



# NOTICE OF MEETING

The special meeting of the Incline Village General Improvement District will be held starting at 8:30 a.m. on Wednesday, May 25, 2016 in the Boardroom, 893 Southwood Boulevard, Incline Village, Nevada.

- A. PLEDGE OF ALLEGIANCE\*
- B. ROLL CALL OF THE IVGID BOARD OF TRUSTEES\*
- C. ROLL CALL OF THE CANDIDATES FOR IVGID BOARD OF TRUSTEES\*  
Matthew Dent, Phil Horan, Steve King, Paul Longshore, Judith Miller, Peter Morris, Robert Olmer, Benecia Price, Steve Thomason, Frank Wright
- D. PUBLIC COMMENTS\* - Conducted in accordance with Nevada Revised Statutes Chapter 241.020 and limited to a maximum of three (3) minutes in duration.

**Public Comment Advisory Statement** – *Public comment, as required by the Nevada Open Meeting Law, is an opportunity for people to publicly speak to the assembled Board of Trustees. Generally, it can be on any topic, whether or not it is included on the meeting agenda. In other cases, it may be limited to the topic at hand before the Board of Trustees. Public comment cannot be limited by point of view. That is, the public has the right to make negative comments as well as positive ones. However, public comment can be limited in duration and place of presentation. While content generally cannot be a limitation, all parties are asked to be polite and respectful in their comments and refrain from personal attacks. Willful disruption of the meeting is not allowed. Equally important is the understanding that this is the time for the public to express their respective views, and is not necessarily a question and answer period. This generally is not a time where the Board of Trustees responds or directs Staff to respond. If the Chair feels there is a question that needs to be responded to, the Chair may direct the General Manager to coordinate any such response at a subsequent time. Finally, please remember that just because something is stated in public comment that does not make the statement accurate, valid, or even appropriate. The law mitigates toward allowing comments, thus even nonsensical and outrageous statements can be made. Counsel has advised the Staff and the Board of Trustees not to respond to even the most ridiculous statements. Their non-response should not be seen as acquiescence or agreement just professional behavior on their part. IVGID appreciates the public taking the time to make public comment and will do its best to keep the lines of communication open.*

- E. APPROVAL OF AGENDA (for possible action)

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**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.*



# NOTICE OF MEETING

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F. GENERAL BUSINESS *(for possible action)*

1. Review and approve an appropriation of Budget Contingency of \$48,000 in the Beach Special Revenue Fund to Transfer for Capital Project to facilitate replacement of the Burnt Cedar Pool Boiler
2. Review and adopt Resolution 1848 to the 2015-2016 Budget of the Incline Village General Improvement District, for the Beach Special Revenue Fund by \$12,000 to facilitate replacement of the Burnt Cedar Pool Boiler

G. 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.

H. ADJOURNMENT *(for possible action)*

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#### CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before Friday, May 20, 2016 at 9:00 a.m., a copy of this agenda (IVGID Board of Trustees Session of May 25, 2016) was delivered to the post office addressed to the people who have requested to receive copies of IVGID's agendas; copies were either faxed or e-mailed to those people who have requested; and a copy was posted at the following six locations within Incline Village/Crystal Bay in accordance with NRS 241.020:

1. IVGID Anne Vorderbruggen Building (Administrative Offices)
2. Incline Village Post Office
3. Crystal Bay Post Office
4. Raley's Shopping Center
5. Incline Village Branch of Washoe County Library
6. IVGID's Recreation Center

*/s/ Susan A. Herron, CMC*

Susan A. Herron, CMC

Clerk to the Board of Trustees (e-mail: sah@ivgid.org/phone # 775-832-1207)

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**Board of Trustees:** Kendra Wong, Chairwoman, Tim Callicrate, Matthew Dent, Jim Hammerel, and Phil Horan

**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. Copies of the packets containing background information on agenda items are available for public inspection at the Incline Village Library.

