM

TO: Board of Trustees

FROM: Kendra Wong
       Chairwoman, IVGID Board of Trustees

SUBJECT: Review, discuss and possibly take action on Board’s Work Plan: Set a date to reassess priorities

DATE: March 20, 2019

At the March 8, 2017 Board of Trustees meeting, the Board of Trustees undertook a conversation about what their work plan should be for 2017/2018. The following list represents the consensus of this conversation:

Ordinance 7
- Review feedback from the community sessions
- Staff report updating progress
  - Identify areas of Ordinance 7 to address

Master Plan/Capital Plan
- Create a structure for Master Planning
  - How do all of our Master Plans fit together
  - Create a timeline for regular review
  - Leverage public/private partnerships (e.g. ITF)
- Relationships with non-IVGID entities
  - Washoe County
    - Pedestrian paths
    - Left turn signals
    - Lighted crosswalks
    - Scenic Tahoe Blvd.
    - Regional Plan
  - Explore options with respect to town/city/county

Communication
- IQM2
  - Staff report on software functionality
  - Staff report on required resources to implement
Review, discuss and possibly take action on Board’s Work Plan: Set a date to reassess priorities

Financial Reporting
- Performance metrics
  - Financial
  - Non-financial/qualitative
- Committee on Popular Reporting
- Continue to improve Fixed Cost/Variable Cost Analyses
- Policies & Procedures – IVGID Code

As we embark on another two-year cycle, it is a good idea to assess our progress related to these items and determine if we need to add items, remove items, or continue to work on items. Our objective is to set a date to reassess our priorities. I have provided a template that you can use to help facilitate our discussion on the date we set.

This item has been agendized on March 23, 2017, April 13, 2017, May 24, 2017, August 2, 2017, January 10, 2018, February 7, 2018, December 12, 2018, January 13, 2019, and February 6, 2019; excerpts from the minutes are attached for each meeting.
### Incline General Improvement District
#### Board Work Plan

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<th>Current Status</th>
<th>Comments</th>
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<td>Policies &amp; Procedures - IVGID Code</td>
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Add recommendations for additional priorities below:
# IVGID BOARD OF TRUSTEES WORK PLAN

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**ORDINANCE 7: Trustees Callicrate and Horan**

| Review feedback from community sessions | On 7/22/2018 held a Community Forum titled Beaches 101  
Community Services Master Plan 2017 Survey Results Presentation given to the Board on 2/21/2018 |  |
| Staff report updating progress | Staff provided a verbal update on Beach Operations on 4/11/2018 |  |
| Identify areas of Ordinance 7 to address | Held an educational session with the Board of Trustees on Board Policy 16.1.1 – Recreation Roll Policy on 8/27/2018 |  |

From 8/2/2017 Board Workshop on Board Work Plan:

**Ordinance 7** – Trustees Callicrate and Horan. Trustee Horan gave an overview report. Chairwoman Wong summarized that the subcommittee did fact finding on beach specific issues related to Ordinance 7, usage of punch cards and passes in 2017, and discussed separating our beach access into a separate ordinance. The Board then had a broad discussion with the following guidance, to Staff, being given:

1. Research the implications of splitting Ordinance 7 into two parts – recreation and beaches.
2. Research having a public input process that is clear, concise, well defined, and specific.
3. Do fact finding on specific alternatives and bring those back to the Board with a wide range of options.
4. Do fact finding on a way to provide crystal clear communication about Ordinance 7, who is getting in, etc. and better clarify who is able to get beach access and what that looks like and where are the outliers.
5. Ensure that data published is done with some degree of confidence.
6. Do fact finding on specific alternatives for utilization on access and it should involve punch cards, value of punch cards, numbers that can be recommended, etc.
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<th>MASTER PLAN/CAPITAL PLAN: Trustees Callicrate and Morris</th>
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<tbody>
<tr>
<td>Create a structure for Master Planning</td>
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<td>Held a Community Forum on 09/12/2018 on Capital Programs Funding</td>
<td>Remove/Keep/Maintain</td>
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<td>Held a Community Forum on 8/6/2018 on the Community Services Master Plan</td>
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<td>On 7/24/2018 the Board of Trustees received and reviewed the Draft 2018 Community Services Master Plan</td>
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<td>Review of the Capital Improvement Program Budget was given on 3/28/2018 by Staff to the Board</td>
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<td>Staff conducted a Capital Improvement Plan tour of facilities on 3/16/2018</td>
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<td>Asset Replacement Funding Strategy Presentation was provided to the Board on 2/7/2018</td>
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<td>Diamond Peak Traffic Safety and Pavement Presentation was provided to the Board on 2/7/2018</td>
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<td>How do all of our Master Plans fit together</td>
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<td>Leverage public/private partnerships (e.g. ITF)</td>
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<td>Executed an MOU with Red, White and Tahoe Blue for 4th of July events (2018) on 5/23/2018</td>
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**IVGID BOARD OF TRUSTEES WORK PLAN**

