



Sun Valley G.I.D. Board Meeting Minutes of February 28, 2013

Board Members Present:

Sandra Ainsworth	Chairperson
Margaret Reinhardt	Secretary
Joseph Barstow	Treasurer
Susan Severt	Trustee

Board Members Not Present:

Garth Elliott	Vice Chair (sick)
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Staff Present:

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

Others Present:

Rodney Bloom	Audience
Lori Cusick	Audience
Robert Fink	Audience
Vicky Maltman	Audience
Kitty Jung	Washoe County Commissioner
Christi Cakiroglu	Keep Truckee Meadows Beautiful
Barry Brouchard	NorthValleys.org

The meeting of the Sun Valley GID was called to order by Chairperson 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, Sandra Ainsworth, Margaret Reinhardt, Susan Severt.
A quorum was present.

Item#2. Pledge of Allegiance.

Led by Joseph Barstow

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.

None

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

Darrin Price announced on March 5, 2013 at 1:30 pm he will be giving a presentation on Sun Valley GID to the Assembly Committee on Natural Resources, Agriculture, and Mining and the Senate Committee on Natural Resources. He also announced on March 30th the District and the Truckee Meadows Boys and Girls Club will be hosting an Easter Egg Hunt at the Sun Valley Community Park.

Item#7. Discussion and motion to approve minutes of February 14, 2013.

Susan Severt made a motion to approve the minutes with the following correction; item 18 page 19 insert the word "not" in the second paragraph. Margaret Reinhardt seconded the motion. The motion carried unanimously.

Item#8. Update from Commissioner Kitty Jung regarding Washoe County business.

Commissioner Jung reported on the following items regarding Washoe County;

- The County has been working on its budget and at this time it is projected to have no budget cuts for the various Washoe County departments for the first time in five (5) years.
- Commissioner Jung is soliciting comments regarding the proposal for Washoe County to dedicate a half million dollars a year for the next thirty years for the Baseball Stadium. This amount is half the amount that the City of Reno has agreed to dedicate. The public can contact her at (775) 219-5472.
- The Health Department has been looking at revising its fees. A recent study showed that not enough funds were being collected for various permits. However, the study was recommending fees higher than what it actually cost to do business, so she and the rest of the Health Board postponed any discussion regarding fees until staff brings back a revised fee schedule.
- Commissioner Jung will be attending the Community Development Block Grant Committee Meeting with Darrin Price in support of Washoe County and Sun Valley GID's grant application for a new concession building at Gepford Park.
- Commissioner Jung gave a brief report on Alert ID and its benefits as well as provided information on how to join
- Washoe County Commission has concerns regarding the proposed Washoe County School District bill that would allow them to have taxing authority. She agrees the schools are in need of assistance and there is no funding for them, but there are also other critical needs in the County such as Senior Services, Capital Improvement Programs, Public Safety, and other programs that are lacking funding as well. She hopes that everyone can work regionally on the funding issue that way everyone is getting some kind of assistance as needed.

Item#9. Update from Christi Cakiroglu regarding Keep Truckee Meadows Beautiful business.

Christi Cakiroglu reported on the following items regarding Keep Truckee Meadows Beautiful;

- Christi gave a brief report on last year's cleanup efforts. This year the Great Community Cleanup will offer two cleanup sites in Sun Valley located at Red Hill located off of Chocolate Dr. and on BLM property located off of Chimney Dr.
- Keep Truckee Meadows Beautiful is launching a new Adopt a Park Program. She hopes this program will be a success utilizing volunteer groups and youth groups that are required to perform community service. She would like to have the Sun Valley parks as part of the program.

- Christi reported she recently attended a conference regarding illegal dumping and she would like to provide the Washoe County Schools with a prevention program. This program will teach the youth the importance of proper disposal of trash and recycling.

Audience member Vicky Maltman inquired if the Adopt a Park Program would be a one time event or ongoing.

Christi commented the program would be ongoing, with the hopes of having two – three scheduled cleanups for each site.

Item#10. Discussion and motion to partner with Keep Truckee Meadows Beautiful Great Community Clean Up May 11, 2013, including approval of donation from the District’s Garbage Fund.

