



Sun Valley G.I.D. Board Meeting Minutes of February 11, 2014

Board Members Present:

Sandra Ainsworth	Chairperson
Garth Elliott	Vice-Chair
Joseph Barstow	Treasurer
Susan Severt	Trustee

Board Members Not Present:

Margaret Reinhardt	Secretary (sick)
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Staff Present:

Darrin Price	SVGID, General Manager
Mike Ariztia	SVGID, Public Works Director
Erin Dowling	SVGID, Customer Service Supervisor
Bill Short	SVGID, CPA
Maddy Shipman	SVGID, Legal
Jennifer Merritt	SVGID, Staff

Others Present:

Suzanne Dutra	Audience
Linda Elliott	Audience
Vicky Maltman	Audience
Glenda Walls	Audience
John Collins	Collins Engineering Consulting Ltd.
Catherine Hansford	Hansford Economic Consulting
Victor Polyushko	5 Pixels Studio
Barry Brouchard	NorthValleys.org

The meeting of the Sun Valley GID was called to order by Chair Sandra Ainsworth 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; Joseph Barstow, Garth Elliott, Sandra Ainsworth, Susan Severt. A quorum was present.

Item#2. Pledge of Allegiance.

Led by Susan Severt

Item#3. Motion to approve agenda.

Joseph Barstow made a motion to approve the agenda. Garth Elliott 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. Trustee/Manager's announcements, request for information, and statements relating to items not on the agenda.

Darrin Price, General Manager, reported the Regional Transportation Commission "RTC" will be hosting a public meeting on February 13, 2014 from 6pm until 8pm at the Sun Valley Neighborhood Center. The public meeting is regarding potential transportation improvements on Sun Valley Boulevard. More information regarding the study can be viewed at www.sunvalleyblvd.com.

Vice Chairperson Elliott stated he is pleased with all of the notices for the upcoming RTC meeting. He stated he visited the Animal Control Shelter and he reported the cat population has decreased. After speaking with the new director Mr. Elliott was informed that the Animal Control Shelter will be euthanizing cats again. The policy will be changing from relocating feral cats to euthanizing them; this is a step backwards in his mind. He spoke with two County Commissioners regarding this change in policy, and they have taken the lead and are actively looking at the County Code to stop the euthanizing of cats. He suggested the County establish a code similar to the nuisance code regarding feral cats. He also stated he drove through the valley and the amount of graffiti is appalling.

Item#7. Discussion and motion as to payables and customer refunds for February 11, 2014.

Treasurer Barstow gave a brief report of the accounts payable and customer refunds for February 11, 2014.

Treasurer Barstow made a motion to approve the accounts payable for February 11, 2014 in the total amount of \$280,431.13 with discussion. Trustee Severt seconded the motion. After discussion the motion carried unanimously.

Treasurer Barstow made a motion to approve the customer refunds for February 11, 2014 in the total amount of \$94.06. Trustee Severt seconded the motion. The motion carried unanimously.

Item#8. Discussion and motion to approve minutes of January 23, 2014.

Chairperson Ainsworth stated that Jennifer Merritt provided a correction of the minutes regarding the motions that were made on agenda item# 12.

Vice Chair Elliott made a motion to approve the minutes of January 23, 2014 as amended. Treasurer Barstow seconded the motion. After some discussion the motion carried unanimously.

Item#9. Discussion and motion to approve water rate analyst/consultant.

Darrin Price, General Manager, stated staff analyzes the District's rates on an annual basis when preparing the District's budget. Every several years the District has its water rates analyzed by a consultant. The last review of the District's water rates was performed in 2009 by Collins Engineering Consulting Ltd. He stated he requested bids from two qualified financial consultants and provided the bids for the Board's review.

Vice Chair Elliott commented on how close the bid amount is with each proposal. He also inquired why staff only requested two bids.

Maddy Shipman, Counsel, responded the bids for review are for a professional service. The Board should take in consideration the bid amount, but the main focus should be on the qualifications of the consultants.

Vice Chair Elliott inquired if any of the consultants have analyzed the District's rates before.

Mr. Price responded as previously mentioned Mr. Collins has analyzed the District's water rates in 2009. He stated Bill Short the District's independent CPA cannot perform the analysis because he has to remain independent when he performs the District's audit on an annual basis.

