



**Sun Valley General Improvement District
Board Meeting Minutes of
April 14, 2016**

Board Members Present:

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

Board Members Not Present:

Staff Present:

Jon Combs	SVGID, Public Works Director
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Nancyann Leeder	SVGID, Legal Counsel

Other Members Present:

Carol Burns	Audience
Glenda Walls	Audience
Michael Rider	Sun Valley Cal Ripken

The meeting of the Sun Valley General Improvement District was called to order by Chairperson Ainsworth at 6:00 pm 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; Chairperson Ainsworth, Vice Chair Severt, Secretary Reinhardt, Treasurer Elliott, and Trustee Barstow. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Vice Chair Severt.

Item# 3. Public comments for items not on the agenda.

None

Item# 4. Motion to approve the agenda.

Vice Chair Severt made a motion to approve the agenda. Treasurer Elliott seconded the motion. The motion carried unanimously.

Item# 5. Certify posting of the agenda.

Jennifer Merritt certified posting of the agenda.

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

Mr. Combs reported Mr. Price will give an update at the next meeting regarding the Washoe County Gambling Tax Refund.

Treasurer Elliott reported he attended the Washoe County Commission meeting and they recently approved a new animal ordinance and also approved a new sign ordinance. He stated he is not happy with the new sign ordinance, because it will now require the District to move the location for the new sign at the Community Park. He stated the only way the District could potentially keep the existing sign location is by performing a Master Plan Amendment for the Sun Valley area.

Item# 7. Discussion and motion to approve accounts payable and customer refunds for April 14, 2016.

Treasurer Elliott gave a brief report of the accounts payable for April 14, 2016.

Secretary Reinhardt made a motion to approve the accounts payable for April 14, 2016 in the total amount of \$142,995.22. Trustee Barstow seconded the motion. After discussion the motion carried unanimously.

Treasurer Elliott gave a brief report of the customer refunds for April 14, 2016.

Treasurer Elliott made a motion to approve the customer refunds for April 14, 2016 in the total amount of \$1,865.87. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 8. Discussion and motion to approve Board minutes of March 24, 2016.

Secretary Reinhardt made a motion to approve the Board minutes of March 24, 2016 as submitted. Treasurer Elliott seconded the motion. The motion carried by the following; Ayes – Vice Chair Severt, Secretary Reinhardt, Treasurer Elliott, Trustee Barstow Abstain – Chairperson Ainsworth (absent from meeting)

There were no public comments.

Item# 9. Discussion and possible action to approve upgrade to District's Accela billing and accounting software from Version 7.16 to Version 7.18.

Ms. Dowling provided a copy of the Inter Version Upgrade from 7.16 to 7.18 breakdowns of changes and enhancements. Ms. Dowling stated the District's billing and accounting software has always been known as Springbrook, but recently they have merged with a new company named Accela. She stated the District migrated September 2014 to most current version of Springbrook 7.16, since then she has evaluated the need to upgrade based on the new versions that have been released. She stated after evaluating the various enhancements of Version 7.18 staff has determined there are a lot of beneficial enhancements that both the Billing Representative and the Accountant can take full advantage of. She reported last year the District lost its capability to bill customers for backflow inspections and has been working diligently with Springbrook/Accela in efforts to

get the backflow billing capability back; it was brought back in the Version 7.18. The cost for the upgrade is based on the number of Accela Professional Services hours needed. It is estimated the project will not exceed 140 hours totaling \$14,000.00, should it be less than 140 hours, and the District will only be billed for actual time and materials. She reported the price that was quoted is based on her negotiations with Accela reducing the per hour rate from \$125.00 to \$100.00, saving the District \$3,500.00.

Ms. Dowling reported when the budget was approved for the fiscal year 2015/2016 there was \$15,000.00 reserved in Capital Improvement Project for the purchase of the check scanning and software. She reported the check scanning project will not come to fruition due to software incompatibility with the District's bank. The Bank stated the only way they could accommodate check scanning is if the District processed the checks as an electronic check and/or ACH which a fee would be assessed to the District. She reported staff is requesting approval to proceed with the Accela upgrade utilizing the funds originally reserved for the check scanning project. She stated she spoke with both the District's Legal and Auditing firm and was advised that this particular practice is permissible, pending Board approval.

Treasurer Elliott stated he likes to question purchases when he sees high dollar amounts for upgrades. He spoke with Ms. Dowling and others regarding the upgrade request, and he was happy to see the amount of enhancements the District will receive for this particular upgrade. He hopes that staff will continue to monitor the upgrades and only request to upgrade if there is a significant enhancement in efforts to save money. He also hopes that District staff doesn't come back at a later time requesting to proceed with check scanning once the funds have been spent.

Trustee Barstow inquired what guarantee's does the District have that future upgrades won't eliminate one of the District's most used features. He stated it always seems like when there is an upgrade, the District loses something that they are used to using.

