



Sun Valley G.I.D. Board Meeting Minutes of April 10, 2014

Board Members Present:

Sandra Ainsworth	Chairperson
Garth Elliott	Vice-Chair
Margaret Reinhardt	Secretary
Joseph Barstow	Treasurer
Susan Severt	Trustee

Board Members Not Present:

Staff Present:

Darrin Price	SVGID, General Manager
Erin Dowling	SVGID, Customer Service Supervisor
Jon Combs	SVGID, Field Supervisor
Carol Bratcher	SVGID, Accountant
William Short	SVGID, CPA
Maddy Shipman	SVGID, Legal
Jennifer Merritt	SVGID, Staff

Others Present:

Linda Elliott	Audience
Vicky Maltman	Audience
Michael Rider	Audience
Glenda Walls	Audience
Chris Wilson	Sparks Justice of Peace

The meeting of the Sun Valley GID was called to order by Chair Sandra Ainsworth at 6:00 p.m. in the Sun Valley District Administrative Building, 5000 Sun Valley Blvd, Sun Valley, NV.

Item#1. Roll call and determination of a quorum.

Board members present; Treasurer Barstow, Vice Chair Elliott, Chairperson Ainsworth, Secretary Reinhardt, Trustee Severt. A quorum was present.

Item#2. Pledge of Allegiance.

Led by Trustee Severt

Item#3. Motion to approve agenda.

Secretary Reinhardt made a motion to approve the agenda. Trustee Severt seconded the motion. The motion carried unanimously.

Item#4. Certify posting of agenda.

Jennifer Merritt certified posting of agenda.

Item#5. Public Comments for items not on the agenda.

Chris Wilson, Sparks Justice of the Peace for Department 1, reported he is the new Sparks Justice of the Peace for Department 1. Mr. Wilson reported he is a candidate in the upcoming election to retain his seat as the Justice of the Peace. He stated he has sixteen years of

experience with major crimes and violence with the District Attorney's office. He also stated he is available to answer any questions and can be contacted at the Sparks Justice Court general phone number.

Item#6. Trustee/Manager's announcements, request for information, and statements relating to items not on the agenda.

Darrin Price, General Manager, announced the Give Kids a Boost Event is scheduled for June 7, 2014 at the Sun Valley Community Park. Give Kids a Boost is hosting a fundraiser event on April 21, 2014 at BJ's Restaurant and Brew House. He stated BJ's Restaurant will be donating 15% of all food sales during the fundraiser to Give Kids a Boost. This event is a huge event in the Sun Valley community.

Vice Chair Elliott reported Ms. Maltman graciously set up a meet and greet with the Sherriff candidates. He had the opportunity to meet three of the candidates. Another meet and greet has been scheduled for May 5, 2014. Mr. Elliott also stated a UNR student is preparing a report on the history of Sun Valley and is still accepting input.

Secretary Reinhardt stated she has been contacted for input by the UNR student regarding the history of Sun Valley.

Item#7. Discussion and motion as to payables and customer refunds for April 10, 2014.

Treasurer Barstow gave a brief report of the accounts payable and customer refunds for April 10, 2014.

Treasurer Barstow made a motion to approve the accounts payable for April 10, 2014 in the total amount of \$139,773.74 with discussion. Trustee Severt seconded the motion. After discussion the motion carried unanimously.

Treasurer Barstow made a motion to approve the customer refunds for April 10, 2014 in the total amount of \$1,057.14. Trustee Severt seconded the motion. The motion carried unanimously.

Item#8. Discussion and motion to approve minutes of March 27, 2014.

Secretary Reinhardt made a motion to approve the minutes of March 27, 2014. Trustee Severt seconded the motion. The motion carried by the following; Ayes: Treasurer Barstow, Chairperson Ainsworth, Secretary Reinhardt, Trustee Severt, Abstain: Vice Chair Elliott (absent from meeting).

Item#9. Discussion and motion to approve tentative budget for FY 2014-2015.

Chairperson Ainsworth announced the District will be holding a Budget Workshop on April 29, 2014 at 6pm to discuss the proposed tentative budget in greater detail.

Darrin Price, General Manager reported the Board has the opportunity to adjust the District's budget between now and May 15, 2014. Mr. Price requested Ms. Bratcher to report on the filing deadlines.

