



## **Sun Valley General Improvement District Board Meeting Minutes of April 23, 2015**

### **Board Members Present:**

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

### **Board Members Not Present:**

### **Staff Present:**

Darrin Price	SVGID, General Manager
Mike Ariztia	SVGID, Public Works Director
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

### **Audience Members Present:**

Ramona Bouchard	Audience
Tom Noblett	Audience
Glenda Walls	Audience
Mike Sherak	Washoe County Sheriff Department
Jake Skiver	Washoe County Sheriff Department

**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 Barstow, and Trustee Elliott. A quorum was present.

#### **Item# 2. Pledge of Allegiance.**

Led by Mike Ariztia.

#### **Item# 3. Public Comments for items not on the agenda.**

Tom Noblett commented Washoe County's ordinances are very weak and need to be looked at. He commented on a property adjacent to his property that has been a nuisance issue for a long time. The property already has had 4 dumpsters in three months and there

is another dumpster that has been sitting there for weeks fully loaded. He also has concerns regarding an abundance of trees on the property because they are a fire hazard. He stated Washoe County is ignoring their nuisance codes for this property and he is very concerned of what could happen if nothing is done regarding this particular property. He suggested the District talk with Washoe County and have the County enforce their codes. He also suggested he is willing to be a member on a committee to discuss how to get properties cleaned up to help prevent fires.

**Item# 4. Motion to approve the agenda.**

*Secretary Reinhardt made a motion to approve the agenda. Vice Chair Severt 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. Price stated he attended the Cal Ripken Baseball Opening Ceremony. The League honored the District with a home plate made out of grass. When the League installed the new T-ball fields, they saved some of the grass and made it into a home plate. He stated Chairperson Ainsworth, Vice Chair Severt, and Trustee Elliott attended the Opening Ceremony and cut the dedication ribbon for the new T-ball fields. He also stated May 2, 2015 is the Keep Truckee Meadows Beautiful Great Community Cleanup from 8 am until noon.

Trustee Elliott commented he is still working on trying to get the Sun Valley Citizens Advisory Board back, it will be up for further discussion at the May 12, 2015 Washoe County Commission meeting. He encourages residents to support a Sun Valley Citizens Advisory Board and he thinks a majority of the Washoe County Board of Commissioners are in favor of approving the Sun Valley Citizens Advisory Board request. He believes the Citizens Advisory Board would be a good place for residents to express their concerns related to the county, such as Mr. Noblett's concerns. He also spoke with Incline Village General Improvement District and they provide a recycling program for their customers. Incline Village General Improvement District recycles vegetable oil, florescent bulbs, paint, and other items for their customers. He would like meet with Incline Village General Improvement District and provide a report at a later date.

**Item# 7. Discussion and action to approve accounts payable and customer refunds for April 23, 2015.**

Treasurer Barstow gave a brief report of the accounts payable for April 23, 2015.

*Treasurer Barstow made a motion to approve the accounts payable for April 23, 2015 in the total amount of \$154,643.63. Vice Chair Severt seconded the motion. The motion carried unanimously.*

Trustee Elliott stated his vote to approve the payables was for majority of the payables, but he is not in favor of the payment to Keep Truckee Meadows Beautiful.

Treasurer Barstow gave a brief report of the customer refunds for April 23, 2015.

*Treasurer Barstow made a motion to approve the customer refunds for April 23, 2015 in the total amount of \$1,614.59. Trustee Elliott seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 8. Discussion and action to approve minutes of April 09, 2015.**

*Secretary Reinhardt made a motion to approve the board minutes of April 09, 2015 as submitted. Treasurer Barstow seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 9. Presentation by Washoe County Sheriff's Department regarding graffiti abatement with possible action to approve request of donation.**

Mike Sherak and Jake Skiver with Washoe County Sheriff's Department gave a brief presentation regarding graffiti abatement. Mr. Sherak reported the continuous abatement of graffiti is costly to the county and cities. In Fiscal Year 2009/2010 the county and cities experienced budget cuts, which limited resources, reduced graffiti enforcement staffing and dwindled community partnerships. Local agencies were unable to meet the increasing demand for graffiti abatement. Currently graffiti abatement is done with a leader and three man work crew of inmates. The Washoe County Sheriff Office, Reno Police Department, Parks and the City of Sparks are also collaborating informally. Washoe County Sheriff Office still receives paint and supplies from the Reno Police Department, both departments work together to maintain the graffiti waiver log and abatement.