| Relationships with non-IVGID entities | On 4/25/2018 executed a grant agreement with ITF for Incline Park  
Executive an agreement with DPSEF on 1/24/2018 |
|---------------------------------------|---------------------------------------------------------------------------------------------------|
|                                       | Granted an easement to NV Energy on 8/27/2018  
Board of Trustees received a presentation by Staff on this topic on 7/24/2018  
12/13/2017 received a verbal update from NV Energy  
11/12/2018 received a verbal report from NLTFPD regarding Defensible Space |

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<tr>
<th>Washoe County</th>
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<tr>
<td>Pedestrian Paths</td>
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From 8/2/2017 Board Workshop on Board Work Plan:

**Master Plan/Capital Plan** – Trustees Callicrate and Morris. Trustee Morris gave an overview report and made a statement/response on how these subcommittees came about and that this allows the Board to work simultaneously on all of these items.

The Board then had a broad discussion with the following guidance, to Staff, being given:

1. Don’t want us getting involved with the pedestrian paths and want to make sure that Washoe County understands the implications as the lead agency however pathways could potentially be in the wheelhouse of a Parks and Recreation District, as a part of their Master Plan, as it would be about connections to our amenities while Washoe County is working in the right of way – need to research the overlaps and/or what we could potentially do.
2. Need to fact find on having Washoe County delegating funds for street scape improvements with revenue sources being other than IVGID and any other possibilities and/or opportunities.
3. Focus on our master plan, policies, and funding policies and look at partnering with Washoe County being secondary to our own processes.

Page 3

December 12, 2018
IVGID BOARD OF TRUSTEES WORK PLAN

4. Washoe County was the lead agency on the Mill Creek area disaster thus it might have been good to have IVGID involved so fact find on what has Washoe County done for us and have those conversations.

Trustee Morris said that he appreciates the observations and suggestions and that these items are a bigger deal than what the subcommittee set out to do so he will take it back to them for discussion.
<table>
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<tr>
<th>COMMUNICATIONS:</th>
<th>CURRENT STATUS</th>
<th>COMMENTS</th>
<th>RECOMMENDATION</th>
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<tbody>
<tr>
<td>Trustees Horan and Wong</td>
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<td>Remove/Keep/Maintain</td>
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<tr>
<td>IQM2</td>
<td>Eliminated on 8/2/2017</td>
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<td>Staff report on software</td>
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<td>Staff report on required</td>
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From 8/2/2017 Board Workshop on Board Work Plan:

**Communication** – Trustees Horan and Wong. Chairwoman Wong gave an overview report.

The Board then had a broad discussion with the following guidance, to Staff, being given:

1. Consider having a frequently asked question section as part of our website and fact find on what other agencies do on their websites.
2. Fact find on what other agencies do regarding correspondence received from members of their community; how they handle, how it is responded to; etc.
3. Fact find on does the public know the best way to communicate with us.
## IVGID BOARD OF TRUSTEES WORK PLAN

<table>
<thead>
<tr>
<th>FINANCIAL REPORT: Trustees Dent and Wong</th>
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<tbody>
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<td>Performance Metrics</td>
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<td>Quarterly Dashboards are posted by Staff</td>
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<td>Financial</td>
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<td>Monthly financial reports are posted by Staff</td>
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<td>Non-Financial/Qualitative</td>
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<td>Quarterly Dashboards are posted by Staff</td>
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<td>Committee on Popular Reporting</td>
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<td>Sample Popular Report was presented and discussed by the Board of Trustees on 7/24/2018</td>
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<td>Continue to improve fixed cost/variable cost analyses</td>
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<td>Staff gave a presentation on Community Programming and the District’s approach to cost recovery, resource allocation, and services on 2/21/2018</td>
<td>Golf Course Maintenance Staff Reorganization for better management and cost savings was provided to the Board on 2/7/2018</td>
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<td>Policies &amp; Procedures – IVGID Code</td>
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<td>Draft presented on 11/13/2018</td>
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From 8/2/2017 Board Workshop on Board Work Plan:

Trustee Dent departed the meeting at 4:15 p.m. prior to the below report being given.