Catherine Hansford with Hansford Economic Consulting gave a brief bio. She has worked locally with Truckee Meadows Water Authority, Washoe County, South Truckee Meadows General Improvement District as well as other small utilities. She specializes in water and wastewater. She provided a project list and scope of work for review. Her proposal is very comprehensive and she is open to negotiate the removal of some of her services. Her total bid estimate is for a not to exceed amount of \$19,580.00.

John Collins with Collins Engineering Consulting Ltd. gave a brief bio. He stated he specializes in management, finances, and operations of small utilities, specifically water and wastewater. He has worked with Sun Valley GID on two separate SRF loan applications, two general obligations bonds, and has performed one water rate analysis for the District. Some of his current clients are Verdi Business Park, Pahrump Utilities and Herlong Public Utilities, Alpine Springs County Water District, and Squaw Valley Mutual Water District and some other businesses. His total bid estimate is for a not to exceed amount of \$19,500.00.

Vice Chair Elliott inquired how often should small utilities need to go through this process.

Mr. Collins responded he would recommend small utilities review their rates every three-five years.

Audience member Vicky Maltman commented she looks at every dollar spent by the District. She assumes this is a much needed service. She likes to promote female only businesses, but after looking at both proposals she would suggest the Board approve Mr. Collins based on travel expenses the District potentially can incur, his familiarity with the District, and based on that he was the lowest bid.

Treasurer Barstow requested clarification and inquired if the District is mandated for a rate analysis or if it is only a recommendation.

Mr. Price responded it is good practice to have the rates analyzed every several years. It is also good practice to have an outside consultant review the District's rates when there has been a large amount of changes with Capital Improvement and with Debt; the District has experienced some of these changes within the past few years.

Vice Chair stated he shares the same concerns as a rate payer regarding spending money. This service was based on a recommendation the Board received after attending a Financial Workshop. He thinks the analysis could be good or bad, but does feel that it is needed and would be a good investment.

Trustee Severt inquired if the analysis is for water rates only or if it included wastewater.

Mr. Price responded the analysis is for water only at this time.

After further discussion Vice Chair Elliott made a motion to approve Collins Engineering Consulting Ltd. proposal to perform a water rate analysis for the District. Trustee Severt seconded the motion. It was a tie vote; Yea: Garth Elliott, Susan Severt - Nay: Joseph Barstow, Sandra Ainsworth.

Chairperson Ainsworth announced this item will be placed on the next agenda for consideration again with a full board.

Item#10. Review and update from 5 Pixels regarding revisions to the District's website with possible direction to staff.

Jennifer Merritt, Administrative Assistant, stated after review of the potential website design concepts at a prior meeting, District staff worked with 5 Pixels Studio regarding each of the Board members suggestions. She stated after incorporating all of the suggestions Mr. Polyushko was able to come up with one design that continues to be user friendly, clean, and offers a more up-to-date look instead of the current static look.

Victor Polyushko with 5 Pixels Studio showed the new design and all of its features. He stated the front page is dynamic with changeable announcement boxes and photos. The website would still be updated on a regular basis by the District. He stated he would make sure tools are built in for all of the added features.

After further review and discussion of the different pages of the website, staff requested permission to proceed with the design and make it live once it is completed.

There were no public comments for this item.

Vice Chair Elliott made a motion to approve the website design as presented. Trustee Severt seconded the motion. The motion carried unanimously.

Item#11. Discussion and motion to ratify the General Manager's registration of interested board members attendance at a Water Rights class being held on February 14, 2014.

Darrin Price, General Manager, stated the District received a notice of an upcoming Water Rights class. The deadline for registration was February 7, 2014 prior to the District's next board meeting. He reported he registered the entire board to attend to reserve a seat until the Board could formally approve to attend. The District is only billed for those who actually attend the class; there is no fee for someone who does not attend. Mr. Price stated that he and Mike Ariztia will also be attending the class along with any board member who would like to attend.

During discussion Chairperson Ainsworth, Vice Chair Elliott and Trustee Severt expressed their interest in attending the class; Treasurer Barstow stated he could not attend due to his work schedule. Staff was also directed to contact Secretary Reinhardt to see if she has an interest in attending the class.