Washoe County Sheriff Office understands the importance of cleaning graffiti in a timely fashion. In 2013, Washoe County Sheriff Office launched a free mobile app that allows the residents of Washoe County to report graffiti using their iPhones, iPads, and/or Smart Phones. This app allows residents to leave comments, contact information, and a picture of the graffiti. This information goes directly to the Washoe County Sheriff Office graffiti database. Mr. Sherak reported on total Inmate hours spent on Graffiti abatement, total number of pieces of graffiti removed within Washoe County, Reno, and Sparks.

Mr. Sherak stated Washoe County Sheriff Office, Graffiti Abatement Program is requesting the following items to assist with graffiti abatement efforts for Sun Valley. He stated currently private properties are being defaced by graffiti. Graffiti can be abated by the Sheriff's Work Crew if the property owner signs a waiver of consent. As a solution the Sheriff Office would like to create a waiver "door hanger" which advises the property owners of the Washoe County Code regarding the owners responsibility for removal of graffiti. By having a signed waiver from the property owner, the Graffiti Abatement Team can remove graffiti for the property owner at no expense to the property owner. He also stated Washoe County Sheriff Office would like to reduce future graffiti by using signage and security camera's in selected areas that are hot spots. He stated currently the Graffiti Abatement Team removes graffiti with a product called Goof Off. This product is good for removing graffiti off of flat surfaces such as signs. It is difficult to remove graffiti from concrete/masonry areas. To restore the concrete/masonry areas to the original look, it would require sandblasting the surface. Mr. Sherak reported last fiscal year the Graffiti Abatement Team removed graffiti from 309 different sites in Sun Valley. Majority of those sites were off road and their current vehicle has limited capabilities for off road. Many of the work sites, the supervisor has to stage the van and hike in some locations, maneuvering the van and trailer is challenging because of the size. A solution is to have an off road job site utility vehicle that would allow them to access more areas and abate graffiti at a rapid pace. Mr. Sherak stated Washoe County Sheriff Office is requesting a contribution from the Sun Valley General Improvement District

in the amount of \$25,742.87 for the purchase of Citizen Graffiti Removal Kits, graffiti removal supplies, high-pressure abrasive blasting kit, printed door hangers, security surveillance camera, graffiti signs, and a off road utility vehicle with a utility trailer. He stated Washoe County Sheriff Office will provide an in-kind match of \$20,400.00 for a Inmate Work Crew.

Trustee Elliott stated the community is concerned with the amount of trash on BLM and the District is contributing funds in efforts to cleanup the trash. He stated he drives by graffiti every day and would like to see efforts to assist with graffiti abatement. He met with Brook Howard with Washoe County Sheriff Office to see what tools could be used to assist with graffiti abatement. He believes the District has enough funds in its Properties and Garbage Fund that can be used towards some of the suggested requested items.

Treasurer Barstow inquired if all of the equipment that is being requested would be used in Sun Valley only or would it be used in other locations.

Mr. Sherak responded all of the supplies and other equipment is strictly for graffiti abatement in Sun Valley. He stated as everyone can see by the map provided that shows all of the locations in Sun Valley that has been tagged, these items would be used wisely.

Mr. Price inquired if inmates are paid or if they work for free.

Mr. Sherak responded inmates work for free. The in-kind match of \$20,400.00 represents what it would cost if the Washoe County Sheriff Office were to hire entry level employees to perform graffiti abatement.

Mr. Price stated Keep Truckee Meadows Beautiful provides the District with graffiti removal kits from Sunrise Environmental. These kits only cost \$8.00 each compared to the suggested \$26.00 kit. The only difference is that the Keep Truckee Meadows Beautiful kit doesn't come with goggles, mask or an iron scrubbing brush. He had suggested they look into the Sunrise Environmental graffiti removal kit. Mr. Price stated one of the biggest problems with graffiti is the education aspect and he likes the door hanger idea as well as installing signs throughout the community. Additional discussion ensued on the security camera, needed equipment and location of camera.