The Board then had a broad discussion with the following guidance, to Staff, being given:

1. Bring examples of the reports to the Board, get feedback, go back, revise and repeat the cycle until the Board agrees on a specific format/report.
IVGID BOARD OF TRUSTEES WORK PLAN

HISTORY OF BOARD ACTIONS
February 7, 2018 – agenda item for Board Work Plan
January 10, 2018 – Board Workshop on Board’s Work Plan
August 2, 2017 – Action taken – see notes on each item
May 24, 2017 – Assignments made for each General Manager’s Committee

Added recommendations for additional priorities:

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</table>
Complete pre-design process to further refine design schemes and options but do not start final design or permitting work;
- Complete preliminary cost estimating;
- Utilize the summer of 2017 to solicit public input on the design schemes and options; and
- Coordinate next steps with the Community Services Master Plan process.

Trustee Horan seconded the motion. Chairwoman Wong asked for comments.

Trustee Horan said that the Board discussed it and that he agrees with this motion. Trustee Morris asked if Staff was going to include the options. Director of Asset Management Johnson said yes; Trustee Morris said he is good. Trustee Dent said that he sat on the Design Committee where they went through all of this.

Chairwoman Wong called the question - the motion passed unanimously.

Chairwoman Wong said that she is moving the remaining two items to the next Board of Trustees meeting to which all the Trustees agreed. Chairwoman Wong said if any Trustee has questions they can discuss/coordinate with the General Manager to get information.

E.8. **2017/2018 Budget Review Process: Board Overview of Capital Improvement Projects Budget - Review, discuss and provide possible direction** (Requesting Staff Member: Director of Asset Management Brad Johnson) *(deferred to next meeting)* *(was General Business Item E.6.)*

E.9. **2017/2018 Board of Trustees Work Plan: Confirm the consensus and assign Trustees to submit their top four (4) items to the District Clerk by no later than March 31, 2017 (deferred to next meeting)* *(deferred to next meeting)* *(was General Business Item E.8.)*

F. **DISTRICT STAFF UPDATE**

F.1. General Manager Steve Pinkerton
E.9. 2017/2018 Board of Trustees Work Plan: Confirm the consensus and assign Trustees to submit their top four (4) items to the District Clerk by no later than March 31, 2017 (Requesting Trustee: Chairwoman Kendra Wong) - CARRY OVER ITEM FROM THE MARCH 23, 2017 MEETING

Chairwoman Wong gave an overview of the submitted materials.

Trustee Callicrate thanked Chairwoman Wong for putting this together as it made it easier to digest. He would like to work on Ordinance 7, then the Master Plan, then Communication and then Financial Reporting and since the Chairwoman wants us to be specific, how are we to let the clerk know. Chairwoman Wong said stay within the four main categories and then rank them 1, 2, 3, and 4. Trustee Morris said these are due on April 26. Chairwoman Wong said that is correct and she did that to give you time to think about it and then we can discuss it at the May 10 meeting.

E.10. Review, discuss and possibly take action on a Legislative Update regarding proposed legislation (Assembly Bills (AB) 5, 32, 34, 42, 100, 106, 109, 140, 154, 193, 209, 246, 280, 349, 379, 406 and 433; Senate Bills (SB) 26, 47, 51, 54, 63, 78, 85, 87, 134, 145, 146, 150, 170, 246, 317, 335, 357, 460, 462, 471, and 494 - available at the Legislature’s website www.leg.state.nv.us) being considered during the 2017 Legislative Session that may impact IVGID and direct District General Counsel to take affirmative steps on any legislation during the 2017 Legislative Session of the State of Nevada (Requesting Staff Members: General Manager Steve Pinkerton and District General Counsel Jason Guinasso)

District General Counsel Guinasso gave an overview of the submitted materials as well as an update on the various State of Nevada Assembly and Senate Bills.

Trustee Callicrate asked from the last Board meeting to this Board meeting, have you or anyone else gone before the Legislature and spoken.