Christi Cakiroglu reported the Keep Truckee Meadows Beautiful Cleanup will be held May 11, 2013. Sun Valley GID is a huge supporter of the annual cleanup and has provided volunteers, equipment, and a donation in the past. The donation went towards the cost of dumpsters for the Sun Valley sites as well as trash bags, gloves, and tire removal.

Darrin Price reported the Board approved the 2012/2013 District budget that included \$5,000.00 for the Keep Truckee Meadows Beautiful Great Cleanup.

Margaret Reinhardt inquired what some of the other agencies were donating this year towards the cleanup.

Christi reported that the City of Reno donated \$15,000.00, City of Sparks donated \$7,000.00 - \$8,000.00, and Washoe County provides in-kind support to KTMB by allowing them the use of a Washoe County building as an office. The rent of the building has a value of \$28,000.00 annually.

Susan Severt made a motion to approve the District to donate \$5,000.00 from the District’s Garbage Fund to Keep Truckee Meadows Beautiful for their May 11, 2013 Great Cleanup Day. Joseph Barstow seconded the motion. The motion carried unanimously.

Item#11. Presentation by Maddy Shipman regarding Open Meeting Law.

Maddy Shipman gave a brief presentation regarding the Open Meeting Law. The Open Meeting Law is a Nevada Revised Statue Chapter 241. All of the District’s meeting must be publicly noticed and the agenda must include time, place, and location of meeting. The agenda must include a list of locations where the notice has been posted and a list of agenda items that are for discussion at each meeting. Each agenda item must be noted if possible action is needed and provide public comment periods. District staff is responsible for managing any public distribution list and provide copies of the agenda as requested to each public member at the same time as provided to the public body. All District meetings are to remain open to the public with the exception of personnel matters, to prepare, administer or grade examinations, appeals of examinations, and individual closed personnel sessions. All meetings are required to be recorded; this acts as the official record of the meeting. Minutes only need to provide the “substance” of matters that were considered. All minutes must be available for public review within 30 days either as a draft or as approved. During the meeting the Board made up of elected officials must act by majority vote of the entire body. Abstention does not count as affirmative vote and should always state the reason abstention. The Attorney General investigates all complaints by an individual and determines if a violation of the Open Meeting Law occurred and if so enforces and criminal and civil penalties. Maddy reported on some proposed bills that would amend meeting procedures

such as; whether alternates may be allowed to sit on a Board, electronic attendance, and considering defining what type of subcommittees would be subject to the Open Meeting Law.

Audience member Vicky Maltman inquired if a public member can ask a follow up question on another person's public comment after already having the opportunity to speak under public comments.

Maddy commented it is up to the District's Chair to allow further questions or announce that public comment period is closed. She believes that additional questions are accepted especially if they are for clarification regarding the current agenda item.

Maddy reported she would like to provide another presentation at a future meeting regarding disclosures.

Item#12. Update regarding Billing Survey with possible direction to staff.

Erin Dowling reported the District did a preliminary billing and payment survey in September 2012. The survey was an insert in all of the September bills, available on the District website, and available in the District's front lobby. There were a total of 927 completed surveys, which represents approximately 16% of the District's customers. There was an overwhelming amount of respondents in favor of the District implementing more web-based billing and payment options.

Margaret Reinhardt commented she was not pleased with the survey. The District conducted a survey several years ago and the Board voted on the survey content before it was conducted. She would have liked to have had the same opportunity to review the content of the current survey before it was conducted. One of the big questions on the last survey was the cost to the customers and the current survey did not ask that. She inquired why that was left out. Margaret suggested any future surveys asking the customer feedback should include the cost to the customers because she thinks the cost is relevant to the rate payers. Margaret requested staff to bring back the prior survey results for review.

Darrin Price commented he will look for the prior survey that Margaret is inquiring about and bring it back for informational purposes.

Erin reported the survey was just a general survey to see if the customers even had an interest in additional payment options. Had the results shown low or no interest in web-payments then staff would not pursue that information. Since the survey results show a majority in favor of additional payment options, staff will, if directed, investigate alternative payment options and potential cost associated with payment options. Erin added that it was at a previous meeting that the office recently changed the way credit card transactions are processed, where customers can now call in their credit card payment during regular business hours and complete their transaction within a few minutes. The process is extremely efficient and has been very well received with the District customers. Erin continued on with the survey results; 62% would be interested in account access on the District's website and 38% are not interested; 58% would be interested in making a payment on the District's website and 42% were not interested; 62% were not interested in paperless billing and 38% were interested. The preferred way to pay bills; 24% by mail, 22% by District's website, 20% District's drop box, 16% on-line bill-pay, 14% District's office, and 4% by telephone. She added that the staff report provided the positive and negative comments provided by the customers who took the survey.

