

Resolution No. 1619

**COMPLIMENTARY RECREATION PRIVILEGES  
Incline Village General Improvement District**

**WHEREAS**, IVGID operates golf, ski, tennis, beach, and other recreational facilities; and

**WHEREAS**, it is customary for the operator of such facilities to occasionally provide complimentary use of the facilities by certain persons; and

**WHEREAS**, prudent use of complimentary privileges can assist the promotion of the facilities, which promotion is vital to minimizing taxpayer subsidies; and

**WHEREAS**, donation of complimentary privileges has proven to be an effective means to assist local community groups and worthwhile causes; and

**WHEREAS**, it is important that Complimentary privileges be granted on a controlled and equitable basis; and

**WHEREAS**, it is thus necessary and prudent to establish guidelines about complimentary privileges.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT**, that the policy statement attached hereto is hereby adopted, and

**BE IT FURTHER RESOLVED** that it shall take effect on the First Day of November, 1991.

**RESOLVED** this 11th day of July, 1991.

\* \* \* \* \*

I hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted at a regularly held meeting of the Board of Trustees of the Incline Village General Improvement District on the 11th day of July, 1991, by the following vote:

AYES, and in favor thereof, Trustees: John Bevel,  
Bennie Ferrari, Joe Marson, Cliff McGough, Bob Wolf

NOES, Trustees: None

ABSENT, Trustees: None

  
Secretary

## Policy statement

### COMPLIMENTARY RECREATION PRIVILEGES Incline Village General Improvement District

**Purpose.** The purpose of this policy statement is to establish guidelines for providing access to IVGID recreation facilities and programs to certain persons without the customary charges that would apply to such access.

**Policy.** All persons which use an IVGID recreational facility or program for which a fee is charged shall pay that fee, unless exempted under this policy or other written policies.

**Authority.** The General Manager and department head in charge of each recreational facility or program shall have the authority to waive facility or program charges to a specific person or group of people, to the extent and only to the extent provided herein. The department head may delegate authority to waive fees to no more than two subordinates.

**General Guidelines.** Persons exercising authority to waive fees under this policy statement are encouraged to use prudent discretion. The fact that a particular situation may qualify for a waiver does not mean that a waiver must be given. This policy is intended to provide the outer boundaries for waiving fees, and persons acting under it may establish more restrictive guidelines or interpretations if circumstances warrant it or if they consider it wise to do **so**.

All waivers must be based upon a justifiable business reason as provided in this policy statement. Waivers are to be used sparingly, when necessary to further IVGID goals and to support community programs. Waivers are a form of expenditure of public resources and should be subjected to the same scrutiny as any other public expenditure. Except as permitted under written IVGID or departmental personnel policies, a personal or familial relationship is not sufficient grounds to waive a fee. In borderline cases, the following rule applies: "when in doubt, don't."

**Specific Guidelines.** The following circumstances may be a justifiable business reason for waiving a fee:

1. **Fund Raiser.** Contribution of a recreational privilege or privileges to a fund-raising program or event sponsored by a local non-profit organization. This may also include contributing the use of a facility, other than a rental facility, for a fund-raising event.

2. **Professional Courtesy.** Use of a facility or program by an employee or owner of another, similar recreational facility, or by a competitive athlete, under a mutual understanding or agreement or when it is general industry practice to waive fees for such persons. "General industry practice" is defined as at least half of similar facilities would also waive the fee under the same circumstances.
3. **Trade-Out.** Exchange of recreational privileges for goods or services acquired by IVGID of equal or superior value. Such goods or services must be ones which IVGID would have purchased with cash, in the absence of the trade arrangement. All trade agreements must be in writing and executed by both parties.
4. **Promotion.** Use of free recreational privileges to promote paid use of recreational facilities and programs by others. Examples of promotional use include familiarization tours, publicity events, and privileges provided to obtain media exposure. Promotional use may include provision of recreation privileges to media personnel or persons in a position to refer paid business to the recreational facility.
5. **Dignitary.** Occasional use of recreational facilities or programs by officials of other public agencies, representatives of entities with which IVGID conducts business, or in relation to a public ceremony or event.

**Records.** All waivers of fees under this policy shall be in writing and shall be approved by a person having the authority to do so. Each waiver shall identify one of the qualifying categories listed in this policy and shall identify the number and dollar value of the privileges granted.

**Interdepartmental use.** This policy does not prohibit use of recreational privileges on an interdepartmental basis, provided that the use otherwise meets the terms of this policy. An example of interdepartmental use involves a trade-out under which ski privileges are traded in exchange for goods and services benefiting the utility department.