Callicrate – from last meeting to this meeting, have you or anyone else gone before the Legislature and spoken. District General Counsel Guinasso said no rather he has just gathered information. Trustee Callicrate said in the context of each one of these bills, is he acting as a de facto lobbyist and do
H.6. Review, discuss and possibly approve the General Manager’s Committee Assignment for the Board of Trustees Work Plan (Requesting Trustee: Chairwoman Kendra Wong)

Chairwoman Wong thanked the Board for submitting their items and priorities and said that she worked with the General Manager and asked if there were any objections with the assignments made; there were none. Chairwoman Wong continued that Staff is going to create a template to report back to the Board and that she anticipate that the Board members will each be presenting these reports at the June 28 Board meeting where priorities will be brought back, feedback provided, and possible votes taken. She reminded each committee to nominate a Chair.

I. DISTRICT STAFF UPDATE

I.1. General Manager Steve Pinkerton
   - Golf Course Opening Date
   - Financial Transparency
   - Summer Construction Schedule

General Manager Pinkerton gave an overview of each item.

J. APPROVAL OF MINUTES (for possible action)

J.1. Regular Meeting of April 25, 2017

Chairwoman Wong asked for any changes, hearing none, she approved the minutes as submitted.

K. REPORTS TO THE IVGID BOARD OF TRUSTEES*

K.1. District General Counsel Devon Reese

District General Counsel Reese said at the next scheduled meeting, we will be giving a full presentation on the Katz litigation as we have received copies of the briefing and their billing so the Board will have a full update. RKG serves as your General Counsel and Erickson Thorpe is counsel on this matter and RKG doesn’t supervise their work but do make sure you get update. RKG doesn’t micromanage or write briefs and notes that the District is getting excellent work done on your behalf.
E. **GENERAL BUSINESS (for possible action)**

E.1. Board Work Session – The IVGID Board of Trustees shall review, discuss, and possibly take action on the progress to date of their Board Work Plan which shall include review, discuss, and possibly take action on the fact finding cited in the attached reports from the General Manager’s Subcommittees on (a) Ordinance 7; (b) Master Plan/Capital Plan; (c) Communication; and (d) Financial Reporting aka Popular Reporting.

Chairwoman Wong said that she would like to take the subcommittees in order, have the Trustees on the subcommittees report back, and then the Board can make decisions and direct Staff.

**Ordinance 7** – Trustees Callicrate and Horan. Trustee Horan gave an overview report. Chairwoman Wong summarized that the subcommittee did fact finding on beach specific issues related to Ordinance 7, usage of punch cards and passes in 2017, and discussed separating our beach access into a separate ordinance. The Board then had a broad discussion with the following guidance, to Staff, being given:

1. Research the implications of splitting Ordinance 7 into two parts – recreation and beaches.
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subcommittees came about and that this allows the Board to work simultaneously on all of these items.

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2. Need to fact find on having Washoe County delegating funds for street scape improvements with revenue sources being other than IVGID and any other possibilities and/or opportunities.

3. Focus on our master plan, policies, and funding policies and look at partnering with Washoe County being secondary to our own processes.

4. Washoe County was the lead agency on the Mill Creek area disaster thus it might have been good to have IVGID involved so fact find on what has Washoe County done for us and have those conversations.

Trustee Morris said that he appreciates the observations and suggestions and that these items are a bigger deal than what the subcommittee set out to do so he will take it back to them for discussion.

**Communication** – Trustees Horan and Wong. Chairwoman Wong gave an overview report.

The Board then had a broad discussion with the following guidance, to Staff, being given:

1. Consider having a frequently asked question section as part of our website and fact find on what other agencies do on their websites.

2. Fact find on what other agencies do regarding correspondence received from members of their community; how they handle, how it is responded to; etc.

3. Fact find on does the public know the best way to communicate with us.
Trustee Dent departed the meeting at 4:15 p.m.


The Board then had a broad discussion with the following guidance, to Staff, being given:

1. Bring examples of the reports to the Board, get feedback, go back, revise and repeat the cycle until the Board agrees on a specific format/report.

F. **PUBLIC COMMENTS*** - Conducted in accordance with Nevada Revised Statutes Chapter 241.020 and limited to a maximum of three (3) minutes in duration; see Public Comment Advisory Statement above.

None at this time.

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

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Susan A. Herron
District Clerk

Attachments*:

*In accordance with NRS 241.035.1(d), the following attachments are included but have neither been fact checked or verified by the District and are solely the thoughts, opinions, statements, etc. of the author as identified below.

