



Sun Valley G.I.D. Board Meeting Minutes of August 25, 2011

Board Members Present:

Margaret Reinhardt	Chairperson
Linda Woodland	Vice-Chair
Sandra Ainsworth	Secretary
Garth Elliott	Treasurer
Robert Fink	Trustee

Board Members Not Present:

Staff Present:

Mike Ariztia	SVGID, Public Works Director
Jennifer Merritt	SVGID, Staff
Stewart White	SVGID, Legal

Others Present:

Marge Cutler	Audience
Vicky Maltman	Audience
Glenda Walls	Audience
Jim Ainsworth	Audience
Warren Brighton	Chair, Sun Valley CAB
Paul Winkelman	Shaw Engineering
Melissa Krall	Safe Kids Washoe County

The meeting of the Sun Valley GID was called to order by Chairperson Margaret Reinhardt 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; Robert Fink, Linda Woodland, Margaret Reinhardt, Sandra Ainsworth, Garth Elliott. A quorum was present.

Item#2. Pledge of Allegiance.

Item#3. Motion to approve agenda

Linda Woodland made a motion to approve the agenda. Robert Fink 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.

None

Item#6. Discussion and motion to approve payables and customer refunds for August 25, 2011.

Treasurer Garth Elliott gave a brief report of the accounts payable and customer refunds for August 25, 2011.

Garth Elliott made a motion to approve the accounts payable for August 25, 2011 in the total amount of \$243,130.47 and customer refunds for August 25, 2011 in the amount of \$1,883.71. Linda Woodland seconded the motion. After some discussion the motion carried unanimously.

Robert Fink requested a memo from the District's accountant explaining why the District uses the company credit to pay Waste Management.

Item#7. Discussion and motion to approve minutes from August 11, 2011.

Sandra Ainsworth made a motion to approve the minutes of August 11, 2011. Robert Fink seconded the motion. The motion carried by the following;

*Yea: Robert Fink, Margaret Reinhardt, Sandra Ainsworth, Garth Elliott
Abstain: Linda Woodland (absent from meeting)*

Item#8. Update from Shaw Engineering regarding District Capital Improvement Projects.

Mike Ariztia provided a copy of the recommended improvement projects from the District's 2007 Water Master Plan. The master plan identifies each improvement by name and contains a brief description of improvement needs.

Paul Winkelman with Shaw Engineering reported that he has been working with District staff on seven (7) of the identified improvement projects from the Water Master Plan and one (1) sewer improvement project. At this time Paul has completed all of the design work for the water improvement projects and has received District's comments back on the designs. Paul has completed 85% of the design for the one (1) sewer improvement project. Majority of the improvement projects are to improve the fire flow capabilities and improve the redundancy of the distribution/transmission system.

Mike reported that staff is incorporating solar into the sewer vault rehab improvement project. The site itself should be self efficient and operate completely off of solar and only use electric power as a backup.

Robert Fink inquired if the solar will be protected from vandals.

Mike reported the site is enclosed within a six-foot fence, but nothing is 100% protected. Staff will monitor the site and add additional protection if needed.

Robert pointed out one correction that needs to be made regarding the Pit Drive 6" Distribution Main improvements. The master plans references a 4" main instead of a 6" main. Robert also was concerned regarding the section regarding the tanks not suitable in the event of an earthquake.

Paul reported in the 2007 Water Master Plan it identifies two older tanks that are very narrow and tall. It is recommended that a study be performed to investigate whether these two tanks are in fact susceptible to earthquakes. All of the other tanks meet the current earthquake design criteria standards.

Garth Elliott commented he appreciated that the Water Master Plans prioritizes improvement projects in the order of safety first and then other projects as needed. Garth also commented he would like to tour the project sites.

Mike commented he would be happy to schedule a tour of the sites.

Robert commented he would like to proceed with some of the projects.

Mike commented he only wanted to provide an update at this time and would like to bring it back for additional discussion regarding proceeding with the projects.

After some discussion Robert Fink requested further discussion to proceed with the District's Capital Improvement Projects at the District's September 8, 2011 meeting.

Item#9. Update from Melissa Krall with Safe Kids Washoe County regarding Bike Camp.

Melissa Krall with Safe Kids Washoe County gave a brief update on the Summer Bike Camp. Melissa reported there was a total of six (6) camps that were offered this summer. Of those six (6) camps, four (4) of them were beginner level and the other two (2) were advanced level. The advance level attendees were those who graduated the beginner level last summer. All the attendees used their bikes they earned last year. All of the camps went on community rides around Sun Valley, Sparks, and Reno. They were able to visit different locations and all the kids enjoyed their time.

The Board thanked Melissa for offering a great program to the children.

Item#10. Update and review of District's draft Volunteer Policy.

Mike Ariztia provided a draft copy of the District's proposed Volunteer Policy for review only. Mike commented he reviewed various volunteer policies from Washoe County, City of Sparks, and the City of Reno. He used these policies as a guideline and also used different sections from these policies that he thought would be beneficial for the District's proposed policy. Mike reported that he has been working closely with the Pool Pact regarding the policy and implementing their recommendations. He sent a copy of the proposed policy to the District's attorney Stewart White for review. Mike welcomed any comments or suggestions regarding the policy.

Stewart White commented some of his recommendations include changing the word department to the District since there are only two (2) departments. He also recommended making sure that all volunteers are subject to some form of a background check, but not having them go through the full formal process that a regular employee is subject to upon hiring. Stewart also suggested for Mike to contact the District's insurance representative to see if the District has to cover the volunteers under workers compensation.

Margaret Reinhardt commented she thought the proposed policy was very thorough the way it is written.

Garth Elliott commented he thinks the policy should include a section regarding orientation. He would also like to see a set maximum amount when issuing reimbursement for expenses. He thinks it is a good first draft.

