INCLINE VILLAGE
GENERAL IMPROVEMENT DISTRICT
ONE DISTRICT ~ ONE TEAM

NOTICE OF MEETING

The regular meeting of the Incline Village General Improvement District Board of Trustees will be held starting at 6:00 p.m. on January 11, 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. District General Manager's Report

2. Treasurer's Report - Requesting Trustee: Treasurer Michaela Tonking

   A. 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)*

3. LSC Traffic Study at the IVGID Beaches – A brief presentation to the Board of Trustees regarding the study of ingress/egress at the beaches by Director of Public Works Brad Underwood and LSC Staff

F. CONSENT CALENDAR (*for possible action)*

1. **SUBJECT:** Approve increases to existing purchase orders in Fiscal Year 2022-2023 to cover current and anticipated overall purchases to annual fuel and chemical purchases (Requesting Staff Member: Director of Public Works Brad Underwood)

G. GENERAL BUSINESS (*for possible action)*

1. **SUBJECT:** Election of Board of Trustees Officers for the 2023 Term – Effective January 11, 2023 - (Reference Policy 3.1.0, paragraph 0.8)

   Recommendation for Action: That the Board of Trustees make a motion to nominate individual officer positions (multiple motions) of the Board and/or an officer position slate (one motion).

2. **SUBJECT:** Audit Committee Appointment for seat being vacated by Trustee Wong effective December 31, 2022 (the term will expire February 28, 2023) (see meeting minutes of June 29, 2022)

   Recommendation for Action: That the Board of Trustees make a motion to appoint an Audit Committee Member to fulfill the vacancy through February 28, 2023.

3. **SUBJECT:** Receive a project update on the Effluent Pipeline Project, and review, discuss and possibly authorize approval of the project construction phasing plan for the Effluent Pipeline Project, Project: 2524SS1010 – Fund: Utilities; Division: Sewer. (Requesting Staff Member: Director of Public Works Brad Underwood)

   Recommendation for Action: That the Board of Trustees make a motion to approve the Staff and Granite Construction recommended phasing plan.

4. **SUBJECT:** Review, discuss and possibly approve a change in Board Policy and Practice for responding to Public Records requests to minimize redactions and to publish all such requests and responses. (Requesting Trustee: Trustee Ray Tulloch)

   Recommendation for Action: That the Board of Trustees make a motion to resolve that as a matter of policy the District shall make every effort to be fully transparent and accountable to the community in all its affairs and that the public's business shall to the fullest extent possible be conducted in public; and; that the Board of Trustees agree that all legitimate Public Records Requests shall be responded to, within statutory time-frames in full and without redactions other than where there is an agreed and overriding statutory, fiduciary or legal reason to redact; and; that the Board of Trustees agree that all Public Records Requests and all responses to such Public Records Requests shall be made publicly available on the District's website; and; that the Board of Trustees recognizes that some time may be required to modify the District's website such that this information can be accommodated. The Board of Trustees therefore agrees that, until such time as the website is modified, all Public Records Requests and all responses to Public Records Requests shall be published as an addendum to the Board packet at the first Board meeting following the provision of such responses.

5. **SUBJECT:** Review, discuss and possibly approve the reporting structure for legal counsel as it relates to Policy and Procedure No. 105 – Resolution 1480 Personnel Management Policy. (Requesting Trustee: Trustee Ray Tulloch)

Recommendation for Action: That the Board of Trustees make a motion to approve amending the reporting structure for legal counsel such that the General Counsel shall: Report directly to the Board of Trustees, provide legal, contractual and policy advice to the Board of Trustees, be responsible for initiation of and response to all litigation as directed by the Board of Trustees and review as required the findings and recommendations of any internal or external legal advisors engaged by the District and advise and/or provide recommendations to the Board accordingly.

6. **SUBJECT:** Review, discuss and possibly approve agreement for Flashvote Services in the not to exceed amount of $9,900.00 (Requesting Trustee: Trustee Matthew Dent)

   Recommendation for Action: That the Board of Trustees make a motion to approve the Flashvote Services agreement in the not to exceed amount of $9,900.00.

7. **SUBJECT:** Review, discuss and possibly approve proposed modifications to Policy 3.1 including identifying a Trustee for emergency contract approval, and possibly assign Trustees as various department liaisons (Requesting Trustees: Trustee Sara Schmitz and Trustee Matthew Dent)

   Recommendation for Action: That the Board of Trustees make a motion to approve the proposed modifications to Board Policy 3.1 and identify a Trustee to review, approve the signing of contracts, and inform the Board of Trustees of said action, when time is of the essence; and; that the Board of Trustees assign various Trustees to liaison assignments.