Carol Bratcher, Accountant reported the District must file a tentative budget on April 15, 2014. After the tentative budget has been filed the District has thirty days to make any changes to the budget as needed. The District is required to hold a Public Hearing to discuss the budget and formally approve the tentative budget as the final budget. The final budget must be filed by June 1, 2014.

Mr. Price gave a brief presentation regarding the proposed tentative budget and on the various District funds. (See attached presentation)

Chairperson Ainsworth inquired how many years does the District depreciate its assets. She inquired if there was a law that governs a depreciation schedule for government agencies.

Both Mr. Price and Mr. Short responded to Ms. Ainsworth inquiry. Mr. Price stated it depends on the product as an example; the District might depreciate a computer over a three year period vs. a truck that would be depreciated over a ten year period. Most of the mainline pipes have a long lifespan so they are depreciated even for a longer period of time.

Mr. Short responded currently there is no law setting a deprecation schedule for governmental agencies to follow. Under the governmental accounting standards, it requires agencies to depreciate assets. The individual agencies get to decide how long to depreciate their assets. Agencies typically will use the manufactures suggested life time of the product to determine how long to depreciate items.

Vice Chair Elliott stated he thought last year the District adjusted how items were depreciated and he thought it was related to the District's Recreation Account. He requested Mr. Price to explain what the adjustment was.

Mr. Price responded when the District took over the parks and pool, because the items were donated, the first year none of the facilities were scheduled for depreciation. The following year staff added the necessary recreation facilities to the depreciation schedule.

Secretary Reinhardt inquired where the revenue comes from for the District's Acquisition Fund.

Ms. Bratcher responded the District receives a portion of property taxes also known as Ad Valorem from Washoe County. She reported there was an increase to the Ad Valorem due to increase in property values. The District also receives a portion of the States Consolidated Tax "CTAX" and revenue from District's investments. All of these make up the revenue for the Acquisition Fund.

Vice Chair Elliott inquired if the Acquisition Fund is used to pay for the projects identified on the District's Capital Improvement Project list.

Mr. Price responded, the District does use the Acquisition Fund to pay for the Capital Improvement Projects including the purchase of new equipment.

Chairperson Ainsworth inquired more about depreciation. She inquired if the depreciation funds are part of the Acquisition Fund to help pay for the replacement of assets.

Both Mr. Short and Ms. Bratcher responded to Ms. Ainsworth inquiry. Mr. Short stated the District has a depreciation account for each of the District's water, sewer, properties and recreation accounts. Any depreciation that is collected stays within those accounts. He stated the Capital Improvement Projects are mainly the large projects that are considered new additions to the District.

Ms. Bratcher responded Mr. Short is correct, the depreciation that is collected stays within their appropriate accounts. At the end of the year, during audit time, any acquisition items that were purchased from either the water, sewer, properties, or recreation accounts, reimburse the District's Acquisition Fund.

Secretary Reinhardt inquired if the depreciation revenue is kept separately or if it is mixed with other District revenues.

Ms. Bratcher responded the deprecation revenue is kept separately. Some of the depreciation is invested in certificates of deposit and other portions are held in an actual money market account.

Mr. Price also responded the Board is provided monthly statements that list out each of the District's accounts showing account balances and any interest earned. Mr. Price made a recommendation that the Board of Trustees approve the tentative budget that was presented for the fiscal year 2014-2015.

Treasurer Barstow made a motion to approve the draft tentative budget for the fiscal year 2014-2015; and to direct staff to submit the tentative budget to the Nevada Department of Taxation as required by statute, and provide notice as required by law, for the public hearing on the tentative budget on Thursday, May 15, 2014. Trustee Severt seconded the motion. After some discussion the motion carried by the following; Ayes: Treasure Barstow, Secretary Reinhardt, Trustee Severt, and Chairperson Ainsworth. Noes: Vice Chair Elliott.

Item#10. Review and discussion regarding spring pipeline draft articles with direction to proceed.

Erin Dowling, Customer Service Supervisor provided a copy of the draft articles for the upcoming spring pipeline for review and comments.

Secretary Reinhardt suggested for clarification on the bill payment options article to reference "or by using your personal bank online bill pay service".

Trustee Severt stated customers can also call their banks and authorize a bill payment over the phone. This is a service offered by most banks for the blind.

There were no public comments.

Trustee Severt made a motion to approve the draft layout of the spring pipeline. Secretary Reinhardt seconded the motion. The motion carried unanimously.