Ms. Dowling responded and clarified that prior to the Springbrook migration in 2014, Version 6, the District was able to issue services orders for backflow inspections and bill for the inspections. When the District migrated to Springbrook/Accela Version 7.16 the functionality to include backflow information on the service orders was lost. Staff has been manually hand writing the backflow information on the service orders since the migration. Version 7.18 allows for backflow information to be added to a service orders once again. She stated she would take responsibility for the oversight when migrating to Version 7.16. She relies strongly on staff who are the biggest users of the billing/accounting system to make sure that all features are offered with every upgrade. During the time of the migration, the District lost its long time Billing Representative and during the training process and training the new Billing Representative, it was overlooked.

After further discussion Vice Chair Severt made a motion to approve upgrade of the District's Accela billing and accounting software from Version 7.16 to Version 7.18 with a not to exceed \$14,000.00. Secretary Reinhardt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Sun Valley General Improvement District recreation season update with possible direction to staff.

Ms. Dowling gave a brief update regarding the District's 2016 Recreation Season. She stated the 2016 recreation season has already begun with the District issuing permits for the various athletic leagues, BMX, and programs at the Sun Valley Neighborhood Center. The District also eagerly awaits the opening of the Paintball Park. The first event of the year was held on Saturday, March 26th when the District partnered with the Boys & Girls Club to hold an Easter Egg Hunt at the Sun Valley Community Park.

Ms. Dowling reported the District is bringing back last year's Aquatic Supervisor. Staff will begin the preparation of the pool regarding pumps, chemicals, water quality, inspections, etc. As the District gears up for the aquatic season, the District will be accepting applications for lifeguard staff and will open up swim lesson registration beginning May 2nd. She also reported included in the swim lessons is the requested pilot program for the Parent and Me swim class, this is for children 3 and under. The Pool will open on Thursday, June 9, 2016 and will operate Wednesday through Sunday from 12pm to 5pm through Sunday, August 7th. Staff has already begun seeking sponsors for free swim days and will update the Board as the season progresses.

Ms. Dowling reported the District's 4th Annual Dive Into Summer event will be held on Friday, June 10th with extended pool hours, barbeque, raffle prizes and movie in the park featuring Disney Inside Out. A second movie in the park night is scheduled for Friday, July 15th. She stated staff moved the second movie in the park from August to July hoping to have better attendance by not competing with other events that are scheduled in August.

Treasurer Elliott stated he receives numerous complaints from customers that the Pool is not opened long enough. He would like to see if there is an opportunity to have the pool open additional days.

Ms. Dowling responded the pool season is scheduled around the Washoe County School District school year calendar. It is unfortunate due to the new balance calendar it shortens the summer break for the youth. She stated several years ago the District tried to keep the pool open after school started, but there was a significant drop in attendance due to school activities.

Chairperson Ainsworth inquired why the Pool is closed on Monday's Tuesday's.

Mr. Combs responded the Pool used to be open Tuesday's through Sunday. A few years ago while preparing the budget; staff was trying to balance the cost of chemicals versus the amount of revenue brought in each day trying to reduce the overall deficit. The only way to save on pool expenses was by reducing the amount of days the Pool was open to save on chemicals. Based on the overall attendance, Tuesday was one of the lowest attended days. He stated staff would open the Pool for an additional day if that is the desire of the Board. He respectfully requested only to consider one day allowing the Lifeguard one day off.

Vice Chair Severt commented July 4th lands on Monday this year and she has concerns because the Pool is normally closed on Monday's. She would like to see the Pool opened for the July 4th holiday and also consider adding Monday's only for the month of July. She also commented she likes the idea of moving the second movie in the park to July. She would like to see the District's recreation season activities marketed so the customers are aware of all the events and pool schedule.

Mr. Combs responded he will make sure the Pool is open for the July 4th holiday. Staff will bring back the cost for the Board to review for consideration of adding additional days to the 2016 pool season.

Ms. Dowling responded the spring Pipeline was inserted with all of the April bills. Staff is considering another flyer for the month of May promoting the District's recreation season. It would include all of the event dates, pool season and swim lesson schedule. Staff will also utilize the District's Facebook page, website, and front counter to promote activities.

Secretary Reinhardt made a motion to direct to staff to look at opening the pool six days a week. Treasurer Elliott seconded the motion.

During discussion audience member Mr. Rider commented it would be beneficial to the community if the pool was open more days and/or longer pool season. He also suggested the District consider utilizing the schools for advertising. The District can provide flyers to the schools to be distributed and sent home with the students.

The motion carried unanimously.

Item# 11. Discussion and possible direction to staff to provide additional information, modify, or edit the District's FY 2016-2017 tentative budget.

Secretary Reinhardt stated the District has reserved \$15,000.00 for an elevator for the District that most likely will never be installed. She suggested reserving those funds for video equipment and software for the Board Room for the FY 2016-2017 Acquisition budget.

