



## Sun Valley G.I.D. Workshop Minutes of August 5, 2010

### **Board Members Present:**

Patricia Lancaster	Chairperson
John Jackson, Sr.	Vice-Chair
Margaret Reinhardt	Secretary
Robert Fink	Trustee

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

Linda Woodland	Treasurer
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### **Staff Present:**

Darrin Price	SVGID, General Manager
Jennifer Merritt	SVGID, Staff
Maddy Shipman	SVGID, Legal

### **Others Present:**

Susan Severt	Audience
Garth Elliott	Audience
Linda Elliott	Audience

**The meeting of the Sun Valley GID was called to order by Chairperson Patricia Lancaster at 6:00 p.m. in the Sun Valley District Administrative Building, 5000 Sun Valley Blvd, Sun Valley, NV.**

#### **Item#1. Approval of Agenda.**

*John Jackson, Sr. made a motion to approve the agenda. Margaret Reinhardt seconded the motion. The motion carried unanimously.*

#### **Item#2. Certify posting of agenda.**

Jennifer Merritt certified posting of agenda.

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

Garth Elliott commented on a RTC meeting regarding the proposed Pyramid Hwy & US 395 connection. At the meeting he commented on his concerns regarding the proposed design that will go through a portion of the Sun Valley community. He suggested the District stay involved with this particular project.

Susan Severt commented on the RTC proposed connection. She agreed with Garth Elliott, the District should get involved with the development design. She commented she is trying to contact all of the State and Federal elected officials to stress the concerns against the proposed design.

**Item#4. Discussion and possible motion regarding the District's evaluation process:**

**A. Review of evaluation forms for Office, and Field Employees.**

Darrin Price provided copies of the District's Office, Field, and Management evaluation forms for review. The differences between the evaluation forms are the questions. Some of the questions are the same, but each form has additional questions that are specific to the office, field, and management. The provided evaluation forms were approved by the District's Board in October 2005. The recommendations came from a subcommittee that was made up of two board members and two employees.

John Jackson, Sr. commented he was a member of the subcommittee and the subcommittee received advice from the POOL PACT. At that time the subcommittee requested samples of various evaluation forms, the POOL PACT could not find an evaluation form that fit the District's needs, nor could they find an evaluation form that focused on a management position. The subcommittee accepted an evaluation form from the POOL PACT and modified it to fit the District's needs.

John also commented on the certification process for field employees. John's concern is field employees have an opportunity to advance themselves throughout the year, and office employees don't get the same advancement opportunities. Example; a field member could receive an increase in pay based on their annual evaluation. Several months later that same member passes a grade certification and then receives another raise. Office members don't have the equal opportunity and suggested Darrin to look into a similar certification program for the office employees. John also inquired if the District requires all field employees to obtain additional certification other than their grade one certification.

Darrin commented he has looked into programs for the office employees, similar to the field's certification program. American Water Works Association just developed a certification program for Customer Service positions. The cost for new certification program provided by American Water Works Association is several thousand dollars per person. Darrin commented he is still researching for some program as directed. The District does not require any of the front office positions to obtain any certifications for their positions. However, the Customer Service Representative positions do have two levels, I and II. The placement for these two positions is based on experience and qualifications. The State and the District only requires each field employee to obtain their grade I Water Distribution certification. Management encourages employees to continue on with their education and certifications, but it is not required for them to obtain any other certifications other than grade I Water Distribution.

Patricia Lancaster inquired if there were any recommended changes to the existing evaluation forms or to the District's Personnel Manual section regarding Salary Reviews and Increases.

Margaret Reinhardt inquired how come the board members no longer receive copies of the employee's evaluations.

Darrin commented he does not recall ever it being mandatory to provide copies of all evaluations. Management has in the past provided individual evaluation scores.

Maddy Shipman suggested Management advising the Board prior to performing an evaluation of an employee, to see if the Board may have any input on that employee.

Patricia commented she would like to start seeing the Board receiving a copy of all evaluations, but not for the purpose of re-evaluating the employees.

*After some discussion Margaret Reinhardt made a motion to have all evaluations reviewed by the Board, but not to be re-evaluated by the Board. Robert Fink seconded the motion.*

During discussion audience member Susan Severt commented she felt this is a form of micro managing. The Board should trust in the management to perform the evaluations. She also commented by reviewing the evaluations prior to approving any increases, she thinks it will influence the board how they want to vote when approving any percentages for increases.

Robert Fink commented he thinks the Board should have the opportunity to review the evaluations since the District is a public entity and the Board has to report to the public.

*After discussion the motion carried unanimously.*

Darrin commented he will provide confidential copies of the employee's evaluations to the board from now on.

## **B. Review of 360° Evaluation for Management.**

Darrin reported in October 2009 the Board approved using the 360° Degree Assessment for District management as part of the evaluation process. When the concept was approved it was unclear who would perform the evaluation. The concept suggests subordinates, internal and external customer, and a member from management to perform the evaluation. Prior to the approval of the 360° Degree Assessment, the Board would each perform an individual evaluation of the General Manager and after combining the scores, the General Manager would receive an overall average score. A copy of the City of Sparks Management Questionnaire was provided for consideration. Darrin requested direction from the Board who they would like to designate to perform the General Managers evaluation.

Robert Fink suggested the District follow the City of Sparks evaluation process. He also suggested inviting the City of Sparks City Manager to the next meeting to report on his evaluation process and provide his opinion on the process.

Maddy Shipman commented when she participated in the past with evaluating her management, there were some questions and/or categories she could not give a rate on because of the lack of involvement pertaining to a particular category on the questionnaire.

*After some discussion Robert Fink made a motion to utilize the City of Sparks Evaluation process, including all employees to participate in the evaluation process anonymously, another member of management, and a self evaluation. All questionnaires will be reviewed by two board members who will then use the data to prepare a report for the Board to review no later than September 9, 2010. Once a report has been provided each of the board members will perform an evaluation utilizing the report for input purposes. Margaret Reinhardt seconded the motion. The motion carried unanimously.*

**Item#5. Discussion and motion to freeze all wage increases.**

Margaret Reinhardt commented every other state or county has done some kind of wage freeze and she thinks it would be appropriate for the District to freeze all wages.

Patricia Lancaster inquired if the District was to freeze wages, how would that affect field employees who pass their certification and move up into another classification.

Darrin Price reported he has shared with all the employees, until the economy turns around he is not proposing any increases.

*Margaret Reinhardt made a motion to freeze all wage increases. John Jackson, Sr. seconded the motion.*

During discussion, John Jackson Sr. requested clarification regarding the definition of all wage increases.

Both Margaret and Robert commented it means everything.

Audience member Susan Severt inquired is this forever or will it be reviewed at a later date.

Maddy Shipman commented it would take a motion from the Board to consider un-freezing wages. She also suggested the motion to say, "There will be no wage increases for the remainder of this year's budget".

*After some discussion Margaret Reinhardt amended her motion to freeze all wage increases for the remainder of this budget year. John Jackson, Sr. seconded her motion. The motion carried unanimously.*

**Item#6. Public Comments.**

Garth Elliott commented a neighbor that was recently shut off for non-payment with the District.

**Item#7. Board Comments.**

Margaret Reinhardt requested District staff to purchase more suggestion slips for the front office suggestion box.

Robert Fink reported Norma Fink's Celebration of Life is August 15, 2010 at 2 pm.

**Item#8. Adjournment.**

*John Jackson, Sr. made a motion to adjourn at 7:20 pm. Margaret Reinhardt seconded the motion. The motion carried unanimously.*