



**Sun Valley General Improvement District
Board Meeting Minutes of
August 11, 2016**

Board Members Present:

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

Board Members Not Present:

Staff Present:

Darrin Price	SVGID, General Manager
Jon Combs	SVGID, Public Works Director
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Linda Elliott	Audience
Tristan Martin	Audience
Michael Rider	Audience
Glenda Walls	Audience
Brooke Howard	Washoe County Sheriff Office
Jake Skiver	Washoe County Sheriff Office
Bert Bracy	Washoe County Code Enforcement

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 Jon Combs

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. Trustee Barstow 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.

Treasurer Elliott stated he was recently appointed as Washoe County District 5 Senior Advisory Board Representative.

Item# 7. Discussion and motion to approve accounts payable and customer refunds for August 11, 2016.

Treasurer Elliott gave a brief report of the accounts payable for August 11, 2016.

Treasurer Elliott made a motion to approve the accounts payable for August 11, 2016 in the total amount of \$149,733.96. Secretary Reinhardt seconded the motion. After discussion the motion carried unanimously.

Treasurer Elliott gave a brief report of the customer refunds for August 11, 2016.

Treasurer Elliott made a motion to approve the customer refunds for August 11, 2016 in the total amount of \$2,487.89. Secretary Reinhardt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 8. Discussion and motion to approve board minutes of July 28, 2016.

Trustee Barstow made a motion to approve the board minutes of July 28, 2016 as submitted. Treasurer Elliott seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Request from Tristan Martin to consider changing Sun Valley Park hours from "8 am to sunset" to "sunrise to sunset" with possible direction to staff.

Tristan Martin stated he is a 20 year resident and enjoys walking his dog at the Highland Ranch Park and surrounding area. He and a group of others meet on a regular basis at the Park. He enjoys early walks and is normally at the Park between 6:00 am and 6:30 am. He stated he is not always the only one at the park; others use the park as a place for their morning jogs especially because the Park is a gateway to open space. Recently he was at the Park before 8:00 am and a Sheriff was patrolling the neighborhood and stopped to talk with Mr. Martin and advised Mr. Martin that he had to leave the Park because the Park was not open to the public yet and that Park hours were clearly posted 8 am until sunset. Mr. Martin was not issued a citation, but he investigated what he would have been cited for and a staff member with Washoe County Sheriff Office referred to the Washoe County Code 95.240 authorizing an officer the right to enforce park hours.

Mr. Martin commented on the staff memo prepared by Mr. Combs stating that during the time the parks did not have a set park hours of operation; the parks were constantly being vandalized and illegal dumping was occurring. Mr. Martin stated that most illegal dumping and vandalisms occurs in the dark and not in daylight. He also stated on numerous

occasions has picked up garbage around the Park and reported vandalisms at the Park to the District. Mr. Martin respectfully requested the Board of Trustees to consider changing the Highland Ranch Park hours from sunrise to sunset.

Vice Chair Severt reported Washoe County Code 95.240 is for County Parks, the Highland Ranch Park is owned and operated by the District. She also stated she is guilty of being at the Sun Valley Community Park before 8:00 am on a regular basis picking up garbage. There are also patrons at the Park before 8:00 am using the walk path on a regular basis.

Mr. Combs reported when the District first took over the parks, the parks were being vandalized on a regular basis. The District reached out to the Washoe County Sheriff's Office for assistance to have the parks patrolled on a regular basis. One of the recommendations from Washoe County Sheriff's Office was to adopt Washoe County Park hours so they could control who could be in the park. After posting the adopted park hours, the District saw a decrease in vandalism and illegal dumping at the parks. Mr. Combs is open to changing the parks hours if the District Board approves Mr. Martin's request.

Mr. Price stated the District encouraged additional patrolling at the parks from Washoe County Sheriff's Office to assist the District with vandalism that was occurring at the parks. He stated the District had no previous park experience when the District took over the parks in Sun Valley and the Board had adopted a lot of Washoe County policies and procedures that the County used for their parks because they were successful. He stated he spoke with Mr. Martin regarding his concern with the park hours and was pleased to hear that an Officer stopped to talk with Mr. Martin, because the District does not have park staff. He stated both Mr. Combs and him are open to changing the park hours if approved, staff was only stating the facts based on the District's experience with the parks.