There were no public comments for this item.

Treasurer Barstow made a motion to ratify the registration to include up to four board members to attend the Water Rights class February 14, 2014. Vice Chair Elliott seconded the motion. The motion carried unanimously.

Item#12. Discussion and motion to approve sending up to 3 employees to the 2014 Springbrook Software Conference.

Erin Dowling, Customer Service Supervisor stated Springbrook is hosting a Client Conference April 14th through April 17th, 2014 in Portland Or. Staff built funds into the District's budget in anticipation to attend this conference in preparation of the upcoming migration to Version 7 that is scheduled for September of 2014. The last time staff attended a Springbrook conference was in 2010. She stated Springbrook is offering buy three registrations and get the fourth one free. Staff

was able to successfully negotiate a discount to buy two registrations and get the third one free. She is requesting permission to send three office employees; Carol Bratcher the Accountant, Kami Johnson the Billing Representative, and herself. The total cost including registration, lodging, transportation, and meal per-diem is \$3,740.00 for three employees. Erin provided the full conference schedule and class descriptions for review. The conference is offering a lot of modules regarding accounting, billing, and customer accounts, etc.; everything to assist with the upcoming migration.

Mr. Price reported that over 90% of the District's budget is still available for office staff to attend conferences.

Vice Chair Elliott stated he appreciates Ms. Dowling's negotiating a registration discount. He has concerns regarding the lodging and the meal per diem costs.

Chair Ainsworth clarified the meal per-diem rate is a per day rate and not a per meal rate.

Additional discussion ensued regarding the conference and upcoming migration.

Audience member Vicky Maltman commented just because the District has it in the budget, the District does not have to spend it in order to get it back next year; the District is not the United States Government. She stated she is against three women having their individual rooms. She has never attended a conference where she wasn't required to share. She doesn't have a problem with the travel, lodging, or per-diem but thinks it still can be reduced. She also stated that the two main people who use the program should be trustworthy or knowledgeable enough to attend the conference and come back and share what they learned; she would recommend approving only two employees. She stated every time she attends a District meeting there is a request to attend a conference or a class and it is beginning to be a lot of money if you add it all up.

Treasurer Barstow based on what Ms. Maltman just stated, he inquired if two employees would be able to attend all the classes.

Ms. Dowling responded that it is possible that all modules could be attended with two employees. The purpose of requesting three is to allow the Billing Representative to attend all of the necessary modules related to customer billing and allowing the Accountant to attend all of the necessary modules related to accounting functions. The third person would be able to attend various modules that are related to a lot of custom related functions in Springbrook.

Vice Chair Garth stated he agrees with the public, the District doesn't have to spend it just because it is in the budget. He will support two employees attending but not three employees as recommended.

After further discussion Treasurer Barstow made a motion to approve three employees attending the Springbrook Conference. Trustee Severt seconded the motion. The motion passed by the following; Yea: Joseph Barstow, Susan Severt, Sandra Ainsworth - Nay: Garth Elliott

Item#13. Discussion and possible direction to staff regarding Truckee Meadows Fire Department fire hydrant payment per Tariff Rule #10 Fire Protection.

Darrin Price, General Manager, provided a copy of the District's Tariff Rule 10 regarding Fire Hydrant Rental for informational purpose. He stated the District charges a \$4.00 monthly rental fee per hydrant which is standard practice per the American Water Works Association Standards. The District has charged the hydrant fee since the early 70's and it estimates to be \$19,000.00

annually. He also stated that Washoe County officially cut ties with the City of Reno in July of 2012, and formed its own fire protection agency the Truckee Meadows Fire Protection District "TMFP". Since the formation of the new agency, TMFP has not paid the monthly fee per the District's Tariff; the current outstanding balance is \$28,512.00. He has met with TMFP personnel on several occasions and attempted to collect the outstanding balance and they have refused to pay stating the charge is not appropriate. Mr. Price requested direction from the Board how to proceed and provided the Board with three options for consideration. The options include; Direct District counsel to speak with TMFP counsel to get an understanding of their point of view on the matter. Direct the District's General Manager to schedule a meeting with two board members and the TMFP Chief along with one or two of the Fire Commissioners to discuss the matter and possibly negotiate a resolution. Or request a joint meeting between the District Board of Trustees and the TMFP Fire Commission to discuss the matter.