Item#11. Review and discussion of the District billing statement layout with possible direction to staff.

Erin Dowling, Customer Service Supervisor gave a brief update regarding the District's billing statement. She stated the District started using the new billing statement and late notices in June 2013. During the first month of the disbursement of the new billing statement, District staff responded to customer inquiries thoroughly to make sure they had a clear understanding of the new billing statement and late notices. Some changes were made to both forms to help simplify and accurately depict all the necessary information. Ms. Dowling gave a brief presentation showing the proposed changes to the billing statement and late notices. She stated the biggest confusion that customers still have is regarding the Past Due line on the billing statement. If a customer has a past due balance and/or a credit balance it appears in the "Past Due" section on the billing statement. Staff is suggesting changing the text from "Past Due" to "Balance Forward"; she believes this will resolve the customers' confusion/dissatisfaction regarding the billing statement. She also stated one of the new improvements on the new bills is the Water Consumption History Graph. The graph provides current and previous year usage and it is strictly related to the current customer's usage. The prior history graph usage was related to the meter only and not applied to a customer, so the usage was not accurate. The usage could have been for multiple customers who moved-in and moved-out throughout the year for a particular property.

Vice Chair Elliott likes that the Water Consumption History Graph that provides current and previous usage. He stated he hopes that in the near future customers can view their accounts online and have the availability to view their entire usage if needed.

Ms. Dowling responded the billing statement may only show the current and previous usage, however the history of the customer's consumption is for the life of the customer's account. The customer can call and inquire anything regarding their account, and District staff can view their history at any time and provide detailed information regarding the account from the time the account was started.

Trustee Severt commented she is pleased with the proposed changes. She believes these changes will resolve of the customers concerns.

Chairperson Ainsworth inquired if there is a cost for the proposed changes.

Ms. Dowling responded that the few changes the District has made to the billing statement and late notices in beginning were done at no charge by BDS. BDS was able to make the minor changes without doing them through an overlay. She stated the goal is for the District to provide a final form to be used for both the billing statement and late notices. Once a final form has been approved, BDS will order in bulk preprinted stationary for both statements to help decrease cost on printing. She stated there will be some cost that will be incurred that is related to programming changes or specific things that Springbrook would have to do on their end, staff will negotiate these cost to make sure the District receives the best price.

There were no public comments for this item.

Trustee Severt made a motion to approve the newly designed statement for the District's Billing Statement and Late Notices and direct staff to proceed with the changes as presented. Vice Chair Elliott seconded the motion. The motion carried unanimously.

Item#12. Request for approval to purchase a new meter for the District's Sidehill pump station.

Darrin Price, General Manager requested approval to purchase a new meter for the Sidehill pump station. The meter has been in service for over twenty years and needs to be replaced. The purpose of the meter is to measure flow from the pump station into the Sidehill Zone. The total cost of the meter is \$3,065.54 dollars.

Treasure Barstow inquired who will install the meter.

Jon Combs, Field Supervisor responded that District staff will install the meter.

Vice Chair Elliott inquired if the new meter will have newer technology features.

Jon Combs, Field Supervisor responded the replacement meter is exactly the same as the old one.

There were no public comments for this item.

Vice Chair Elliott made a motion to approve request to purchase a new meter for the District Sidehill pump station in the amount of \$3,065.54. Secretary Reinhardt seconded the motion. The motion carried unanimously.

Item#13. Review and discussion regarding annual evaluation on compensation for salaried employees with possible direction to staff.

Darrin Price, General Manager reported this agenda item was requested by Vice Chair Elliott. Mr. Price stated he spoke with Mr. Elliott regarding his concern if salaried employees were included

with the hourly employees when it came to raises. He stated the District's policy states; the Board evaluates the General Manager, the General Manager evaluates the Public Works Director, Customer Service Supervisor, and the Administrative Assistant. The Board gets the opportunity to see the evaluations performed by the General Manager and has the opportunity to provide additional input. The General Manager makes a recommendation to the Board for increases associated with employees and the Board makes the decision to approve any increases to the employees.

Vice Chair Elliott inquired if salaried employees are included with hourly employees when the Board approves percentage raises; or if the raise percentage that is set by the Board gets automatically passed on to all of the hourly and salaried employees. He also inquired if salaried employees go through a separate process.