After further discussion Treasurer Elliott made a motion to change Highland Ranch Park hours to sunrise to sunset. Trustee Barstow seconded the motion.

During discussion Vice Chair Severt requested the motion to include the Sun Valley Community Park.

Treasurer Elliott amended his motion to change the park hours for both Highland Ranch Park and the Sun Valley Community Park to sunrise to sunset. Trustee Barstow seconded the amended motion. The motion carried unanimously.

The Board of Trustees thanked Mr. Martin for his presentation.

There were no public comments.

Item# 10. Presentation by Brooke Howard with Washoe County Sheriff's Office regarding graffiti abatement with possible direction to staff.

Brooke Howard, Detention Programs Coordinator with Washoe County Sheriff's Office gave a brief update regarding graffiti abatement. Ms. Howard stated over the course of a year the total graffiti tags abated in Sun Valley was 1,810 from various locations; there was an overall decrease for the Sun Valley area. Ms. Howard recently held a meet and greet with several Sun Valley members (Sun Valley GID and Sun Valley CAB Representatives and Sun Valley residents) to discuss the graffiti abatement waiver. She stated Mr. Skiver distributed 558 waivers and 86 graffiti removal kits throughout eight Sun Valley neighborhoods that had large amounts of graffiti. As of today Washoe County Sheriff's Office received back

approximately 23 signed waivers. The group discussed various options how to increase the number of signed waivers and bring more awareness to residents about Washoe County's graffiti abatement program. One of the recommendations was an insert with the District's monthly bills. Another recommendation was to reduce the content on printed materials and provide printed material in English and Spanish. Ms. Brooke reminded the Board and audience members that the Washoe County cannot remove graffiti on private properties without the property owner(s) consent. Majority of the graffiti that occurs is located on private property.

Mr. Price stated the District struggles with outreach to District customers. The District utilizes bill inserts, website, lobby display, social media and other means to promote various activities.

Treasurer Elliott inquired if customers can obtain the graffiti waiver online.

Ms. Howard responded the graffiti waiver is available on the Washoe County Sheriff's Office website. Individuals can also request to have graffiti abated via cellphone or tablet.

Vice Chair stated she has distributed 100 graffiti waivers and is frustrated too that they are not being signed and returned. She stated majority of the graffiti that she sees around Sun Valley is on property fences. She believes after some length of time if the graffiti is not removed, it should become a nuisance violation and enforcement should be considered.

Ms. Howard also reported as part of the funds donated to Washoe County Sheriff's Office from the District; purchase of graffiti signs were part of the original proposal. She provided a drawing sample of the signs for input and approval. She would like to place these signs through Sun Valley. Mounting of the signs would need the consent of property owners, and approval from Nevada Department of Transportation. In the event that a sign is installed along the road, there is potential permitting that would be needed.

Mr. Price responded that District staff could assist with permitting if needed. He also suggested including a website address and/or a phone number on the sign so people know who to contact to report graffiti.

Trustee Barstow inquired if graffiti removal by the Washoe County Sherriff's Office is a free service if a signed waiver is returned. If it is a free service, he suggested including the word "FREE" on the printed material because it draws attention to readers. He also suggested providing a onetime graffiti removal waiver vs. a 3 year waiver. He also concurs with printed material being available in both English and Spanish.

Mr. Skiver responded the existing waiver is valid for 3 years for the property owner. Washoe County Sheriff's Office took into consideration that property could change ownership from time to time. Anytime there is a new property owner, a new waiver would have to be signed for that particular property/owner.

Secretary Reinhardt stated the process needs to be simplified for the customer. She suggested mailing an insert with prepaid postage. This will inform the customer/property owner of the graffiti abatement program as well as only requiring them to sign the waiver and put it in the mail without having to pay for any postage. She inquired if the District could pay for the prepaid postage.