Mr. Price stated the District does not have a specific contract regarding the hydrant, the hydrant fees were implemented in the early 1970's via adoption of the District's Tariff. Staff has worked with the County's Recorder to research any prior agreement; the County could not find a recorded contract either. After researching the early 1970's minutes reflects adoption of the hydrant fee and the Washoe County Commission, acting as the Fire Commission, agreed to the hydrant fee. He also provided a copy of a letter sent from TMFP Chief Moore, regarding his position on the hydrant fee and also provided a summary of their recent fire hydrant tests that resulted in 20 hydrants found not to be serviceable and they are actively working on restoring them to an operational status.

Chairperson Ainsworth inquired if TMFP is open to negotiations or are they firm on their position.

Ms. Shipman responded the TMFP's letter was copied to two of the Washoe County Commissioners, and at this time the District does not know how much information was provided to the Commissioners. She believes that the current matter should be a policy decision made by the Board, and not a Chief's decision. Once the Board has made a determination, then other options could be discussed at a later time. She recommends that District staff and several board members meet with Washoe County to get a better understanding if changing of the policy should be determined by the Fire Commission Board, as opposed to the Fire Chief with a presence of a couple of the Commissioners with or without all of the information.

Trustee Severt stated she would like to have District's counsel speak with TMFP counsel then set up a meeting with the Fire Commission Board.

Ms. Shipman responded the District can do both as suggested and she can contact the TMFP counsel to see if he is willing to discuss the matter. She stated this is not a straight legal question, it is a legal question in one area, but that would be a postponed decision to be decided by the Board. She believes the District would like to get clarification on TMFP policy first. She agrees a joint meeting would be appropriate.

Vice Chair Elliott requested for clarification, District staff researched and never found a contract and has continued to use the District's Tariff as its policy today. He inquired with Ms. Shipman if the District has any other resources to enforce payment. He would recommend the District take little steps before making the matter a legal matter.

Ms. Shipman responded the District adopted a Tariff back 1972 regarding a hydrant fee and the District has been performing this practice since then. The District obviously has writing regarding a hydrant fee in the form of a District Tariff Rule. She does not think there needs to be a separate agreement regarding the matter, there could be a separate agreement related to other factors.

Treasurer Barstow stated he agrees with Mr. Elliott and would like the District to take little steps first which is the second option that Mr. Price provided. He inquired who is responsible for the upkeep and maintenance of the fire hydrants.

Darrin responded currently the maintenance of the hydrants is the responsibility of TMFP. He stated the District has had a long standing agreement with the various fire agencies and all of them were responsible for operating and maintaining the fire hydrants within Sun Valley. A fire hydrant is similar to any other water service. The District is responsible to provide a service up to the point of service and from there it is the customer's responsibility.

Audience member Vicky Maltman inquired with Ms. Shipman if the current matter is similar to a property owner putting up a gate after several years and no longer allowing access. She also inquired if it was determined that TMFP is responsible for the payment and if they continue not to pay, can the District shut off the water service to the hydrant.

Ms. Shipman responded Ms. Maltman's inquiry is more particular to property law. Ms. Shipman thinks a contract can be shown in many ways of the meeting of the minds. The District can prove that one point in time there was a meeting of the minds and that continues through today.

Mr. Price responded to Ms. Maltman's inquiry, the District would never shut off water service to a fire hydrant. The example that he used earlier was to show the responsibility of the District and customers per the Tariff.

Ms. Shipman responded the District's responsibility is to ensure infrastructure to the hydrant itself. The District is capable of providing sufficient water and pressure to provide fire protection.

After some discussion Treasurer Barstow made a motion to proceed with option two as suggested by staff. Vice Chair Elliott seconded the motion. The motion carried unanimously.

Additional discussion ensued and Treasurer Barstow amended his motion to include that if something was discussed and negotiated it would need to have approval of each Boards. Vice Chair Elliott amended his second. The motion carried unanimously.

It was determined to have the District's Chairperson Ainsworth and Vice-Chair Elliott attend the meeting with staff and TMFP members.

Item#14. Review and possible direction to staff regarding the District's policy regarding the collection of past due final balances with consideration to put delinquent accounts on Washoe County Property Tax Role.