Secretary Reinhardt stated she does not believe the District can contribute the full amount being requested, but she does believe the District could contribute towards some of the items. She suggested the Board to determine what items would be best used in Sun Valley such as the door hangers and signs. She would like the Board to prioritize the beautification programs and projects to determine how much money could be budgeted for each.

Vice Chair Severt stated she liked the idea of the printed door hangers. She also would like to see additional education/community outreach regarding graffiti abatement and reporting. She likes Washoe County Sheriff Office plan for graffiti abatement, and would support some of the items requested, but is not comfortable with the request of a utility vehicle and trailer.

Chairperson Ainsworth stated she likes the program that has been presented. She believes the community has a lot of graffiti and this program would help beautify the community and it would be money well spent.

After further discussion it was requested to continue the agenda item on the next meeting and invite Brook Howard to attend to help answer additional questions.

There were no public comments

**Item# 10. Discussion and action to approve to collect outstanding delinquent balances on closed customer accounts as of February 28, 2015 via placement on the Washoe County tax roll.**

Chairperson Ainsworth read into the record the Order of Procedure for the District's Public Hearing. Secretary Reinhardt provided proof of publication for the Public Hearing.

7:06 pm Chairperson Ainsworth opened the public hearing.

Ms. Dowling provided a Report for Collection on the County Tax Roll of delinquent balances on closed customer accounts as of February 28, 2015. She stated accounts with less than \$1 owing are not reflected on the report. The report started with 38 closed customer accounts totaling \$4,388.85 in delinquent balances. Since the issuance of the report, 17 accounts have been paid leaving 21 accounts remaining with a new total of \$2,713.89 in delinquent balances. She stated the property owners have the opportunity to continue to make payments to the District up until June before District staff submits the final report to the Washoe County Treasurer.

Trustee Elliott inquired if the total amount provided on the report is strictly for the balances owed to the District or are there other costs associated with the collection of the delinquent balances.

Ms. Dowling responded the total amount on the report is for delinquent balances only. There is minimal administrative cost associated with preparing the report, it is a matter of staff time preparing the report and electronically filing it with the County. The closed account balances are final balances and no additional penalties would apply to the account after they are closed.

There were no public comments

Chairperson closed the Public Hearing at 7:12 pm

*Secretary Reinhardt made a motion to adopt Resolution 1502 approving the Report for Collection on the Washoe County Tax Roll of delinquent balances on closed customer accounts. Treasurer Barstow seconded the motion. The motion carried unanimously.*

**Item# 11. Adoption of Resolution Amending Sun Valley General Improvement District Tariff, said amendments to be effective as of May 22, 2015.**

*Vice Chair Severt made a motion to adopt Resolution 1503 to amend the Sun Valley General Improvement District Tariff, amendments are to be effective as of May 23, 2015. Treasure Barstow seconded the motion. The motion carried by the following;  
Ayes: Treasure Barstow, Secretary Reinhart, Vice Chair Severt, Chairperson Ainsworth  
Noes: Trustee Elliott*

**Item# 12. Review of summer pipeline newsletter article ideas with possible direction to staff.**

Ms. Dowling provided a list of suggested articles for the District's summer newsletter for consideration. The articles include; Drought update, Advanced water conservation

measures, Recreation facility rentals, Summer Blowout (movies in the park), Pool season, Senior Services program, Tariff update, and if there is room a board member feature.

Vice Chair Severt recommended an article regarding the closure of the Teen Center.

Audience member Ramona Bouchard suggested an article reporting graffiti is a crime.

After some discussion regarding the board member feature, it was determined to start with featuring Secretary Reinhardt.

The Board directed staff to proceed with the staff's suggested articles as presented and to include the additional articles as suggested.

**Item# 13. Discussion and possible action regarding expenditure limit of the Sun Valley General Improvement District's General Manager without Board approval.**

Trustee Elliott stated Mr. Price has reported numerous times that he as the General Manager has the authority to spend up to \$2,000.00 for purchases and other services. Trustee Elliott would like to see something in writing showing that authorization.

