



## Sun Valley G.I.D. Board Meeting Minutes of August 08, 2013

### **Board Members Present:**

Garth Elliott	Vice Chair
Margaret Reinhardt	Secretary
Susan Severt	Trustee

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

Sandra Ainsworth	Chairperson
Joseph Barstow	Treasurer

### **Staff Present:**

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

### **Others Present:**

Linda Elliott	Audience
Sher Faenger	Audience
Vicky Maltman	Audience
Dave Shumway	Audience

**The meeting of the Sun Valley GID was called to order by Vice Chair Garth Elliott 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; Garth Elliott, Margaret Reinhardt, Susan Severt. A quorum was present.

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

Led by Margaret Reinhardt

**Item#3. Motion to approve agenda.**

*Margaret Reinhardt made a motion to approve the agenda. Susan 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.**

Sher Faenger commented she received notification that the United States Postal Service is considering closing the Sun Valley Post Office. The USPS only notified the 200 P.O. Box holders and has not notified the entire Sun Valley community regarding the proposed closure. The notice she received was not legible so she retyped the notice and the comment form for anyone who

would like a copy. She investigated the P.O. Box rental rates for other USPS Reno and Sparks locations and compared them to the Sun Valley locations rates, Sun Valley has the highest P.O. Box rental rates. She also commented she agrees with Susan Severt's letter to the Post Master that there would not be any significant savings by closing the Sun Valley location since the main expense for the Sun Valley location is one person's wages. That person would be transferred to another Post Office; therefore any expenses would be transferred to another location instead of offering a true savings to the USPS. She encouraged everyone to get involved and help save the Sun Valley Post Office from being closed.

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

Garth Elliott commented he is elated to see growth in the Community Garden by the Boys and Girls Club. He also commented on the Sun Valley Post Office closure. He stated he rarely has seen a change in government by one person's efforts. He agrees that the Sun Valley community needs to come together and protect the Sun Valley Post Office.

Darrin Price announced Sun Valley Summer Blow Out is August 9<sup>th</sup> at the Sun Valley Community Park. It will start with a pool party from 5 pm until 7 pm that will include a barbeque, music, games, and swimming followed by a free movie in the park. The movie is Oz the Great and Powerful and will start at dark.

**Item#7. Discussion and motion as to payables and customer refunds for August 08, 2013.**

Vice Chair Garth Elliott gave a brief report of the accounts payable and customer refunds for August 08, 2013.

*Margaret Reinhardt made a motion to approve the accounts payable for August 08, 2013 in the total amount of \$198,190.97 with discussion. Garth Elliott seconded the motion. After discussion the motion carried unanimously.*

*Margaret Reinhardt made a motion to approve the customer refunds for August 08, 2013 in the amount of \$920.33. Garth Elliott seconded the motion. The motion carried unanimously.*

**Item#8. Discussion and motion to approve minutes of July 25, 2013.**

Garth Elliott reported he would be abstaining from the vote since he was absent from the last meeting.

Maddy Shipman recommended the Board to continue the approval of the minutes of July 25, 2013 until the next meeting when there will be majority of the full Board present who can vote.

Garth Elliott directed staff to continue the approval of the minutes on the next agenda.

**Item#9. Community Service Award presentation to Dave Shumway.**

Garth Elliott stated item nine is postponed until Mr. Shumway arrives.

**Item#10. Discussion and possible motion to approve upgrade to the District's Springbrook billing and accounting software to version 7.**

Erin Dowling stated Springbrook software is the software that the District uses for its utility billing and accounting functions. The District has been a satisfied customer with Springbrook for the last ten years. The current version of Springbrook that the District uses is approximately 17 versions behind their most current version. Over the last several years, the billing specialist, accounting

specialist, and prior supervisors have been looking at alternate software programs that could be purchased and has compared them to Version 7 of Springbrook. Staff has analyzed cost, efficiency, accessibility and ease of use of the various programs including the time and cost to retrain all staff members. After much research and consulting IT Consultant Advise Tech, staff has determined the Version 7 of Springbrook would be in the best interest for the District. Erin provided a copy of the Migration Proposal, Migration Order Form, and Migration Agreement for review. She stated that the Migration is not an upgrade or a purchase of a new system. Migrating is moving entirely a new suite of products. The new Version 7 works from a .NET environment; the server is what does the actual work and operates at a much faster pace compared to the current Springbrook system that gets bogged down every time a staff member does any kind of billing process or special report. Erin stated that staff did research other software's and demonstrated other software's. Not all of the other software's offer the same features that the District is currently using. The District has a ten year history with Springbrook and already has become familiar with the software. After all of the analysis staff recommends continuing with Springbrook Version 7. The cost for the Migration proposal is \$24,100.00 dollars with a three year payment plan, which is less than the purchase of a new programming altogether; cost variation between all of the software's researched range from 18K up to 58K. The cost includes training/consulting, Migration/conversion services and rewriting of custom codes which allow for all of the custom functions the District requires for its specific needs. The District currently has customized features with Springbrook to accommodate the District's billing and reports. With the .NET version there are a lot of advanced features that are a part of the standard package. Staff would like to see if these new standard features could work for the District to help cut down on annual maintenance expenses. Staff has also negotiated a discounted purchase price by paying for the Migration in full at the time of signing; Springbrook has offered a discount of \$1,194.00 dollars bringing the new proposal cost to \$22,905.60 dollars. The fiscal year 2013/2014 budget has appropriated funds for this project under the Acquisition Fund as a Capital Improvement Project. If approved the lead time from when the contract is signed is approximately 9 – 12 months to go live with Version 7.