Erin Dowling, Customer Service Supervisor, gave a brief overview of the District's current process regarding the collection of past due balances for final accounts via a lien process. Staff is proposing for consideration an alternative method by placing delinquent balances, for closed accounts only, on the Washoe County property tax roll. This method is commonly used by Washoe County Department of Water Resources and Incline Village General Improvement District. The District does reserve the right to do this method under NRS 318. She stated collecting delinquent balances via property tax role simplifies the collection process. Currently staff has to monitor delinquent accounts on a regular basis at various times throughout the year. Staff prepares letters to landowners notifying them their property is subject to a lien for an outstanding balance. At which time if payment is not received then staff has to go to the County Recorder's office and file a lien. If the lien is paid, then staff has to go back to the County Recorder's office to release the lien. She stated the alternative method provides a more efficient

method to collect on outstanding balances all at one time. Staff would once a year file a report with Washoe County regarding all delinquencies. A notice would be sent out to all landowners regarding the report and a hearing date. The District would be responsible for advertising the hearing date once a week for two weeks. The Hearing gives the landowner the opportunity to pay the outstanding balance or dispute the outstanding balance with the District's Board of Trustees. At which time the Board may adopt, revise, change, reduce or modify any charge or overrule any or all objections and shall make a determination which is final. If the Board determines that collection on the tax roll is warranted then the secretary prepares and files a final report to the county. As landowners pay their property taxes the District would be paid in the first quarter of the tax year of the fiscal year.

Ms. Shipman responded this method is not to be considered an additional tax on the landowner's property tax; it is simply adding the delinquent balance on the landowner's property tax bill. The County has a procedure distributing funds to appropriate agencies if the delinquent balance is paid and removing it from the tax roll. She stated she thinks a majority of the payments would be paid in advance once they received notice from the District of a hearing.

Vice Chair Elliott stated he likes the simplicity of the alternative method, but has concerns it could potentially put a landowner at risk of losing their property based on recent legislation changes. He stated Waste Management also uses the lien method to collect on delinquent accounts and has concerns regarding the notification process. Waste Management is not required to send notices via certified mail that a lien has been placed on the property.

Ms. Dowling stated that staff will continue with standard notification practices to all customers regarding all matters including sending certified notifications to landowners regarding legal notices.

Mr. Ariztia inquired with Ms. Shipman if an individual could lose their property because they didn't pay the delinquent portion for the District.

Ms. Shipman responded an individual would not lose their property if they choose to pay only the property tax and not the delinquent amount or a portion of the delinquent amount. The outstanding balance would carry over for two years. She does not think this process would cause any greater risk of an individual losing their property. An individual is at risk of losing their property if they don't pay their property taxes.

Treasurer Barstow inquired if there would be any additional cost to the District by using this method.

Ms. Dowling responded and stated the County does not charge any administrative cost to collect and distribute funds for the District.

There were no public comments for this item.

Joseph Barstow made motion for staff to proceed forward with putting delinquent accounts on Washoe County Property Tax Role for collection as presented. Garth Elliott seconded the motion. The motion carried unanimously.

Item#15. Review and discussion regarding survey results for; Customer Satisfaction Survey and Web Payment Survey; with possible direction to staff.

Erin Dowling, Customer Service Supervisor, provided copies of the results for both the Customer Satisfaction Survey and the Web Payment Survey. Both of these surveys were open from July

2013 through December 2013 in efforts to get as many participants as possible. Both surveys were available online and in the District front lobby. Ms. Dowling stated that the District's goal was to receive 361 completed surveys in efforts to provide a statically valid survey sample. The District received a total of 56 completed Customer Service Satisfaction Surveys and 205 completed Web Payment Surveys. She reminded the Board this is the second time the District has surveyed the customers regarding web payment options, this time providing an estimated cost. The first web payment option had 927 responses.

Vice Chair Elliott stated there is a lot of information provided back from these surveys and he would like to go over the results in greater detail line-by-line for the Customer Satisfaction Survey. He also suggested maybe each board member picking a few specific results that they would like to discuss at a future meeting to see if the District can offer some resolution to the customers concern.

Mr. Price responded that he would not have a problem with Mr. Elliott's recommendation, that would need to be requested as an agenda item.