Treasurer Elliott stated he supported the proposed tentative budget for FY 2016-2017, but he would like to compare the totals for the proposed budget to the approved current year's budget before he approves the final budget. He also would like to see funds reserved for park amenities especially at the park next to the pool.

Mr. Combs commented any changes to the budget would have to be with the consensus of the Board or at least with the majority, to change any line items. He recommends staff provide quotes regarding video equipment for the Board to consider before adding it to the budget.

Vice Chair Severt stated she toured the Sun Valley Community Park parking lot and she agrees the parking lot is in need of repairs this FY 2016-2017. She also toured the Annex parking lot and it too is in need of repairs and she does not think it could wait another year. She is requesting to move the repaving of the Annex parking lot from the FY 2017-2018 to the FY 2016-2017 budget.

Additional discussion ensued regarding repaving of the Annex parking lot, potential securing of the parking lot, and potential cost savings by bidding it out at the same time of resealing the Sun Valley Community Park.

Vice Chair Severt made a motion to move the repaving project of the Annex parking lot to the FY 2016-2017 District Acquisition Budget. Secretary Reinhardt seconded the motion.

During discussion Secretary Reinhardt inquired if the Board would like to include her request to change the name of the line item currently known as the future elevator and replace it with board room video equipment and software.

Vice Chair Severt stated she does not want to include that in her motion. She would like to see the quotes for the video equipment and software prior to adding it to the District's budget.

After discussion the motion carried unanimously.

Item# 12. Field report by Jon Combs.

Mr. Combs reported on the following;

- Staff has replaced bark at the playgrounds in the parks.
- The pool has been drained and cleaned and is waiting for inspections.
- Irrigation has been started at the parks, during the startup there was minimal irrigation breakage. Staff has performed 80% of the repairs in efforts to keep expenses down with All Seasons Landscapes.
- The District recently hired a new Service Technician and his name is Brian Best.

Item# 13. Office report by Erin Dowling.

Ms. Dowling reported on the following;

- She provided a copy of a letter that was received by a customer regarding her dissatisfaction with the credit card convenience fee. She reported she spoke with the customer and explained how the merchant fees work and that it is only a pass through fee, the customer was understanding of the credit card fee. She also reported the customer is a longtime resident and she complimented the District staff.

Item# 14. Manager's report by Darrin Price.

None

Item# 15. Public Comments.

Ms. Burns representing the Sun Valley Citizen Advisory Board commented the Sun Valley CAB was not notified that the April 4th, 2016 Sun Valley CAB was canceled. She stated Commissioner Herman was not even advised of the cancelation. Ms. Burns is dissatisfied with Washoe County's lack of communication. She announced Washoe County is holding a meeting to talk about various Washoe County Community Services Departments such as roads, ditches, parks, etc. for the Sun Valley community on April 21, 2016 starting at 5:30 pm at the Sun Valley Neighborhood Center.

Mr. Rider commented it was inappropriate the way Washoe County handled the recent cancelation of the April 4th, 2016 Sun Valley Citizen Advisory Board meeting, he believes it was disrespectful to the Sun Valley community. He also inquired about the installation of the scoreboard at the Sun Valley Community Park.

Item# 16. Board Comments.

Treasurer Elliott reported the Sun Valley community has an opportunity to express their dissatisfaction three times a month to the Washoe County Board of Commissioners regarding the lack of communication from Washoe County. He stated he attends as much as he can to express his dissatisfaction about something, and another local resident attends on a regular basis as well, but two residents is not enough. He has attended a lot of County meetings and out of all the Chairs, the current Chair is the rudest in his opinion. He also believes since Al Rogers has been promoted as the Community Services Director, it has gotten worse regarding communication.

Treasurer Elliott reported he continues to work with the County regarding the electronic reader board to replace the existing marquee at the Sun Valley Community Park. He would like to repurpose the exiting marquee and have it relocated in the front of the valley.

Item# 17. Future Agenda Items.

Mr. Comb's reported the following items will be on the next agenda;

- Presentation by the Nevada League of Cities
- Public Hearing on closed delinquent accounts
- Tariff Rule 20 Review Committee update
- Garbage Subsidies update
- Review of the summer Pipeline article ideas
- Budget update
- Possible discussion regarding Sun Mesa Park Adoption
- Possible presentation for video system for board room
- Possible consideration to expanding pool days

Chairperson requested discussion regarding the parameters for an individual to operate the Community Garden.

Vice Chair Severt requested an update regarding the Mary Hansen Center.

Audience member Mr. Rider reported the individual who would like to be considered to operate the Community Garden is working on a presentation for the Board and he will be ready for one of the meetings in May.

Item# 18. Adjournment.

Secretary Reinhardt made a motion to adjourn at 7:16 pm. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on May 12, 2016.

Minutes Prepared by:
Jennifer Merritt, Administrative Assistant