Mr. Price stated he researched prior minutes (electronically) and could not find when the Board made the decision. He believes the authorization was made back in the 1980's.

Both Chairperson Ainsworth and Secretary Reinhardt stated they are both aware of the \$2,000.00 expenditure limit for the General Manager and it has been in place for a very long time.

Trustee Elliott stated he doesn't have a problem with the amount that the General Manager is authorized to spend, but he is curious if the amount is enough. He would like to compare what other agencies allow for their General Managers to spend. He stated he wanted to have the discussion regarding the spending limit because of comments made by different board members how money is being spent.

Mr. Price stated the Board is provided monthly reports showing all of the expenditures that were made and that the Board approves them. He stated the board is welcome to inquire about any expenditure or request to see invoices between meetings if they would like. He prefers that if they do make the request, to make it through him as not to disrupt regular staff duties. He also stated most other General Improvement District's only have one board meeting a month so those Boards only view expenditures once a month. The Sun Valley GID holds two meetings a month and this Board gets to review its expenditures twice a month.

Additional discussion ensued regarding what would be an acceptable expenditure amount for the District's General Manager. Trustee Elliott felt it was worth discussing since staff couldn't find the minutes when it was originally approved. He would like to make a formal motion so there is documentation for the record regarding the General Manager's expenditure limit.

There were no public comments.

*Secretary Reinhardt made a motion to reaffirm the General Manager's \$2,000.00 expenditure limit. The motion died for the lack of a second.*

*After additional discussion Vice Chair Severt made a motion to increase the expenditure limit of the General Manager to \$4,000.00 without Board approval. Trustee Elliott seconded the motion. The motion carried unanimously.*

**Item# 14. Discussion regarding Board policies for education credits at District's expense for staff and General Manager with possible action.**

Trustee Elliott stated numerous people who have attended the District board meetings inquired why the General Manager was taking an enormous amount of human resource classes. He stated he understands that the General Manager should have some Human Resource knowledge but he wanted justification why the classes were taken by Mr. Price and not the designated human resource employee.

Mr. Price responded he was directed by the Board to take Human Resource classes after one of his reviews. Some of the courses were human resource related and general business related. He took some of the classes during work hours, evenings and on weekends. He stated again he took classes that were suggested for him to strengthen him as the General Manager.

Chairperson Ainsworth stated the General Manager needs to have as much knowledge as the designated human resource employee so he can oversee the work performed and assist as needed. She stated in order for the General Manager to lead the company, the General Manager has to have the education to lead.

Trustee Elliott suggested having the designated human resource employee to attend the class(s) first and if they are informative then he could make the recommendation for the General Manager to take the same class(s).

Mr. Price responded a majority of the Human Resource classes that both he and Mr. Ariztia take are free through the Pool Pact. He stated again the courses he took through UNR were courses that he was directed to take after a review advising him that he had to strengthen certain areas.

Vice Chair Severt stated Mr. Price as the General Manager oversees other supervisory positions. She stated in some places there are two different human resource related work, there is work performed by the General Manager and work performed by other exempt employees. She could see the need for the General Manager to stay on top of human resource related issues.

Secretary Reinhardt is comfortable with the way things are now. She stated she doesn't want to see any of the employees abuse the education assistance benefit by taking classes that are not related to their position.

Mr. Price stated he encourages employees and sometimes directs employees to take classes that could assist them with their position.

After further discussion there was no direction or motion made to change anything at this time.

There were no public comments.

**Item# 15. Discussion and possible direction to staff to modify or edit 2015/2016 tentative budget.**

Mr. Price stated staff is seeking any direction from the Board if they would like to make any changes to the tentative budget prior to approving the final budget.

Trustee Elliott stated he has concerns how the Garbage Franchise Fees are currently being spent. He stated the Board should consider increasing the budgeted amount for both the Dumpster Program and the Garbage Subsidy Program. The District is currently over budget for both these programs and he would like to expand them more to those that are in need of assistance. He stated he attended the Washoe County Commission meeting when Waste Management gave a presentation to the Commission. He stated that Waste Management is proposing a \$10.00 per month increase to the Washoe County residents.