Ms. Dowling stated she agrees with Mr. Elliott, management reviewed the results and has shared with staff. Management wants staff to know what the District is excelling at and what areas need improvement. She stated there was a lot of comments regarding the District's new billing statement. The new billing statement was introduced to the customers at the same time of the Customer Satisfaction Survey. Since then a lot of the billing statement concerns have been addressed.

Mr. Price stated he was pleased with the Customer Satisfaction results. He stated 87.5% of the respondents are either satisfied or very satisfied with the water quality and 92% of the respondents are either satisfied or very satisfied with their service. He thinks that is a reflection on staff and he wanted to share that with everyone. He suggested the Board give staff direction to bring something back for further discussion regarding the Customer Satisfaction Survey results and table discussion regarding the web payment survey until Secretary Reinhardt is present since she requested the survey.

Trustee Severt commented after reviewing many of the customer comments, a lot of comments are not related to the District and suggested sharing the non-related District comments with Washoe County. Washoe County can address the specific comments in their quarterly newsletter. She also suggested the District consider providing article(s) in the District's newsletter addressing comments related to District business.

Ms. Dowling responded she agreed with Trustee Severt's suggestion and thought utilizing the District's newsletter and website would be a great opportunity to educate and/or respond to customers regarding their comments.

Vice Chair Elliott commented again he would like to have open discussion regarding the customer comments and consider grouping the comments based on their content and be able to review them to see if the District can address some of the comments and possibly provide some kind of resolution.

Ms. Shipman recommended Vice Chair Elliott or any other board members identify what comments and/or issue they would like staff to address prior to preparing the board packet. This will allow staff time to investigate the comment further and bring back to the Board a resolution and/or a recommendation. She suggested a board member request an agenda item to discuss

the survey results and specify what items from the survey the board member(s) would like to be discussed formally.

Mr. Price responded and offered meeting with Vice Chair Elliott to go over his list of items. This would help staff determine what items need to come back and what information to bring back for boards review.

There were no public comments for this item.

Trustee Severt made a motion to table agenda item# 15 regarding discussion of the Web Payment Survey results. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

Vice Chair Elliott stated he will get with Mr. Price regarding the items he would like to see brought back for further discussion regarding the Customer Satisfaction Survey results and to be placed on a future agenda.

Ms. Shipman responded that if any other board member would like something specifically addressed as well regarding the Customer Satisfaction Survey results, they should email or speak with the General Manager directly.

Item#16. Discussion and possible motion to consider creating an internal subcommittee for the purpose of evaluating the District's health insurance benefits.

Darrin Price, General Manager, stated this item was requested by Trustee Severt because of the potential changes that might come up this year regarding the District's health, vision, and dental insurance. Staff's recommendation is to have representation from the District's office and field as well as representation from the District's board without creating a quorum.

Trustee Severt stated she envisioned the internal subcommittee being a working group that would work throughout the year and review all of the options that are available for the District. The group could be an advisory group, but mainly for the group to gather and disseminate information to the remainder of the employees both in the office and field. This way there is a transparency of what could or will happen when the Board has to make a decision regarding the District's health benefits.

Mr. Price responded he does not have a problem with Trustee's Severt's request. He also suggested that Trustee Severt consider attending one of the District's monthly employee meetings to talk about the internal subcommittee. He also stated that the internal subcommittee would be subject to the Open Meeting Law requirements and would have to post an agenda for the subcommittee.

Trustee Severt stated she doesn't want to dictate how big the subcommittee has to be, but recommended that one or two board members be a part of the representation on the subcommittee. She stated she doesn't know if it would be a sit down meeting, it could just be a brief meeting to handout information for review. A lot of businesses have formed similar committees bringing employees in as actual stakeholders and allowing them to see the options from the beginning instead of finding out at the end.

There were no public comments for this item.

Trustee Severt made a motion to form a working group or a subcommittee that would review option on health insurance that include health, dental, and vision. Treasurer Barstow seconded the motion.

During discussion Ms. Shipman inquired if the subcommittee would or would not be advising a recommendation to the Board.

Trustee Severt responded she does not see the subcommittee providing a recommendation. Her goal is whatever information that District staff presents to the Board of Trustees for review, that the subcommittee will have had the same opportunity to review any information prior and disseminated the information to the other employees.