**Pricing and Promotional Programs.** This policy does not apply to pricing or promotional programs, that are not specific to a single person or small group of persons and are generally available to the public or categories of the public. These programs might include various forms of discounts, two-for-one offers, free admission on a special day, or other programs. Where such programs are offered, they are not considered a waiver of fees under this policy.

**Refunds.** This policy does not apply to the refunding of fees when recreation privileges were paid for but not received, not fully received, or not delivered in an acceptable manner. Where such refunds are provided, they are not considered a waiver of fees under this policy.

**Other Policies.** This policy does not modify or restrict the terms of other policies that may affect recreation privileges, including those pertaining to personnel, facility use, and other matters. This policy does not restrict the prerogative of the Board of Trustees to take action to provide recreational privileges beyond the scope of this policy, such as the granting of lifetime "gold card" privileges.

Lake Tahoe Fire Protection District spoke in support of the access easement from a life safety and emergency access standpoint.

Jerry Smith, Property Manager for Bitterbrush I and a Board member of the North Lake Tahoe Fire Protection District described recent approvals the project received from the Washoe County Commission, and noted he shares the concern of the Fire District on ingress and egress. Mr. Smith stated that the project should be stopped or the second driveway should be built.

Tom Smith stated the Fire District is on record as opposing the project, but they are mainly looking at life safety.

Director of Engineering Dan St. John stated it is very clear that Bitterbrush has the right to continue to develop, as they have building permits on all 185 units.

Ski Resort Manager Eric Severance stated that from the ski management point of view he has extreme concerns on safety issues when the ski resort is operating in the winter, and he would not want to accept the risk of cars entering Ski Way at that point in the road.

It was the consensus of the Board that staff notify the developer that before the Board will consider an application for an easement, the issues outlined in Director of Engineering Dan St. John's memorandum of June 2, 1993, have to be addressed, along with any other concerns that may arise.

#### **H.8 FOOD AND BEVERAGE OPERATION**

General Manager Hunt reviewed the results of past surveys regarding customer satisfaction with the IVGID-operated food and beverage concessions, and displayed a chart of the ten-year financial performance of IVGID's food and beverage operation, comparing in-house operation to contracted operation.

Director of Finance and Administration Pat Finnigan discussed the effect a food and beverage lease would have on IVGID's recreation bonds, and concluded that leasing the food and beverage operations probably would not be likely to affect IVGID's current bond indebtedness, but private business use of the Chateau may cause any borrowing for Chateau improvements to be on a taxable basis, which would increase IVGID's debt service costs.

It was the consensus of the Board that staff should solicit letters of interest in IVGID's food and beverage operations, providing the figures on IVGID's in-house operation and indicating that IVGID would expect to receive the same rate of return from a contract. The Board concurred that national companies should also be contacted.

#### **H.7 MISCELLANEOUS STAFF AND RECREATION PRIVILEGE ISSUES**

Trustee Brosten moved that paragraph 3 of Policy Resolution No. 127, "Complimentary Recreation Privileges," be amended as follows:

3. **Trade-Out.** Exchange of recreational privileges for goods or services acquired by IVGID of equal or superior value. Such goods or services must be ones which IVGID would have purchased with cash, in the absence of the trade arrangement.

All trade agreements must be in writing and executed by both parties. *Goods or services acquired in trade must be placed in final use by IVGID and may not be distributed to employees or otherwise used in conjunction with an employee event or employee recognition.*

The motion was seconded by Trustee McGough and unanimously carried.

Ski Resort Manager Eric Severance asked that the Board not abolish staff's ability to solicit prizes for employee events, as it is a very functional tool to motivate employees. Mr. Severance suggested that procedures and a documentation process be developed for solicitations.

It was the consensus of the Board that staff and general counsel should prepare guidelines to be used when soliciting items or services for distribution to employees or for use in conjunction with an employee event or employee recognition, and that General Counsel Manoukian should submit it to the District Attorney's office for informal comment prior to the Board's consideration of the guidelines.

Trustee Dimick stated he did not have a problem with the end of the year ski celebration because the participants paid a reasonable amount of the cost of the party; he stated that parties should be paid for by the participants.

Chairman Ferrari noted that there is money in the budget for these types of parties, and he thinks it is important to maintain the morale and spirit of the employees, particularly to encourage part-time people to return.

The Board asked that they be informed when these types of events are scheduled.

Trustee Sullivan suggested that off-site retreats be held closer to home in the future. General Manager Hunt stated that it would be difficult to reduce costs any lower for these workshops and still hold them, and the staff will continue to try to keep costs for workshops as low as possible.

#### **I. ADJOURNMENT**

The meeting was adjourned at 1:58 p.m.

  
Secretary