

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Kendra Wong  
Chairwoman, Board of Trustees

**SUBJECT:** Review, discuss and possibly approve the General Manager's Committee Assignment for the Board of Trustees Work Plan

**DATE:** May 16, 2017

---

Thank you fellow Board members for providing me with the Board Work Items that you would like to work on. I have put together the following General Manager's Committees in collaboration with the District General Manager. Further, I have tasked the District General Manager with meeting with the District's Senior Team to create a template for each committee to use for reporting back on progress made. I anticipate that a meeting will be called for each committee in the very near future with the goal of developing a work plan and bringing those back to the full Board for review and approval at the June 28 meeting.

### **General Manager's Ordinance 7 Committee**

**Members: Trustee Phil Horan, Trustee Tim Callicrate, Director of Parks and Recreation Indra Winquest, District General Manager Steve Pinkerton**

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

### **General Manager's Master Plan/Capital Plan Committee**

**Members: Trustee Peter Morris, Trustee Tim Callicrate, Director of Asset Management Brad Johnson, District General Manager Steve Pinkerton**

- Create a structure for Master Planning
  - o How do all of our Master Plans fit together
  - o Create a timeline for regular review
  - o Leverage public/private partnerships (e.g. ITF)

- Relationships with non-IVGID entities
  - o Washoe County
    - Pedestrian paths
    - Left turn signals
    - Lighted crosswalks
    - Scenic Tahoe Blvd.
    - Regional Plan
  - o Explore options with respect to town/city/county

**General Manager's Communication Committee**

**Members: Trustee Kendra Wong, Trustee Phil Horan, District Clerk Susan Herron, Communications Coordinator Misty Moga, District General Manager Steve Pinkerton**

- IQM2
  - o Staff report on software functionality
  - o Staff report on required resources to implement

**General Manager's Financial Reporting aka Popular Reporting Committee**

**Members: Trustee Kendra Wong, Trustee Matthew Dent, Director of Finance Gerry Eick, District General Manager Steve Pinkerton**

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