Ms. Shipman responded that would make a difference if the District needs to post and agenda or not. If the subcommittee is not making any recommendations to the Board, then they do not need to adhere to the Open Meeting Law requirements.

Trustee Severt stated she did not envision the subcommittee recommending any options to the Board. She simply wanted the subcommittee and/or employees to see how the process works and share information to show what the Board will review and possibly vote on.

Mr. Price stated if Trustee Severt is only looking to share information with the District employees regarding upcoming health insurance information/options, he suggested Trustee Severt sharing the information during one of the monthly employee meetings.

After further discussion Susan withdrew her motion.

Item#17. Ratification to prior board action regarding approval of annexations properties; motion to approve Resolution to include annexed properties into the District's Boundary.

Jennifer Merritt, Administrative Assistant, reported the District Board of Trustee approved three annexations over the past six years. In 2011, staff had the District Boundary Map revised to include the annexed properties. The map was recorded with the Washoe County Recorder's office on June 30, 2011. She stated recently the District received a map from Washoe County Registrar of Voters to review. After reviewing the map it was noticed that the annexed properties were not included. Through Washoe County's investigation it was determined that a Resolution should have accompanied the map at the time of recording. A copy of the map and resolution is then disbursed among the various Washoe County departments. Jennifer requested approval of the provided Resolution to Adopt Annexed Properties into the Sun Valley General Improvement District Service Boundary.

Vice Chair Elliott inquired what properties were annexed in the past six years.

Ms. Merritt responded that four separate parcels are located on Biller Lane which consist of the Tongan Church Property and three adjacent undeveloped properties for future development. The other property is located on 4th Ave. where the LDS Church is.

Mr. Ariztia responded the LDS Church property also includes the large vacant parcel around it.

Audience member Vicky Maltman inquired if vacant property around the LDS Church property is the proposed site for a mobile home park.

Mr. Ariztia responded that is correct. At the time of annexation it was one large parcel. Since then a portion of the parcel was parceled off for the LDS Church.

Trustee Severt made a motion to adopt the Resolution to include the Annexed Properties into the Sun Valley General Improvement District Service Boundary. Treasurer Barstow seconded the motion. The motion carried unanimously.

Item#18. Review and discussion regarding historical meeting information on Customer Service Supervisor job description.

Darrin Price, General Manager, reported Trustee Elliott requested this item for discussion. The request was for review of historical meeting information regarding the Customer Service Supervisor job description. Mr. Price provided copies of prior minutes and copies of the approved job description for informational purposes.

Vice Chair Elliott stated his concern was the District started off with one desire and then by the time the Customer Service Supervisor position was filled it morphed into something different. He stated that Secretary Reinhardt has the same concern; they both thought the District was hiring someone with more Customer Service Supervisory duties related to recreation. He thought that person would be responsible for marketing the pool. He also envisioned the position performing some of the public relations responsibilities to help offset cost. He does not recall any discussion regarding the position supervising the front office. He was hoping that historical information would have confirmed his thoughts that the Customer Service Supervisor was for the purpose of marketing recreation and providing public relations and not act as an office manager.

Mr. Price stated for clarification in February 2012 the Board approved a salary range for the Customer service Supervisor position at which time a copy of the modified job description was provided. Prior to 2012 the Board approved to modify the Office Manager position into a Customer Service Supervisor position, still overseeing office staff. It was a long process for staff and the Board to review and modify the job description into what it is today. The Board as a body approved the current job description that includes duties related to recreation and overseeing the customer service daily activities. He stated that the Customer Service Supervisor does promote the pool, park activities and park events.

Chairperson Ainsworth recalls having the Customer Service Supervisor acting as liaison to the District Public Relations to assist with proper promoting of events and news articles.

Mr. Ariztia stated the approved job description includes "Coordinates and promotes special events and recreational functions. Responsibilities to include permitting, use approvals/discussions, fees, budget needs, and all paperwork required to successfully hold such events. Continually monitor office and recreation budgets throughout the year to ensure that expenditures stay within approved budgeted amounts. Coordinated services and activities production, and distribute material with other programs, divisions, departments, etc. to enhance the activities and effectiveness of the office." Mike stated there are specific duties in the job description that address everything that Vice Chair Elliott was concerned about.