Staff is now requesting direction if the Board would like staff to proceed with investigating the additional billing and payment options for the customer and what potential costs would be. There

is a possibility for cost savings if the District was able to offer paperless billing due to cost savings in paper, envelopes, toner, and postage, and etc.

Susan Severt commented she assumes the District receives a lot of online payments which is a bank issued check. When a customer pays their bill online through their bank, just because the payment is automatically deducted from the individual's checking account does not mean that it is instantly deposited into the District's account. This generates an actual check that gets processed then mailed to the District, which can take up to several days. She inquired if the District accepts Visa, Master Card, Discover, American Express, and PayPal. She believes that these are different options and can be offered in a different package. There are a lot of companies that could hook up electronically to the banks, which is a free service. She would like staff to look into Pay Pal because it is very popular at this time.

Erin responded that the District receives a lot of bank bill pay payments. Staff receives a lot of calls from customers complaining that they paid their bill online and not realizing timing of this process. Staff then explains the timeline for bill pay payments. The District accepts all major credit cards except for American Express.

Audience member Vicky Maltman commented she does all of her banking online and all of the banks that she uses state exactly when the payment will be processed. She recommended electronic fund transfer as an option so the District would get their funds within hours. She has gone to a lot of paperless bills because the postal service not delivering mail on time, if at all. She thinks it would be less expensive to accept online bank payments and electronic fund transfers than accepting payments on the District's website. Pay Pal is easy to use and it is secure, but there is minimal fee associated with Pay Pal. As a rate payer she is a little put off by the amount of staff time looking into software that would be necessary to take payments on the District's website.

Margaret commented everyone is aware of the time it takes to process a payment using online banking. Each time an individual makes a payment, they have to confirm the payment amount which also includes when the payment would be processed. She doesn't think it would be the fault of the person to be able to make a payment on the District's website, because they still have the option to call and make a payment on the phone immediately.

After further discussion Margaret Reinhardt made a motion to explore different options and provide any associated cost. Susan Severt seconded the motion. The motion carried unanimously.

Item#13. Review and discussion regarding District's overtime report with possible direction to staff.

Darrin Price reported Trustee Elliott had requested this item for the second time. Darrin commented he is not sure what information Mr. Elliott was looking for since he has been very vague with his request regarding overtime information. He commented that he had provided the District's overtime policy and the laws/statutes regarding overtime for informational purpose at a prior meeting. This time he provided a brief summary of all overtime worked, paid, or converted into comp time for the fiscal year 2011/2012. The total overtime hours worked by all hourly employees for this year was 656 hours. Of those 656 hours, five (5) hourly office employees worked a total of 314.75 hours which equals to \$10,361.86 respectively; six (6) hourly filed employees worked a total of 314.75 hours which equals to \$10,735.29 respectively. Darrin also provided a breakdown of the overtime hours: Management conducts monthly employee meetings with all of the employees. The only time to hold these meetings are after hours and they are

strictly held to a one (1) hour maximum, but typically they average 40 minutes each equaling a total of 88 hours. The District's Administrative Assistant's overtime is mostly comprised of attendance at board meetings. A typical board meeting averages three (3) hours each equaling a total of 72 hours which is 95% of her overtime. The District participates in various events such as; Sun Valley Fun Sunday is held on a Sunday and is from 8 am until 3 pm with five (5) employees equals 30 hours; Great Truckee Meadows cleanup day is held on a Saturday from 8 am until 12 pm with six (6) employees equals 24 hours, Veterans Day event held on a holiday from 10 am until 2 pm with four (4) employees equals 16 hours, Sun Valley GID's e-waste recycling day held on a Saturday from 9 am until 12 pm with four (4) employees equals 12 hours, and the Teen Pool Party held after hours from 5 pm until 7 pm with four (4) employees equals 8 hours. In addition to these events, staff also represents the District at other various activities. Darrin also reminded the Board that the District maintains a 24/7 on-call service due to the nature of the water and wastewater services.