Mike commented he spoke with the District's insurance company and by law the District is required to provide workers compensation to volunteers. Each year Mike will have to provide the insurance company with a count for the number of volunteers he thinks will work per month. At the end of the year, if there were more volunteers than originally projected, the District will get billed for the difference. And if there is less than the projected, then the District will receive a credit.

Robert Fink inquired if the District can ask individuals if they have any disabilities that would prohibit them from performing any task assigned.

Mike commented legally the District can not ask about any disabilities and the policy has a section regarding discrimination.

Stewart commented the District will have specific job requirements that must be met. If the volunteer can not meet those requirements then they would be assigned a task that suites their capabilities.

Margaret inquired if a motion needs to be made to approve the policy.

Mike commented he would like to receive any comments and/or suggestions from the Board first and bring back the proposed policy for approval at a future meeting. The policy will always be considered a working policy and can be modified as needed in the future.

Item#11. Discussion and motion to approve attending the CA-NV-AWWA Fall Conference.

Mike Ariztia requested approval to send a District representative to the upcoming CA-NV-AWWA Fall Conference. The conference will be held October 17th through the 20th at the Grand Sierra Resort in Reno. Mike reported the District was selected to be the utility host for the conference. Staff will volunteer to work at the conference in return they will receive free registration for equal time spent as a volunteer. The District's General Manager is a big part of the CA-NV-AWWA section and sits on various committees and will not be able to volunteer his time. Staff is requesting approval for one paid registration for the General Manager and for any board member who would like to attend the conference. Mike reported it is very important that board members attend the Opening Session on October 18th since the District will be receiving a utility host award.

Linda Woodland inquired if the trustees' can volunteer.

Robert Fink inquired if the trustees can receive the same benefits as the employees if they volunteer.

Mike reported that anyone can volunteer for the conference and all volunteers receive the same benefits.

Robert Fink made a motion to approve sending Darrin Price to the CA-NV-AWWA Fall Conference. Linda Woodland seconded the motion. The motion carried unanimously.

Item#12. Financial report by Bill Short.

None

Item#13. Legal report by Stewart White.

None

Item#14. Field Report by Mike Ariztia.

Mike Ariztia reported on the following;

- On an annual basis the Washoe County Health Department performs a sanitary survey of the District facilities. Once again the District received a good report and their comments were, "Like always the District runs a tight ship, has a clean operation, and every thing is going per standards." Mike thanked the field staff for doing a great job with the operation and maintenance on all of the facilities.

- At a recent Washoe County Commission a Resolution requested by the Regional Parks and Open Space was adopted. The Resolution of Support is for the proposed RTC Pyramid Hwy/US 395 Connection project, and Environmental Impact Statement for cooperative planning efforts related to Sun Valley Open Space. Mike reported Washoe County is the owner of 15 + acres located in Sun Valley, adjacent to the City of Sparks' Wild Creek Park. Washoe County, through its Department of Regional Parks and Open Space, is working with project partners to ensure compatibility between planned regional roadway improvements and recreation amenities, while minimizing impacts to the Sun Valley Community.
- The Teen Pool Party is August 26th from 5pm until 8pm. The party is open to Teens 13 – 17 years of age, entry fee is \$5 per person. August 27th is a free swim day at the pool. And August 28th is the last day for swimming before the District closes the pool for the season.

Item#15. Managers report by Darrin Price.

None

Item#16. Public Comments.

Warren Brighton Chair for the Sun Valley CAB commented the Tower Company has received an official notice of violation of their Special Use Permit. They have so many days to complete the repairs to the Clock Tower. At a recent Washoe County meeting there was discussion regarding changing the existing Clock Tower into something else. It will still serve the purpose of an antenna, but maybe change it from displaying a clock to a flag pole or something. The Sun Valley CAB will be accepting ideas from individuals and businesses what they would like the antenna to be displayed as.

Marge Cutler inquired what the Board decided to do with the District's General Managers salary.

Item#17. Board Comments.

Garth Elliott reported that graffiti is still an ongoing problem. The Sheriff's Department is scheduled to talk about the graffiti problem on September 13, 2011 at the Washoe County Commission meeting. He would like to have Washoe County revisit the adopted Nuisance Code regarding graffiti. Garth commented his dissatisfaction with O'Rielly's Auto Parts store regarding the missing tiles on their building. Garth would also like to see a Chamber of Commerce in Sun Valley.

Margaret Reinhardt commented she received a letter from CA-NV-AWWA inviting the District and staff to attend the conference to accept the local host utility award.

Item#18. Closed personnel session to discuss the character and competency of Administrative Assistant Jennifer Merritt's annual evaluation by General Manager and Public Works Director.

Linda Woodland made a motion to close to a personnel session to discuss the character and competency of Administrative Assistant Jennifer Merritt regarding her annual evaluation. Sandra Ainsworth seconded the motion. The motion carried unanimously.

Item#19. Reconvene to regular meeting.

The regular meeting was reconvened at 7:30 pm.

Item#20. Discussion and motion regarding Jennifer Merritt's annual evaluation by General Manager and Public Works Director.

Robert Fink made a motion to advise Jennifer Merritt that the Board appreciates her, her dedication to the District, and to let her know she qualifies for the two personal days. Linda Woodland seconded the motion. The motion carried unanimously.

Item#21. Future Agenda Items.

- Robert Fink requested discussion regarding additional board comments to the agendas.
- Margaret Reinhardt would like to invite back a representative from the Pool Pact to give a refresher course regarding Boardman conduct.
- Garth Elliott requested discussion regarding ideas for the Clock Tower.

Item#22. Adjournment.

Linda Woodland made a motion to adjourn at 7:35 pm. Sandra Ainsworth seconded the motion. The motion carried unanimously.