After further discussion Vice Chair Elliott stated the provided information answered his questions, but he is not sure if the information answers all of Secretary Reinhardt's questions.

There were no further discussion or public comments on this item.

Item#19. Financial report by William Short.

None

Item#20. Legal report by Maddy Shipman.

SVGID

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Maddy Shipman thanked the District for the flowers. She also provided a handout regarding guidance on campaign practices for information purposes. She stated she is not trying to enforce anything, but she wanted to give some general guidance regarding campaigning as well as specific guidance for General Improvement District Trustee candidates.

Item#21. Field report by Mike Ariztia.

Mike Ariztia, Public Works Director, reported on the following items;

- Field staff is continuing on flushing and cleaning the wastewater system in the valley.
- He responded on a prior agenda item; it is the responsibility of the fire department(s) to operate and maintain fire hydrants.

Item#22. Manager's report by Darrin Price.

Darrin Price reported on the following items;

- Regional Transportation Commission held its first committee meeting. The meeting basically was the same presentation that was given to this Board for all of the committee members to see. The main consensus from the committee members is regarding safety and cross walks on the Sun Valley Boulevard. RTC will be accepting resident input regarding the project during their public workshop.
- The District recently installed a monitor in the front lobby. It displays District information, assistant programs, and interesting facts.
- Staff is gearing up for the recreation season. Staff will be meeting with various organizations for potential events.
- He wanted to thank the District staff for their professional performance as recognized in the Customer Satisfaction Survey.

Item#23. Public Comments.

Vicky Maltman commented she attend the Regional Transportation Commission committee meeting. There was a lot of discussion regarding the need for sidewalks. She felt it was very well attended and represented. She stated her husband will be honored as Veteran of the month on February 14th by Governor Sandoval. She announced The Veterans of Foreign War is having a fundraiser on March 1st and 2nd at High Sierra Bowling. A portion of the proceeds will go towards Veterans who have been placed in nursing homes by the Veterans Affairs. For more information about the fundraiser please visit www.vfw3819.com. She also commented the Food Bank of Northern Nevada was named "Food Bank of the Year". Executive Director Cherie Jamason is one of five finalists for the national Humanity Inspiration Award and if she receives the most votes, the Food Bank will receive \$50,000.00. Because she is a finalist for the award, the Food Bank will receive \$25,000.000.

Barry Brouchard with NevadaTrends commented he spoke with Diana Langs at the North Valley's Citizen Advisory Board meeting. He reported she is doing great.

Pastor Joseph Barstow reported the Food Pantry of Sun Valley received a generous donation of chicken and catfish. He stated with the communities help the Food Pantry has the opportunity to reach out to the community and help those in need. The Food Pantry has the opportunity to purchase a walk-in cooler/freezer. He is looking for someone with a truck and trailer to help bring the freezer back from Susanville, Ca. He also announced the Food Pantry is holding a benefit concert on March 21st. All proceeds will go towards the Food Pantry.

Item#24. Board Comments.

Vice Chair Elliott commented on a prior problem with the Washoe County voting equipment. He believes there is still a problem with equipment and it will impact the District. The problem is if

there is a Board with three open seats, a voter must vote for three candidates even if they don't support all of them. The voting equipment will not allow the voter to continue with the next question until the voter has checked all three boxes. He encouraged everyone to stay on top of the Commissioners to get a Citizens Advisory Board back for Sun Valley; he does not think the Washoe County newsletter is going to cut it. He also stated there will be no replacement for Judge Susan Deriso's position at this time. He stated she was a good asset for Sun Valley.

Item#25. Future Agenda Items.

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

- Possible presentation regarding the Master Gardner program
- Keep Truckee Meadows Beautiful presentation
- Review of Lobbyist agreements
- Request to attend the Nevada Rural Water Conference
- Bring back agenda item 9 regarding water rate consultant
- Bring back agenda item 15 regarding Web Payment Survey
- Additional review of Customer Satisfaction Survey results

Item#26. Adjournment.

Trustee Severt made a motion to adjourn at 8:52 pm. Chairperson Ainsworth seconded the motion. The motion carried unanimously.