Mr. Price responded during the evaluation process the Board evaluates the General Manager, the General Manager evaluates the previous mentioned positions, the Public Works Director evaluates the field staff, and the Customer Service Supervisor evaluates the office staff. The General Manager brings the evaluations of the three positions for the Board to review, and both the Public Works Director and Customer Service Supervisor will provide evaluation scores for their departments along with any recommendations for consideration either as a group or on an individual basis every year. All positions, salaried employees and hourly employees are all considered an employee of the District. If the Board approves a raise percentage based on CPI or merit, the percentage is given to all employees unless specified differently per policy.

Secretary Reinhardt inquired with Mr. Price when the Board approves a cost of living increase if Mr. Price has ever given himself a cost of living increase on top of his salary. She also inquired when salaried employees receive a percentage increase if it is brought before the Board first for approval.

Mr. Price responded he has never given himself an increase, only the Board can give him an increase. He also responded each year the Board will perform their evaluation of the General Manager in a public meeting and the Board is also given a recommendation for possible percentage increases. The Board approves any percentage increases based on the evaluation process.

Vice Chair Elliott inquired for clarification if salaried employees are not automatically under the umbrella of COLA increases that the Board may approve.

Mr. Price responded that salaried employees and hourly employees are all considered employees of the District. Any recommendation that is provided to the Board for consideration either CPI, merit, or both, the Board's action applies to all employees.

Vice Chair Elliott stated he thinks that salaried employees should be evaluated separately from the hourly employees. Mr. Elliott stated salaried employees should be evaluated in a formal manner and not with a group.

Mr. Price responded he agrees with Mr. Elliott's statement and that is why the Board gets to review the completed evaluations of the other two salaried employees along with the General Managers recommendations.

There were no further board comments or public comments.

Item#14. Discussion to reconsider an annual 360° Evaluation of the District's General Manager.

Darrin Price, General Manager reported this agenda item was requested by Vice Chair Elliott. Mr. Price gave a brief history of the evaluation process for the General Manager. He reported in October of 2005 the Board approved the recommendations from a subcommittee that was comprised of two board members and two employees regarding the District's evaluation process. In October of 2009 the Board considered the concept of a 360° Degree Assessment and subsequently approved using the assessment as a tool for the evaluation process for District Management. The following year the 360° Degree Assessment was used and in 2011, the Board re-assessed the evaluation form and process and decided to use the original evaluation form and process. In 2012 another subcommittee was formed by the Board to evaluate the existing evaluation form and process for the General Manager. The subcommittee recommended changes to the evaluation form and recommended to continue with the current process. In 2013 the Board approved the current process and adopted the changes as recommended by the subcommittee. Mr. Price stated he is seeking guidance from the Board for this year's evaluation process.

Trustee Severt stated she is not a fan of a 360° Degree Assessment being used as the actual appraisal for an evaluation. She has seen it used to skew a specific outcome one way or another. She thinks it could be a great tool for self-evaluations or as a component for an evaluation. She also stated the 360° Degree Assessment is time consuming and you have to rely on people to fill it out. Ms. Severt personally feels the Board should continue using the evaluation process that was used last year recommended by the subcommittee.

Secretary Reinhardt agreed with Ms. Severt's comments. She also added it is not the responsibility of everybody else to evaluate the General Manager, the General Manager serves the District Board and it should be the responsibility of the Board to evaluate the General Manager. She stated she was a part of the subcommittee and the subcommittee worked hard on the new evaluation form for the General Manager and thinks it meets the needs for the evaluation.

Vice Chair Elliott stated he likes to revisit items from time to time. He stated Ms. Severt's made similar comments several years ago almost word for word on this matter. He stated he does not want to be put in the position to listen to antidotes, hearsay or evidence from employees or anybody else regarding the General Manager's conduct and that is why he requested the agenda item. He stated without the 360° Degree Assessment the Board is only receiving half the picture and he believes it is good to get a well-rounded view of someone; and that would require getting input from others that works with that individual. The Board only sees the performance of the General Manager a few hours two times a month. Mr. Elliott inquired if any of the board members have an interest to reconsider the 360° Degree Assessment.

Chair Ainsworth stated she appreciated the time spent on the evaluation form for the General Manager by the subcommittee. She thinks they came up with a good evaluation form for the General Manager and thought it worked good last year. She also stated she does not get a lot of negative feedback from employees or constituents regarding the General Manager. She hears a lot of compliments regarding the District's customer service and sometimes will get inquiries how things are done at the District. She has always taken the time to speak with the individuals regarding their comments or concerns. She also thinks the District needs to continue to educate individuals regarding District processes.