Audience member Vicky Maltman suggested offsetting the Administrative Assistant's hours on meeting days to help keep overtime costs down, considering offsetting hours when employees work community events so employees don't work no more than 40 hours a week. She understands emergency operations are a different situation.

Darrin commented Vicky's suggestion is something similar to furlough days and staff would have to investigate it more.

Susan Severt commented she recently took a class on the FLSA law required by her work. One of the items brought up in the class is once a company starts altering an employee's hours to avoid overtime that could be a possible violation of FLSA. It becomes a compliance issue.

Sandra Ainsworth inquired if there was a rule that required if an employee worked a late shift that they were not able to come back to work at their regular start time the next day.

Susan commented that FLSA and the State of Nevada do not have such a rule that Sandra is inquiring about. Currently there is only rule for specific positions such as truck drivers, they are only allowed to work a certain amount of hours and be off a certain amount hours before returning to work.

Mike Ariztia commented according to the District's personnel manual the standard reporting time to work is 8 am until 5 pm and anything different from that would be considered a modified work scheduled that has to be accepted by the employee. Per the District's personnel policy, accepting a modified work week and working nights would initiate a shift differential pay scale.

Margaret Reinhardt is not sure what exactly Mr. Elliott wanted to continue the discussion regarding overtime and suggested maybe deferring the agenda item until he returns.

Darrin was hoping that the Board would accept his report tonight and if Mr. Elliott had any questions concerning the report that he would contact Darrin directly.

After some discussion Sandra Ainsworth thanked Darrin for his report and stated if Mr. Elliott would like to discuss it further he can contact Darrin directly.

Item#14. Discussion and possible direction to staff regarding potential use of the community garden for 2013.

Darrin Price reported last year the Truckee Meadows Boys and Girls Club were responsible for the community garden. He spoke with the Teen Center's leader and they are interested again this year. He also recently spoke with a District customer who would like to donate starters and some of his time towards the community garden.

Margaret Reinhardt commented she likes the idea of the Boys and Girls Club maintaining the community garden because it is an educational tool for the youth.

Mike Ariztia commented for clarification, the District owns the property only and is not the host of the community garden. The District leases the property to the Boys and Girls Club for a community garden and they are responsible for the water service.

After some discussion Margaret Reinhardt made a motion to allow the Boys and Girls Club to continue using the property for the purpose of a community garden, and direct any other organization who would like to partner with the community garden must go through the Boys and Girls Club. Sandra Ainsworth seconded the motion. The motion carried unanimously.

Item#15. Discussion and motion to approve up to seven staff members attending the 2013 Nevada Rural Water Association Conference.

Mike Ariztia requested permission to send four field and three office employees to the upcoming Nevada Rural Water Conference. The conference will be held at the Grand Sierra Resort from March 12, 2013 through March 14, 2013. This conference will offer technical sessions that provide continue education credits for water and wastewater. There are a total of three 2 day registrations at \$250.00 each and four 1 day registrations at \$200.00 each.

Margaret Reinhardt inquired if Trustees were eligible to attend the conference.

Mike reported Trustees are eligible to attend the conference it was an oversight in the memo not including Trustees.

None of the Trustees were interested in attending the conference.

There were no public comments.

After some discussion Margaret Reinhardt made a motion to approve staff's request to attend the Nevada Rural Water Conference with four 1 day registrations and three 2 day registrations for the total amount of \$1,550.00. Susan Severt seconded the motion. The motion carried unanimously.

Item#16. Discussion and possible direction to staff regarding Spring newsletter articles.

Darrin Price provided a list of proposed articles for the District's spring newsletter. The articles include; New appointed trustee, List of all trustees, Park survey results, Pool schedule, Credit card payments, Park dog stations, Kid's health fair announcement, and KTMB cleanup day announcement. Staff received a request from Lori Cusick to include a pros and cons article about the proposed paintball park. Darrin does not recommend providing an article on the pros and cons because of the differences in individual opinions. He suggested the District continue with its community outreach efforts and provide an article that encourages the public to take the District's survey regarding the proposed paintball park.