Submitted by Steve Dolan (1 page): IVGID: Information and questions for the record regarding TRPA laws; Washoe County Health Department, and State laws regarding “Waters of the State”

Submitted by Clifford F. Dobler (6 pages): Failure to answer a public records request
agenda. Hearing no further changes, Chairwoman Wong approved the agenda has amended.

E. **GENERAL BUSINESS (for possible action) – REMOVED IN ITS ENTIRETY FROM THE AGENDA**

   E.1. Review, discuss, and provide direction on the District’s Strategic Plan for 2018 – 2020

   E.2. Review, discuss, and provide direction on the Board’s Work Plan

F. **PUBLIC COMMENTS** - Conducted in accordance with Nevada Revised Statutes Chapter 241.020 and limited to a maximum of three (3) minutes in duration; see Public Comment Advisory Statement above.

Aaron Katz said that he didn’t get to finish so he will take the opportunity now. All of these assets for communication with the public should be available to the public and you need to adopt a policy that allows criticisms and conflicting views to be just as publicized as those that are pro and you can do something about it. The example he was going to point to is District General Counsel’s message to the community. You gave him a webpage to do it and he is not even a member of the community. The message was not true and until now it has been difficult for the public to understand the truth and recently he has heard that there are some people on social media are spewing the fact that IVGID is a quasi public agency and their authority is some statement on the IVGID webpage and who put that on there as it is not true as we are one hundred percent and he hears complaints about we should be doing this or that because the County does it or a city does, no, we are not a city or a county rather we are a limited purpose special district and we don’t have all those powers and if people are unhappy with that, then do something about it – become a city, become a county. If you are not going to become that then don’t tell me what you want to do because the next guy does. Go out and do it and if you can’t do it then be what you are which is a limit special district. Now he is also asking that this Board terminate a specific member of Staff for misrepresentation and leaving out information on these lots as he would be fired in a private entity. Get rid of the dirty employees and embrace the good employees and start representing the local residents and property owners, we are here and we are your constituents, Staff isn’t and he hopes you realize it.

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

The meeting was adjourned at 6:15 p.m.
preconstruction services phase of the Diamond Peak Incline Creek Culvert Rehabilitation Project.

Authorize an additional Task Order with CH2M, Inc. totaling $64,000 for design services during the preconstruction phase of the Diamond Peak Incline Creek Culvert Rehabilitation Project.

Authorize an Additional Services Addendum with Tri Sage Consulting totaling $30,000 for design, constructability, and cost review services during the preconstruction phase of the Diamond Peak Incline Creek Culvert Rehabilitation Project.

Authorize Staff to execute all contract documents based on a review by General Counsel and Staff.

Trustee Horan seconded the motion.

Chairwoman Wong asked for any further comment, receiving none, called the question, the motion passed unanimously.

E.8. Review, discuss, and possibly provide direction/input to draft Board Work Plan and Draft District Strategic Plan (Requestors: District General Manager Steve Pinkerton and Chairwoman Kendra Wong)

District General Manager Steve Pinkerton said that this was the tenth meeting in the last eleven months. Chairwoman Wong said that the Board was going to have a larger conversation but instead moved the process into our Board meetings and asked that Staff update the District's Strategic Plan.

District General Manager Pinkerton went over the Board Work

**Ordinance 7**

✓ Beach operations will be discussed by Staff at the next meeting (February 21) and then will bring back additional feedback on April 11
✓ April 11 – will set up a date, in the summer, to have a Beaches 101 presentation, that would be recorded, as we need to increase the communication put out to the community so as to get a higher level of information out to the community and that Staff will come back with a
detailed agenda as well as a proposed date for a public meeting that would be well publicized.

**Master Plan/Capital Plan**

- Started that tonight, will be back on the agenda again on March 28.
- On February 21, Staff will be providing a Community Services Master Plan status update as well as the survey results.
- Hoping by March 28 that Staff will be presenting the draft plan or introducing it for calendaring for a future date.
- April or May – have more discussion followed by public meetings/feedback to find out if it includes what the community wanted – summer/fall timeframe.
- Trustees Callicrate and Dent have expressed interest in other capital projects that aren’t under the purview of IVGID so Staff is closely monitoring those other projects that are going on such as Washoe County School District disposing of the old elementary school site as well as others and on April 25 or May 9, Staff will provide a synopsis on the projects that we are not the lead on and which may languish unless we help the lead agency. We want to help people and be the tour guides with projects within our community.