Treasurer Barstow stated he sat on the subcommittee so he is in favor of the existing evaluation form. He stated if he has a concern about the District's operations or regarding the General Manager, he will speak with the General Manager directly.

There were no further board comments or public comments.

Item#15. Financial report by William Short.

None

Item#16. Legal report by Maddy Shipman.

None

Item#17. Field report by Jon Combs.

Jon Combs gave the following field report;

- Field staff continues to clean the sewer mains in the valley. During the cleaning process staff has been taken measurements between manholes and marking them on maps to input into the District's new GIS system that is currently being developed.
- He stated all of the park signs at all of the parks have been replaced and are graffiti resistant.
- Washoe County will be slurring some of the roads in the Highland Ranch area and field staff will be performing the work raising single manholes and valves to help save money to the District. Raising of all the cluster valves and other utility lids will be outsourced.

Item#18. Manager's report by Darrin Price.

Darrin Price reported on the following;

- The District has started preparing for the Dive Into Summer Event and the movie in the park this year will be Frozen.
- He continues to work on scheduling a meeting between the District and the Truckee Meadows Fire Protection District regarding the fire hydrant rental fee agreement. He reported Chief Moore's schedule has been full with everything going on at the moment regarding reconsolidation.
- The District has hired back the Aquatic Supervisor to start preparing for the pool season.
- Community Services Agency will be holding a Youth Leadership Program for several months at the Sun Valley Neighborhood Center. Community Services Agency has signed a Lease Agreement and has agreed to pay rent and utilities.

Item#19. Public Comments.

Vicky Maltman requested a future agenda item regarding the fire hydrant rental fee agreement with Truckee Meadows Fire Protection District. She also commented she would like to meet with Mr. Price and Ms. Dowling regarding a summer craft program at the Community Park.

Michael Rider commented Cal Ripken is investigating the possibility of installing a T-ball field at Gepford Park. Cal Ripken plans on getting the majority, if not all the materials, donated for the field. He stated Cal Ripken will come before the Board at a future meeting requesting approval and support of the T-ball field.

Pastor Joseph Barstow thanked everyone who attended the Benefit Concert for the Food Pantry fundraiser. He appreciates everyone who continues to donate to the Food Pantry. He reported that USDA donated more turkeys and chickens. He also reported Valley Storage Unit donated a shed to the Food Pantry. The shed would be used to store items for the Wish Tree program.

Audience member announced that individuals can purchase items on Amazon to donate to the Humane Society.

Item#20. Board Comments.

Trustee Severt reported the Blue Ribbon Committee will be presenting their final draft report regarding regional fire service to the Washoe County Commissioners on May 13, 2014 at 11 am.

Vice Chair Elliott reported Washoe County Commission postponed their meeting for April 15, 2014 regarding discussion of the Humane Society. The next meeting is scheduled for April 22nd or 25th, 2014 to continue discussion regarding the future of the Humane Society. He stated that three female commissioners are in favor of saving the animals and the two male commissioners would like to proceed with destroying feral animals.

Chairperson Ainsworth complimented the graffiti abatement that was done on 7th Ave. in Sun Valley. She stated the crew sand-blasted the graffiti and the surface looks like new.

Item#21. Future Agenda Items.

Darrin Price reported the following items will be on the next agenda;

- Request from Give Kids a Boost regarding waiving of rental fees.
- Presentation from Commissioner Jung regarding Nextdoor.com
- Public Hearing regarding Property Tax Resolution
- Review and approval of the final draft for the spring pipeline
- Review of the web payment / credit cards options - tentative
- Presentation from Keep Truckee Meadows Beautiful regarding the upcoming Great Cleanup and request for support.

Trustee Severt requested an update from Regional Transportation Commission regarding the 395 project at a future agenda item.

Vice Chair Elliott requested two items for future agenda items.

- Presentation from Washoe County Sheriff and Joseph Castello regarding a graffiti park at one of the Sun Valley Parks.
- Discussion regarding website development by District staff.

Item#22. Adjournment.

Secretary Reinhardt made a motion to adjourn at 7:45pm. Treasure Barstow seconded the motion. The motion carried unanimously.