Margaret Reinhardt inquired about the Acquisition Fund and wanted to know where the revenue comes from to fund Capital Improvement Projects.

Darrin Price responded the District currently has five separate funds they include, Water Fund, Sewer Fund, Recreation Fund, Properties and Garbage Fund, and the Acquisition Fund. The Acquisition Fund is funded by development fees, connection fees for water and sewer.

Carol Bratcher also responded that there is on-going funding via the Advalorem, Fair Share and Construction tax.

Margaret also inquired how the District accesses the funds from the Acquisition Fund.

Carol responded the District can write checks from the Acquisition Fund, but typically the District pays for items from the Water Fund and at the end of the month transfers funds to reimburse the Water Fund from appropriate accounts.

Darrin stated the Acquisition Fund is used for the purchase of new assets such as computer equipment, software programs, vehicles, tools, meters, and special projects. All of these are known as the Capital Improvement Projects that the Board reviews each year and approves at the time of approving the District's budget.

Garth Elliott stated that he agrees with Erin and would like to see the District use more of the Springbrook standard features to help keep costs down. He inquired if the discount is available with the three year payment plan.

Erin responded the discount is only offered if the District pays for the Migration of Version 7 up front at the time of signing the contract. If the District wants to opt for the three year payment plan then the District will have to pay the original proposal price of \$24,100.00 dollars.

Garth inquired if the District has looked at the industry standards for comparison regarding utility billing programs and also inquired if the Migration will offer significant efficiencies.

Erin responded that staff has researched several different utility billing programs and demonstrated other local water utility programs. Not all of the other software's offer the same features that the District is currently using. Staff did have the opportunity to demo Springbrook Version 7 at Kingsbury General Improvement District and it provides both billing and accounting features that the District is currently using and wants to continue using. During the demo it was noticeably faster than the version that the District is currently using.

Carol commented on the accounting feature. She does not think that there will be any time savings for her functions since majority of her work is manual inputting.

Susan Severt inquired during the Migration if the District would be operating concurrent systems. She also inquired if there is a opt out feature in case there are issues with the billing system.

Erin responded the District will be working with the current system until the Migration is complete so both systems would be working concurrently. In the event the District was not satisfied with Version 7, The District could make the decision to opt out as long as it is before the "go live" date. Springbrook offers a lot of webinars regarding Version 7 Migration and staff is currently participating in the webinars. Additional training will be provided for staff and once both the District and Springbrook thinks everyone is ready to "go live" the District can opt to run either both programs or just one program. Data will never be lost and it can be used to operate both systems if needed.

Susan stated she wanted to make sure there was continuity in the event Version 7 needed additional programing. She wants to make sure there are no interruptions with billings.

There were no public comments.

*After some discussion Margaret Reinhardt made a motion to approve purchase of the Springbrook billing and accounting software to Version 7 with the cash up front option of \$22,905.60 from the Acquisition Fund. Susan Severt seconded the motion. The motion carried unanimously.*

**Item#9. Community Service Award presentation to Dave Shumway.**

Garth Elliott presented Dave Shumway with a 2013 Community Service Award for his service and dedication with the Washoe County Health Department and for his extraordinary volunteerism to the Sun Valley community.

**Item#11. Discussion and motion to approve purchase of two new servers to replace existing servers.**

Carol Bratcher reported the District has two servers one is the Springbrook server that operates the utility billing software and the other is the Domain server that controls the entire network. Both servers are past their lifespan and almost out of warranty. With the recent motion to approve the purchase of Springbrook Version 7 the District will need to replace the Springbrook server and she would also recommend replacing the Domain server at the same time. Carol provided a copy of the quotes for the new servers (Dell PowerEdge Server), software, and licensing. The total purchase cost for servers and software is \$12,001.28. She also reported the District consultant AdviseTech will perform the installation and offer assistance during the Migration at a negotiated hourly rate of \$85 dollars.

Garth Elliott inquired if five licenses will be sufficient.

Carol responded she believes that five licenses will be enough because they are only used for the data room and not for individual works stations.

Garth inquired if Carol is content with Dell products and what kind of speed would be offered with the new servers.