**IVGID'S agenda packets are now available at IVGID's web site, [www.yourtahoeplace.com](http://www.yourtahoeplace.com); go to "Board Meetings and Agendas". A hard copy of the complete agenda packet is also available at IVGID's Administrative Offices located at 893 Southwood Boulevard, Incline Village, Nevada, 89451.**

## MEMORANDUM

**TO:** Board of Trustees

**THROUGH:** Steven J. Pinkerton  
General Manager

**FROM:** Gerald W. Eick CPA CGMA  
Director of Finance

Bradley A. Johnson, P.E.  
Director of Asset Management

Sharon G. Heider  
Director of Community Services

**SUBJECT:** Review and approve an appropriation of Budget Contingency of \$48,000 in the Beach Special Revenue Fund to Transfer for Capital Project to facilitate replacement of the Burnt Cedar Pool Boiler.

Review and adopt Resolution 1848 to the 2015-2016 Budget of the Incline Village General Improvement District, for the Beach Special Revenue Fund by \$12,000 to facilitate replacement of the Burnt Cedar Pool Boiler.

**STRATEGIC PLAN:** Long Range Principle #2 – Finance “Develop and maintain a long term plan to sustain financial resources”

**DATE:** May 19, 2016

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### **I. RECOMMENDATION**

1. The Board of Trustees makes a motion to authorize the appropriation of the Beach Special Revenue Fund Contingency of \$48,000, for the 2015-2016 budget as adopted May 21, 2015 to increase the transfers by that fund to the Capital Projects Fund to facilitate the replacement of the Burnt Cedar Pool boiler.

Review and approve appropriation of Budget Contingency of \$48,000 in the Beach Special Revenue Fund to Transfer for Capital Project to facilitate replacement of the Burnt Cedar Pool Boiler

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May 19, 2016

Review and adopt Resolution 1848 to the 2015-2016 Budget of the Incline Village General Improvement District for the Beach Special Revenue Fund by \$12,000 to facilitate replacement of the Burnt Cedar Pool Boiler

2. The Board of Trustees makes a motion to adopt Resolution 1848 to augment the 2015-2016 Budget of the Incline Village General Improvement District to increase the Transfers to the Capital Project Fund by \$12,000 through an augmentation of that budget.

## **II. DISTRICT STRATEGIC PLAN**

This expenditure supports Long Range Principle #2 – Finance, develop and maintain a long term plan to sustain financial resources, and under Objectives for 2015-2017, 3. With allocated resources, equate service expectations and the capability to deliver.

## **III. FINANCIAL IMPACT AND BUDGET**

The Burnt Cedar Pool boiler experienced a mechanical failure on May 18, 2016. In order to maintain service levels, a repair or replacement must be commenced to be completed as soon as practical. Based on an evaluation of the existing equipment and the lead times required, a replacement has been determined to be the most cost effective. The total cost of all contracts for the replacement equipment, installation, and start-up is estimated to not exceed \$60,000.

Currently, the Beach Special Revenue Fund has an appropriation of \$48,000 as a contingency amount. The State of Nevada Department of Taxation requires that Staff seeks Board authorization in order to use this contingency. As the contingency amount does not equal the total amount of this expenditure, Staff is also asking for, as a separate action, to augment the Beach Special Revenue Budget by \$12,000.

The appropriation of the \$48,000 contingency, as budgeted, along with a separate action to augment the Beach Special Revenue Budget by \$12,000, is the identified total funding for this project.

The 2016-2017 Budget, as adopted on May 18, 2016, indicated a beginning Beach Fund Balance of \$1,188,111. At that time, there was no estimated use of the 2015-2016 Contingency (\$48,000). The use of the \$48,000 contingency will likely reduce the beginning Beach Fund Balance however there were no

Review and approve appropriation of Budget Contingency of \$48,000 in the Beach Special Revenue Fund to Transfer for Capital Project to facilitate replacement of the Burnt Cedar Pool Boiler

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May 19, 2016

Review and adopt Resolution 1848 to the 2015-2016 Budget of the Incline Village General Improvement District for the Beach Special Revenue Fund by \$12,000 to facilitate replacement of the Burnt Cedar Pool Boiler

budgeted uses for 2016-2017 that would be affected by that circumstance. Likewise, there was no estimated use in 2015-2016 of the \$12,000 additional transfer. This too would reduce the beginning Beach Fund balance but not affect any items planned for 2016-2017.

#### **IV. BID RESULTS**

This item is not subject to competitive bidding within the meaning of the Nevada Revised Statutes (NRS) 332 and 338. The replacement is made through purchases and contracts which do not exceed the thresholds to require bidding.