Audience member Lori Cusick commented she would like to see a pros and cons article to help educate people about the paintball sport. At first when she heard of the paintball park idea her main concern was the noise of the sport. Since then, she has read up on the sport and she thinks it is very dangerous and promotes violence.

After some discussion Margaret Reinhardt made a motion to approve the list of articles for the spring newsletter and adding an article encouraging people to take the District's survey regarding the proposed paintball park. Joseph Barstow seconded the motion. The motion carried unanimously.

Item#17. Discussion and motion to approve updates and/or revisions to the District Personnel Policy sections;

Mike Ariztia reported that the following three sections are the last of the revisions to the District Personnel Manual. The proposed modifications and changes of regulations were provided by the District's Human Resource Consultant, Pool Pact. There are no real significant changes to the sections; it is mainly reorganization of the policies.

A. Section 7 – Travel Expenses

Mike reported the District adopted the State and Legislative guidelines regarding its travel expenses. The section also identifies the type of expenses that are not eligible for reimbursement.

After some discussion Margaret Reinhardt made a motion to approve Section 7 Travel Expenses as submitted. Joseph Barstow seconded the motion. The motion carried unanimously.

B. Section 9 – Performance Management

Mike reported Performance Management is a new section for the District. It is more specific to management performance but it also regarding performance appraisals for employees.

After some discussion Margaret Reinhardt made a motion to approve Section 9 Performance Management with one correction changing the word "from" to "form". Susan Severt seconded the meeting. The motion carried unanimously.

C. Section 12 – Definitions

Mike reported there have been a lot of additions to the Definition of Terms.

Audience member Vicky Maltman inquired about the definition of legal drugs and the issues with some of the legal drugs.

Mike commented the District has a separate section in the Personnel Manual that specifically addresses illegal and legal drug use.

After some discussion Margaret Reinhardt made a motion to approve Section 12 Definition of Terms. Joseph Barstow seconded the motion. The motion carried unanimously.

Item#18. Financial report by Bill Short.

None

Item#19. Legal report by Maddy Shipman.

None

Item#20. Field report by Mike Ariztia.

Mike Ariztia reported on that the Falcon Ridge Subdivision located on El Rancho is now under new ownership and they would like to convert the property back to a single parcel. The District has an interest in this since the subdivision facilities are tied into the District's sewer inceptor.

Item#21. Manager's report by Darrin Price.

Darrin Price reported on the following;

- Truckee Meadows Water Reclamation Facility is currently operating in an emergency situation. They are doing 24 hour bypass pumping with diesel generators to the treatment plant while they repair a portion of the existing pipe. The District will have some expense impact by this since it has ownership in the treatment plant. In addition, the City of Sparks and City of Reno are renegotiating their ownership portion of the treatment plant, so there could be additional impacts to the District since the District leases from the City of Sparks.
- He is still trying to arrange field trips for the RTC tour meetings.
- Bowers Mansion Pool is able to open this year from a donation that was received from the public.
- He and Margaret gave the last presentation to ESGR for their participation with the Veterans Day Celebration.

Item#22. Public Comments.

Vicky Maltman commented on March 3, 2013 at 2 pm a special ceremony will be held for the deployment of the National Guards Company 168. She also commented she would like anyone that knows the officers of the Landowners Association building to encourage them to clean the graffiti off the building or ask for assistance to get it cleaned.

Item#23. Board Comments

Susan Severt commented there are a lot of public concerns regarding the black steel fencing around the front of Sun Valley Elementary School. She has been participating with a proposed project with the help of High School students to add decorative steel cut-outs onto the fence to make it look friendlier and inviting instead of a jail.

Sandra Ainsworth commented her driveway was recently the target of graffiti. She is hoping to clean it off with the assistance of graffiti removal.

Joseph Barstow commented his church was a target of graffiti and tried to clean it up with a special removal. It didn't completely take it off and he will still have to repaint.

Item#24. Future agenda items.

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

- Update by Fred Schmidt
- Ethics Presentation by Wayne Carlson
- Billing and Late Notice mailing equipment
- Board room recording equipment upgrade

Item#25. Adjournment.

Margaret Reinhardt made a motion to adjourn at 8:25 pm. Joseph Barstow seconded the motion. The motion carried unanimously.