Vice Chair Severt suggested considering a drop off location(s) for people to return the waivers within the valley to also save on postage.

Mr. Price responded he would look into the prepaid postage by the District.

Audience member Mr. Rider commented he could facilitate a fundraiser to help raise funds to potentially pay for any postage for future graffiti awareness material/waiver.

Additional discussion ensued regarding the graffiti waiver and other graffiti awareness.

Secretary Reinhardt gave staff direction to investigate alternative solutions for future consideration.

Item# 11. Update regarding FlashVote online registrations, with possible direction to staff.

Mr. Price gave a brief update regarding FlashVote online registration. FlashVote provided an insert for the District for the April monthly statements; from that insert there were a total of 17 individuals who registered for FlashVote. FlashVote at their own expense mailed 1,000 postcards to randomly selected District customers and an additional 19 individuals registered for FlashVote. FlashVote committed to mail another 1,000 postcards at their own expense in efforts to build the FlashVote user base so that the District could start utilizing FlashVote for various surveys. Mr. Price stated Mr. Lyons with FlashVote reported he has found the user conversion more challenging than expected but is committed to getting 100 users for the District. Mr. Lyons also suggested the District consider using an existing District customer email list to invite people to join, however the District has some reservations about sending emails to customers without their consent. Mr. Price suggested incentivizing the registration process to get additional users. He also reminded the Board that FlashVote is a pilot program with Washoe County.

Treasurer Elliott commented he is appreciative of FlashVote trying to obtain users for the District at their own expense. He stated he would be open to incentivizing the registration process.

Vice Chair Severt commented the District needs to find a way to target its audience better. She suggested a Trustee presenting at local school PTA meetings or other community gatherings. Her concern is that any printed material that is being mailed to the customer and/or inserted with the bills are not being looked at and are going directly into the garbage.

Audience member Mr. Rider suggested the District having a liaison to reach out to various organizations to educate the community about FlashVote and graffiti removal or any other important District messages. He suggested if the Board approves to incentivize a program to consider using local businesses.

Trustee Barstow stated he is not in favor of setting a standard by giving away something free to get feedback from District customers. If the community wants to see a better community they shouldn't have to be incentivized, it should be their own responsibility to get involved with the community.

Ms. Shipman commented on Mr. Lyon's recommendation to use a District customer email list for additional outreach. Ms. Shipman made the recommendation not to utilize and District email list because the only existing list is for online customers. Those customers that signed

up with the District was to specifically view their account online or to pay online, not for any other additional purposes.

Audience member Mr. Bracy commented when he is trying to convey a message to someone in his line of work, the most effective way is to communicate with the customer face to face.

After further discussion Mr. Price reported he will update the Board on the FlashVote registration progress.

Item# 12. Request to attend NACO Annual Conference.

Mr. Price requested permission to send any board members to attend the Nevada Association of Counties annual conference. The Nevada Association of Counties conference is scheduled for November 15th, 2016 through November 17th, 2016 in Pahrump, Nevada. The conference offers various training and networking opportunities for those members who are working towards their Certified Public Official certifications. Mr. Price stated he would like to attend the conference, but that is during the same time of the District's litigation regarding the Ridgeway Pool claim.

Chairperson Ainsworth and Trustee Elliott both state they would like to attend the conference. Treasurer Barstow and Vice Chair Severt would like to attend but they cannot attend due to their work schedules.

Additional discussion ensued regarding travel arrangements.

After further discussion Trustee Elliott made a motion to approve up to three board members to attend the Nevada Association of Counties annual conference with a not to exceed amount of \$4,000.00. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Request to attend CA-NV-AWWA Fall Conference.

Mr. Combs requested permission to send three employees to the upcoming 2016 CA-NV AWWA Fall Conference. The fall conference will be held in San Diego, California from October 24th through October 27th. He stated the District has been a member of the CA-NV AWWA for many years and the conferences offer valuable technical sessions for District staff to attend and obtain their continuing educational units. He stated the request is for three employees and any board members who would like to attend. Staff provided for informational purposes the cost to fly vs. the cost to drive a company vehicle. Mr. Combs recommended flying since it wasn't much more than driving.