Trustee Morris said it would be good to get knowledge about participation and that the goal, on the Community Services Master Plan, is to get final Board approval in the fall so he wants to make sure that this becomes a reality as he is a little concerned that the Community Services Master Plan has taken some time. He would like to get the draft in March and while he understands the desire to get feedback, he wants to be sure we are going to get this done in the fall. District General Manager Pinkerton said he is pretty comfortable but that once the draft comes out it will depend upon the community participation as it is ultimately the community that will tell you and Staff doesn’t want time to be your enemy.

Chairwoman Wong said it takes us twice as long because of the flex in time spent within our community. District General Manager Pinkerton said that implementation is based on opportunities and that we want to have the flexibility and opportunity to do public/private partnerships.

**Communication**

- Huge amount of work to be done with the IVGID code and the Board will receive an introduction at the next meeting; a lot of work has been done by District General Counsel and Staff on consolidation and this
is something that is appropriate for a GID as we are going to take fifty five years of everything we have attempted to do and start codifying it so everyone can understand it. It is a multi-year process that will stand the test of time and will take time.

**Financial Reporting**

- Ongoing goal is to try and make our financial process more understandable to ourselves and the public and we are going to try and take our budget and have a four-page document, post adoption, to provide to the community. Plan on providing a draft report on June 13 which is after the budget approval.
- In addition, asking for direction about doing a second Staff driven community forum on finances with a focus on the capital improvement process.

Trustee Horan said that this is a very good way to move us forward as we had subcommittees and we had problems with a perceived challenge with the Open Meeting Law. It is incumbent upon us to give one-on-one feedback and thus this is an excellent way to make progress. District General Manager Pinkerton said that the committees were just to provide information and that it is easier to do as a whole so he is looking forward to all working together. Given whatever curiosity you may have, Staff is available to provide background. Trustee Horan said he wanted to hold Staff's feet to the fire to get this done. Chairwoman Wong added and the Board's. District General Manager Pinkerton said he wanted the Board to have the ability to make as informed decisions as possible.

District General Manager Pinkerton then stated that a draft Strategic Plan was provided in the packet. Chairwoman Wong asked the Board how they wanted to approach their review – look at it as a whole or go initiative by initiative; any preference. Trustee Morris said we can start in one direction and then go in another. Trustee Callicrate said principle by principle would be easiest.

**Long Range Principle #1**

No changes were made by the Board.

**Long Range Principle #2**

Trustee Dent said that this is our Strategic Plan so he would like to know when adhering to General Accounting Principles and State
regulations became a strategy. Trustee Callicrate said that it is his recall that it is something that we were doing and should continue to do and that we wrote it down because of concerns with the general community and the Board because regardless of who the Director of Finance is that individual is to be on the same page as the Board. We are required to do it, we are doing it, and therefore we put it there to document it. Chairwoman Wong said that there are a lot of accusations coming from community members and even some from Trustees related to our accounting practices and how we compile and if we comply with the law. Trustee Horan said that this important as we cannot exist without doing this so it is a very important principle to adhere to. Trustee Dent said it seems like when setting strategic plans or goals that they are things we can measure so he would like to see something things where we can measure and also what does that mean and how do we measure it. From a goal setting standpoint or strategy standpoint, we need to try to set some of things so we can track or measure them. One example would be getting the Board packets out to the public a week in advance and let’s measure that and then show that measurement and improve upon it. Trustee Callicrate said that there is a goal that alludes to part of what Trustee Dent is talking about and acknowledges that bullet points are easier and more direct and that these are fairly generalized and he too wants to have some measurable and that those could probably have been fleshed out in the yearly operations. District General Manager Pinkerton said that the budgeted initiatives will be added in after the approval of the budget and that Staff is bringing back a draft budget on March 13 and Staff will be outlining those at that time. Trustee Morris said from a strategy level, and referencing agenda packet page 128, he would like to ask Trustee Dent if setting those first is fundamental to our business or should they always be in our principles. As we define those performance measurements, the question is are we measuring the right things and he doesn’t know if that fits into the strategic plan however he is up for having specific measurements. District General Manager Pinkerton said, referencing agenda packet pages 107 and 108 that you can see some of the reporting that Staff does. Chairwoman Wong said that the performance matrix is a moving target that we started using two years ago so we only have a couple of years of measurement. It should be fine-tuned and then ask if we are using the right matrix. Staff and the District General Manager are committed to it and it is built into operations. Trustee Horan said that the key is to go down the pyramid.
District General Manager Pinkerton did note that Staff has been providing periodic updates. Chairwoman Wong asked for any further comments, none were received.