8. **SUBJECT:** Review, discuss and provide direction to the District General Manager on the production of weekly report to the Board on pending matters. (Requesting Trustee: Trustee Matthew Dent)

   Recommendation for Action: That the Board of Trustees direct the District General Manager to produce a weekly written report to the Board of Trustees in the requested format and to copy the Board of Trustees on email communications and include in his written report any verbal communications to legal counsel, external agencies and external vendors/partners.

9. **SUBJECT**: Revisit, discuss and possibly approve the implementation of the Whistleblower policy as developed by the Audit Committee in accordance with item 2.8 of Board Policy 15.1.0 (Requesting Trustee: Trustee Ray Tulloch)

   Recommendation for Action: That the Board of Trustees make a motion to approve the Whistleblower policy as developed by the Audit Committee in accordance with Board Policy 15.1.0 and as originally presented to the Board, at the August 10, 2021 Board of Trustees Meeting.

10. **SUBJECT:** Discuss and possibly provide direction to legal counsel to formulate a policy and process for quarterly reporting of external organization involvement by the Board of Trustees and IVGID Staff (Requesting Trustee: Trustee Matthew Dent)

    Recommendation for Action: That the Board of Trustees direct legal counsel to draft a policy and quarterly process for reporting on Staff and Board of Trustee Members involvement in external organizations.

11. **SUBJECT:** Review, discuss and provide direction to Staff regarding expectations on Board packets (Requesting Trustee: Trustee Sara Schmitz)

Recommendation for Action: That the Board of Trustees have a discussion about the format, structure and contents of board memorandums and related Board packet materials and provide direction to Staff to make changes for future memos and packets. Further, with the clear expectations identified related to the Board of Trustees desire for the contents of its Board memos and packets, to set the expectation that the Board of Trustees intends to enforce Policy 3.1 which states, "no matter shall be heard or acted upon without all relevant materials".

12. **SUBJECT:** Revisit, discuss and possibly approve the modifications to the Board of Trustees Handbook (Requesting Trustee: Trustee Sara Schmitz)

    Recommendation for Action: That the Board of Trustees make a motion to approve the proposed modifications to the Trustee Handbook and request Staff update the list of Policy Resolutions and the Table of Contents. When complete, Staff is to update the website and distribute the final document to all Trustees.

13. **SUBJECT:** Review, discuss and provide direction to the Audit Committee as it relates to the Annual Report to the Board of Trustees and possibly expanding the Auditor's scope of work. (Requesting Trustee: Trustee Michaela Tonking)

    Recommendation for Action: That the Board of Trustees provide direction to the Audit Committee as it relates to the Annual Report to the Board of Trustees and possibly expanding the Auditor's scope of work.

14. **SUBJECT:** Review 2023-2024 budget calendar and timeline including possible direction by the Board of Trustees relating to budget workshops and budget reporting (Requesting Staff Member: Director of Finance Paul Navazio)

    Recommendation for Action: That the Board of Trustees review, discuss and provide feedback on the draft budget calendar to guide development of the District's Fiscal Year 2023-2024 budget, to include topics to be covered over the course of three planned Budget Workshops.

15. **SUBJECT:** Review, discuss and possibly approve a budget amendment for the Recreation Center Expansion Project (Requesting Staff Member: Director of Finance Paul Navazio)

    Recommendation for Action: That the Board of Trustees make a motion to authorize Fiscal Year 2022-2023 budget amendment related to the Recreation Center Expansion Project (CIP# (CIP# BI23350100) to reduce the appropriation provided for in the Fiscal Year 2022/2023 Capital Budget, Recreation Fund (350) in the amount of $24,351,164 representing unexpended appropriations at project close-out; and reduce the estimated amount of grant revenue included in the Fiscal Year 2022/2023 Capital Budget, Recreation Fund (350) by $24,298,699, representing grant revenue that will not be billed or collected as a result of termination of the project.

H. REVIEW OF THE LONG RANGE CALENDAR *(for possible action)*

I. MEETING MINUTES *(for possible action)*

1. Meeting Minutes of December 14, 2022

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

K. BOARD OF TRUSTEES UPDATE

NOTICE OF MEETING

L. ADJOURNMENT *(for possible action)*

CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before Friday, January 6, 2023 at 9:00 a.m., a copy of this agenda (IVGID Board of Trustees Session of January 11, 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/Board of Trustees/Meetings and Agendas)
3. State of Nevada public noticing website (https://notice.nv.gov/)

/s/ **Melissa N. Robertson**
Melissa N. Robertson
District Clerk (e-mail: mnr@ivgid.org/phone # 775-832-1268)

***Board of Trustees**: Matthew Dent – Vice Chairman, Sara Schmitz, Michaela Tonking, Dave Noble, and Raymond Tulloch*

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".