*After further discussion Secretary Reinhardt made a motion to approve staffs request to send three employees to the 2016 CA-NV AWWA Fall Conference. Vice Chair Severt seconded the motion. The motion carried by the following;
Ayes – Treasurer Barstow, Secretary Reinhardt, Vice Chair Severt, Chairperson Ainsworth
Absent – Trustee Elliott (temporarily stepped away from the dais)*

There were no public comments.

Item# 14. Request to approve proposal for Phase I Parking Lot Sealing of the Sun Valley Community Park.

Mr. Combs reported field staff is requesting approval to reseal the pool parking lot area. This would be Phase 1 of 3 over the next three years. The area requested is the southern parking area from the West 6th Avenue entrance to the senior parking area. The funds for this project were approved in the 2016/2017 budget. Mr. Combs provided three estimates for review and consideration. Staff recommends approval of Absolute Sealing & Striping Inc., the total cost for Phase 1 parking lot resealing project is \$9,505.00

Vice Chair Severt disclosed that she works with the spouse of Randy O'Conner, owner of Absolute Sealing & Striping, Inc. and will be voting on the agenda item.

Treasurer Elliott made a motion to approve Mr. Combs request as submitted. Secretary Reinhardt seconded the motion. After further discussion the motion carried unanimously.

There were no public comments.

Item# 15. Legal report by Maddy Shipman.

Ms. Shipman commented briefly on Incline Village General Improvement District. Incline Village GID received multiple requests for an abundance of documents/records by an individual. Incline Village GID rejected the request and that individual filed a lawsuit against Incline Village GID for the records. She stated Incline Village GID turned around and filed a lawsuit against the individual and got a judgement against the individual for \$240,000.00 for Incline Village GID attorney's fees and having to handle the abundance of requests. She reported at this time there is a request for reconsideration and most likely it would be appealed if it is not reconsidered.

Item# 16. Field report by Jon Combs.

Mr. Combs reported on the following items;

- The pool season is officially over. Overall it was a good season and the lifeguards cleaned the pool and building, everything has been winterized.
- The poles and netting are on order for the Paintball Park and staff has completed the water tap for water services for the Paintball Park.
- He complimented Chris Melton and field staff for working diligently on the pool throughout the pool season including when the pool was temporarily closed.

Item# 17. Office report by Erin Dowling.

None

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

Mr. Price reported on the following items;

- He has a requested Washoe County Assistant Manager Mr. Schiller for an update on the negotiations with Waste Management with the renewal of the County's Franchise Agreement.
- He had analysis performed on the District's connection fees and there might be a recommendation for some changes to the connection fees in a positive way.
- As a follow up from last meeting discussion regarding a non-electronic messaging display; a non-electronic messaging display cannot be taller than 6 foot per County Code.
- On behalf of the District Mr. Price wished Secretary Reinhardt a happy birthday.

Item# 19. Public Comments.

None

Item# 20. Board Comments.

Vice Chair Severt reminded everyone to continue to be fire preparedness. The entire Washoe County area is still very dry and she believes the fire season is going to be long one.

Trustee Barstow commented he likes the new truck that was recently purchase for the field.

Treasurer Elliott commented the District's lifeguards did an outstanding job this year and that is a reflection of the Aquatic Supervisor Mr. Lacow. He also reported Commissioner Jung would like to revisit the Washoe County Nuisance Code.

Item# 21. Future Agenda Items.

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

- Review of the draft fall Pipeline
- Review and recommendation to amend the District's Compensatory Time
- Proclamation in Support of Law Enforcement
- Continuation of the Electronic Message Display Marquee

Item# 22. Adjournment.

Secretary Reinhardt made a motion to adjourn at 7:47 pm. Vice Chair Severt seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on August 25, 2016.

Minutes Prepared by:

Jennifer Merritt, Administrative Assistant