Carol responded majority of the workstations in the District offices are Dell products. She has good luck with the product and when maintenance is required parts are always available. She also commented Dell offers the best competitive pricing as well. She believes the new servers will be considerably faster than the current servers.

Erin stated the replacement of the servers were approved as one of the Capital Improvement Projects that was budgeted in the Acquisition Fund for the 2013/2014 fiscal year.

There were no public comments.

*After some discussion Margaret Reinhardt made a motion to approve the purchase of two servers, software, and licensing for the amount of \$12,001.28 from the Acquisition Fund. Susan Severt seconded the motion. The motion carried unanimously.*

**Item#12. Recommendation to approve an Interlocal Agreement with Washoe County to accept funds through Community Development Block Grant State program for the new Gepford Park community building.**

Darrin Price stated it is recommended the Board approves an Interlocal Agreement with Washoe County for the Community Development Block Grant from the Nevada Governor's Office of Economic Development in the amount of \$211,515.00 dollars for the new community building at the Gepford Park. The purpose of the Interlocal Agreement is because as a General Improvement District, the District cannot apply directly for the Community Development Block Grant, the District has to apply through Washoe County. The agreement states Washoe County will reimburse the District for the expense for the new community building. Washoe County will receive funding from the State.

Audience member Vicky Maltman inquired if there is anything on the current building at Gepford Park worth saving.

Darrin responded all of the contents inside the building will be saved. The building itself is old and staff has concerns of potential lead paint and asbestos. The District will try and save anything possible and properly recycle materials or auction items in a public auction.

At 7:05 pm Vice Chair Garth Elliott called a 5 minute break due to a power outage.

*Susan Severt made a motion to approve an Interlocal Agreement between the District and Washoe County for the Community Development Block Grant from the Nevada Governor's Office of Economic Development in the amount of \$211,515 dollars and authorize the Chairman to execute the Interlocal Agreement documents. Margaret Reinhardt seconded the motion. The motion carried unanimously.*

**Item#13. Recommendation to approve amendment to existing Right-Of-Way Grant with Bureau of Land Management for Chimney tank site and associated fees.**

Darrin Price requested approval for an amendment for the Right-Of-Way for the Chimney Tank site. The District in partnership with the Bureau of Land Management, Great Basin Institute, and Washoe County was awarded a grant to construct a recreational staging area on Chimney Road. The benefits of the grant include providing the public with a safe and designated recreational staging area away from the District's tanks and further protect the District's facilities. The amendment to the Right-Of-Way would allow for the extension of fencing helping with deterring parking in front of the tank site and direct the recreation users to the new proposed staging area. He stated if approved there will be a \$117.00 dollar amendment fee due upon signing agreement.

Margaret Reinhardt inquired what is considered staging and who does it.

Darrin responded the general public who ride ATV's or other off road vehicles who park their vehicles and trailers in front of the tanks and unload their equipment to ride in the open space is considered staging.

There were no public comments.

*After some discussion Margaret Reinhardt made a motion to approve the Right-Of-Way amendment and authorize the payment of \$117.00 dollars for the amendment fee. Susan Severt seconded the motion. The motion carried unanimously.*

**Item#14. Discussion and possible motion regarding advertisement for Community Service Award nominations.**

Darrin Price gave a brief report of the District's current practice for soliciting for Community Service Award nominations. The District accepts nominations year round and advertise for nominations in the spring on the District's website, newsletter, and at the front counter.

Garth Elliott inquired if the District could advertise it better in the District's front lobby. He would like to see more community involvement with community pride contests and other community activities. He is concerned looking at past nominations and who nominates, it seems like there is certain exclusivity happening and a narrow amount of nominations being submitted. He would like to see more effort from District staff encouraging people to take community pride.

Susan Severt suggested promoting past winners at the beginning of the year and start advertising for nominations at that time with a flyer or poster in the District's front lobby. She also thinks that it will remind people throughout the year to watch or remember someone who have done something to benefit the community. Her goal is to get the community members providing nominations.

Margaret Reinhardt agreed with Susan's suggestions. She stated that in years past there have been numerous nominations and some years with minimal nominations. It has also been suggested to consider limiting the amount of awards given each year, but she thinks there can't be to many awards given because it promotes good will.

There were no public comments.

The Board directed staff to start advertising for nominations at the beginning of the year as suggested and provide an update to the Board in the spring.

**Item#15. Discussion to consider a contest for the design of a Sun Valley flag with discussion regarding rules for contest.**

Darrin Price provided a draft set of rules for a potential Sun Valley flag contest and also included a copy of the North American Vexillological Association basic steps how to create a good flag. He stated he spoke with both the District's Attorney and CPA and the District needs to be cautious justifying how funds are used for the contest.

At 7:15 pm Vice Chair Garth Elliott called a 10 minute break due to a power outage.

Meeting was canceled due to weather that caused a power outage at 7:25 pm