#### **V. BACKGROUND**

The Burnt Cedar Pool is a key component to the District beach offerings and is very well attended in the summer. The boiler is the piece of equipment that heats the pool water to a comfortable temperature for recreational use. Staff does not believe an unheated pool would meet the expectations of the community given the cool nighttime temperatures of the Tahoe Basin.

The Burnt Cedar Pool boiler experienced a mechanical failure on May 18, 2016 just as we are entering into the highest use period of this facility. In order to ensure service levels meet resident expectations, Staff recommends immediate replacement of the boiler. Doing so will allow the pool to have heated water no later than June 17, which is when the schools are out and we typically see the biggest increase in use.

Staff has met with the equipment vendors and installation contractors to develop project costs and have determined that all contracts issued will be within General Manager's authority. If budget authorization is granted by the Board of Trustees, Staff believes we will be able to have the replacement boiler on-line in time for the June 17 crowds.

The District has filed an insurance claim for equipment failure with the Nevada Public Agency Insurance POOL but a determination of coverage has not yet been made.

Review and approve appropriation of Budget Contingency of \$48,000 in the Beach Special Revenue Fund to Transfer for Capital Project to facilitate replacement of the Burnt Cedar Pool Boiler

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May 19, 2016

Review and adopt Resolution 1848 to the 2015-2016 Budget of the Incline Village General Improvement District for the Beach Special Revenue Fund by \$12,000 to facilitate replacement of the Burnt Cedar Pool Boiler

## **VI. ALTERNATIVES**

No other practical solution exists without significantly affecting the operating season at the Burnt Cedar Beach.

## **VII. COMMENTS**

In order to make the purchase of the replacement boiler and issue an installation contract, while within the General Manager's contract authority, Staff determined that a Special Meeting of the IVGID Board of Trustees had to be called as the Nevada Revised Statutes requires that the Board authorize the release of the contingency funds within the Beach Special Revenue Fund. Staff determined that Nevada Revised Statutes 241.020 (9) did not apply as this situation did not impact the health and safety of the public. Staff acknowledges that the comfort of the public may be impacted and Staff has committed to working hard, quickly, and safely to remedy the situation as cost effectively as possible.

## **VIII. BUSINESS IMPACT**

This item is not a "rule" within the meaning of NRS, Chapter 237, and does not require a Business Impact Statement.



**RESOLUTION 1848**  
**RESOLUTION TO AUGMENT THE 2015-2016 BUDGET OF THE**  
**INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT**

**WHEREAS**, the Total Estimated Revenues and Other Resources of the Beach Special Fund, of the Incline Village General Improvement District were budgeted to be \$ 1,750,500 for the fiscal year ending June 30, 2016; and

**WHEREAS**, the Total Estimated Revenues and Other Resources for the fiscal year ending June 30, 2016 are now determined to be \$ 1,771,300 and

**WHEREAS**, said additional unanticipated resources are as follows:  
Additional Charges for Service at the Beaches \$20,800

**WHEREAS**, there is a need to apply these excess proceeds in the Beach Special Revenue Fund.

**NOW THEREFORE IT IS HEREBY ORDERED** that the Incline Village General Improvement District shall augment the 2015-2016 budget by appropriating \$12,000 for use in the Beach Special Revenue Fund thereby increasing its Transfers to the Capital Project Fund from \$234,660 to \$246,660 to provide for an emergency replacement of the Burnt Cedar Pool Boiler. The detailed schedule (Revised Revenue Schedule and Revised Expenditure Schedule) is incorporated by reference and made a part thereof.

**IT IS FURTHER RESOLVED**, that the District Clerk shall forward the necessary documents to the Department of Taxation, State of Nevada.



**RESOLUTION 1848**  
**RESOLUTION TO AUGMENT THE 2015-2016 BUDGET OF THE**  
**INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT**

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I hereby certify that the foregoing is a full, true and correct copy of a resolution duly passed and adopted at a specially held meeting of the Board of Trustees of the Incline Village General Improvement District on the 25th day of May, 2016, by the following vote:

AYES, and in favor thereof, Trustees  
NOES, Trustees  
ABSENT, None

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Kendra Wong  
Board Chairwoman  
IVGID Board of Trustees

Attested by:

\_\_\_\_\_  
Susan A. Herron  
District Clerk