*After further discussion Trustee Elliott made a motion to increase the Dumpster Program and Garbage Subsidy Program by \$5,000.00 each. Treasure Barstow seconded the motion. The motion carried unanimously.*

Additional discussion ensued regarding Washoe County Sheriff Office graffiti abatement program and their request for assistance from the District.

*Vice Chair Severt made a motion to increase the Beautification Program by \$5,000.00. The motion was seconded by Chairperson Ainsworth. The motion carried unanimously.*

Chairperson Ainsworth called for a 5 minute break at 8:01 pm

**Item# 16. Presentation of status report on legislation of interest to Sun Valley General Improvement District and possible direction regarding the District's position on legislation.**

Mr. Price gave a brief legislative update. He provided a list of bills the District is currently tracking and their status within the legislature. He also briefly reported on Assembly Bill 19 regarding amending the time frame for filing tentative budgets by certain local governments; Assembly Bill 25 regarding amending the uses for Residential Construction Tax to expand to use funds for improvements to existing parks and structures. Staff continues to focus on water related bills and public work related bills.

There were no public comments.

**Item# 17. Financial report by William Short.**

None

**Item# 18. Legal report by Maddy Shipman.**

None

**Item# 19. Field report by Mike Ariztia.**

None

**Item# 20. Office report by Erin Dowling.**

Ms. Dowling gave a brief update on the District's online payments. The month of February there were a total of 98 online payments made online and a total of 146 online account users; the month of March there was a total of 316 online payments and a total of 433 online users; and as of today there is 279 online payments and 640 online users. Staff continues



to promote the new online payment feature and how customers can avoid disconnects by using the online payment feature. She stated there have been minimal inquiries regarding account setup.

**Item# 21. Manager's report by Darrin Price.**

Mr. Price reported on the following;

- He thanked the Board for the opportunity to attend the Nevada Recreation Parks Society annual conference. The conference was very informative and he obtained several good contacts that he will be following up on related to various park amenities.
- The fence repairs have begun on 7<sup>th</sup> Ave. at the Sun Valley Community Park.
- Northern Nevada Water Planning Commission approves expenditures each year to support cloud seeding for the area. He stated Northern Nevada Water Planning Commission is working with legislatures to get additional agencies to assist with funding cloud seeding.
- He attended the Cal Ripken Baseball Open Ceremony along with Chairperson Ainsworth, Vice Chair Severt, and Trustee Elliott. It was well attended and the District was recognized for its hard work on the new community building and assisting with the new T-ball fields.

**Item# 22. Public Comments.**

None

**Item# 23. Board Comments.**

Vice Chair Severt stated she will be attending the annual Pool Pact meeting on April 30<sup>th</sup> and May 1<sup>st</sup> and will provide an update to the Board regarding the meeting. She also thanked staff for getting the fence repaired at the Community Park.

Trustee Elliott commented the Citizen Advisory Board is a good outlet for residents such as Mr. Noblett to request for information regarding code enforcement. He stated currently the District has been fielding a lot of the residents' requests regarding Washoe County activities in the absence of a Citizen Advisory Board. He also stated the Washoe County Commission will be discussing their sign ordinance on April 28, 2015.

Treasure Barstow thanked Trustee Elliott for inviting Washoe County Sheriff Office to give a presentation on graffiti abatement. It was very informative and likes Secretary Reinhardt's suggestion for the Board to prioritize the beautification programs and projects to determine how much money could be budgeted for each.

**Item# 24. Future Agenda Items.**

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

- Presentation by Washoe County Health Department regarding partnership with the District's Dumpster Program
- Review of the draft summer Pipeline newsletter
- Tentative budget update
- Legislative update
- Prioritize the beautification programs and projects

Vice Chair Severt would like to have a separate discussion regarding what the District could fund for Washoe County Sheriff Office request regarding graffiti abatement.

Trustee Elliott at a future meeting would like to discuss a possible survey of the community to see if there is interests to have the UNR Extended Studies provide a gardening class in the Sun Valley community.

**Item# 25. Adjournment.**

*Secretary Reinhardt made a motion to adjourn at 8:39 pm. Trustee Elliott seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on May 14, 2015.

Minutes Prepared by:  
Jennifer Merritt, Administrative Assistant