Long Range Principle #3
Trustee Morris said, with the added bullet point on agenda packet page 129, the last bullet point, do we measure a number of different factors. District General Manager Pinkerton said one of the biggest things we have done is Gallup12 which is essentially a 360 of all employees on the supervisor and department. It is an ingenious process and we are doing measurement and have a whole series of tools available. Staff is specifically setting aside time on improving engagement, discussion, and gaining understanding between the supervisor and employees. We have got our baseline and now we are tracking it to see how we can improve that over time within our work teams. Trustee Horan said that quality is always a difficult measurement and that as we get down to the budgeted initiatives we need to identify something substantial and really do a lot better job on what we are going to measure. District General Manager Pinkerton said we have a lot more to work with. Chairwoman Wong asked for any further comment, none were received.

Long Range Principle #4
Trustee Horan said that he wanted to get to if we move the service level, what it will cost. Trustee Morris said it is important to have objective measurements and he would encourage all of us to look for them. District General Manager Pinkerton said that we do a customer community survey as well as use Vermont for more objective data to see how we are doing. Chairwoman Wong asked for any further comment, none were received.

Long Range Principle #5
No changes were made by the Board.

Long Range Principle #6
Trustee Morris said that Trustee Dent’s example about Board packet might well fit in here. District General Manager Pinkerton said that Staff is looking at it with KPI’s. Chairwoman Wong asked for any further comment, none were received.
Chairwoman Wong thanked the District General Manager and Staff for putting this together and noted that all voices of the Trustees were heard and that we appreciate Staff incorporating that into the Strategic Plan. Chairwoman Wong asked that the Board vote, on the next agenda, to receive both documents. District General Manager Pinkerton said on or about May 9, Staff will be bringing back the final Strategic Plan but that we can bring back a preliminary document for the next meeting if that is desired.

F. APPROVAL OF MINUTES (for possible action)

F.1. Regular Meeting of January 24, 2018 
Chairwoman Wong asked for any changes, hearing none, she deemed the minutes approved as submitted.

G. REPORTS TO THE IVGID BOARD OF TRUSTEES*

G.1. District General Counsel Jason Guinasso

District General Counsel Guinasso said that he had no report for this meeting but that the IVGID code will be on the agenda for the next meeting and possibly there will be a decision on an open meeting law complaint as well as a litigation update.

H. BOARD OF TRUSTEES UPDATE (NO DISCUSSION OR ACTION) ON ANY MATTER REGARDING THE DISTRICT AND/OR COMMUNITIES OF CRYSTAL BAY AND INCLINE VILLAGE, NEVADA*

Trustee Callicrate said that he had a community update and that was that he was called by the parents of one of the “We The People” participants and that the Incline High School team took four out of six item and that they missed one unit by one point thus they did get the wild card spot to go to Washington D.C. and that he is planning on going back to attend this event.

I. CORRESPONDENCE RECEIVED BY THE DISTRICT*

District Clerk Susan Herron stated that correspondence had been received from Cliff Dobler and Aaron Katz.

J. PUBLIC COMMENTS* - Conducted in accordance with Nevada Revised Statutes Chapter 241.020 and limited to a maximum of three (3) minutes in duration; see Public Comment Advisory Statement above.
Trustee Morris said that the ultimate end result is that we have one document that doesn’t link to others. District General Counsel Guinasso said yes, it is a one stop shop with references to appendixes and that he would like to be able to have all the related documents readily available and easy to navigate.

Chairwoman Wong said that Title 1 is twenty eight pages so let’s start there and put that on the January 23, 2019 agenda and see how it goes/see what happens.

E.9. Nomination of a Board Member to possibly represent General Improvement Districts to the Washoe County Debt Management Commission (Requesting Trustee: Chairwoman Kendra Wong)

Chairwoman Wong gave an overview of the submitted memorandum and asked if any Board member was interested.

Trustee Morris said that it sounded interesting and asked how often they meet. Director of Finance Eick said that they schedule a meeting every August which they absolutely do because they review everyone’s indebtedness report and then they meet as required which is usually not more than two meetings in the year. Trustee Morris said his interest remains.

Chairwoman Wong made a motion to nominate Trustee Peter Morris as IVGID’s Board Member to possibly represent General Improvement Districts to the Washoe County Debt Management Commission. Trustee Callicrate seconded the motion. Chairwoman Wong asked for comments; receiving none, called the question and the motion was passed with all Trustees present voting in favor of the motion.

E.10. Review, discuss and possibly take action on Board’s Work Plan: Set a date to reassess priorities (Requesting Trustee: Chairwoman Kendra Wong) - REMOVED FROM THIS AGENDA

E.11. Review and discuss CIP and Debt Service Expenditures for the Fiscal Year Ending June 30, 2018 (Requesting Trustee: Chairwoman Kendra Wong)
Trustee Morris made a motion that the Board of Trustees has provided direction and comment to Staff on the 2019 Five Year Utility Rate Study and proposed utility rate increase for 2019 and therefore direct District Staff to prepare documents and Utility Rate Schedules for a one year average 4.0% utility rate increase in accordance with the 2019 Utility Rate Study. Trustee Horan seconded the motion. Chairwoman Wong asked for comments.

Trustee Horan said other than that one question by Trustee Dent, he support this motion. District General Manager Pinkerton said that on February 27, Staff will provide that answer. Trustee Morris asked Trustee Dent if he was okay with that. Trustee Dent said he thinks the Board should have that information. District General Manager Pinkerton said that Staff can bring that back when we set the date or at the February 6 meeting. Chairwoman Wong says that she appreciates that it stays within a reasonable rate of information and doesn’t think it is outrageous nor unreasonable and that she thanks Staff for keeping that in mind.

Hearing no further comments, Chairwoman Wong called the question – Trustee Horan, Morris, and Wong voted in favor of the motion and Trustee Dent voted opposed; the motion passed.

Chairwoman Wong called for a break at 7:40 p.m.; the Board reconvened at 7:47 p.m.

G.2. Review, discuss and possibly take action on Board’s Work Plan: Set a date to reassess priorities (Requesting Trustee: Chairwoman Kendra Wong) - REMOVED FROM THIS AGENDA

G.3. Review, discuss and possibly take action on Title 1 (28 pages) of the IVGID Code (Requesting Trustee: Chairwoman Kendra Wong) - REMOVED FROM THIS AGENDA

G.4. Election of Board Officers for 2019 – effective at the end of this meeting - REMOVED FROM THIS AGENDA

H. **DISTRICT STAFF UPDATE** *(for possible action)*

H.1. General Manager Steve Pinkerton
Trustee Dent voted against and Trustee Callicrate voted against with protest. The motion passed.

At 9:42 p.m., Chairwoman Wong called for a recess; the Board reconvened at 9:50 p.m.

G.5. Review, discuss and possibly take action on Board’s Work Plan: Set a date to reassess priorities (Requesting Trustee: Chairwoman Kendra Wong)

Chairwoman Wong gave an overview of the submitted memorandum.

Trustee Dent said that he likes that this is being brought back to the Board as it gives us a starting point. Are we going to have a discussion or a meeting? Or maybe we will be having some action items or are we going to dive into those or others. Chairwoman Wong said that the main priorities are to specific action items and we did this two years ago. Trustee Dent asked if we are going to have it in the packet for the meeting so we are not reinventing. Chairwoman Wong asked the Board Clerk to send out to the Board the recap that you did and add to the next agenda.

Trustee Morris said that he liked the idea very much of having these as overarching goals, etc. and that his one concern is that, in retrospect, looking at all that we thought when we did is probably a lofty task of doing everything and is not achievable. We need to decide what our roadmap is and break it down amongst all of these things and actually achieve as a small number of them as a check and balance and make sure we are headed in the right direction.

Trustee Callicrate said he likes the general category because they are critically important or at least parts of them. Doesn’t need to be a long drawn out session so let’s have something specific, like two hours, be time specific and drill down. We need to move through this and come up with two or three more points. He likes actionable items and would like to have a standalone, couple hour workshop.

Chairwoman Wong said she too would like a separate workshop so when we get to the long range calendar, let’s set a date. Please come up with your thoughts about what we have accomplished, what we need to do, etc. so we are all in agreement.