



Sun Valley G.I.D. Board Meeting Minutes of February 09, 2012

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:

Darrin Price	SVGID, General Manager
Mike Ariztia	SVGID, Public Works Director
Jennifer Merritt	SVGID, Staff
Stewart White	SVGID, Legal

Others Present:

Susan Severt	Audience
Vicky Maltman	Audience
Marge Cutler	Audience
Jim Ainsworth	Audience
Glenda Walls	Audience
Warren Brighton	Chair, Sun Valley Citizens Advisory Board
Joseph Barstow	Pastor, H.O.P.E. Church
Melissa Krall	REMSA and Safe Kids Washoe County
Chad Giesinger	Washoe County, Community Development
Brian Bonnenfant	University of Nevada Reno

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. Board Comments.

Robert Fink inquired if the District ever purchased the scanning software that was discussed several years ago.

Darrin Price commented the District did purchase the scanning software for the copier after it was approved by the board several years ago. The goal for the software is to scan older documents and archive them electronically, this is an ongoing process.

Garth Elliott commented on the clean-up efforts on Daysprings.

Item#7. Discussion and motion to approve payables and customer refunds for February 09, 2012.

Treasurer Garth Elliott gave a brief report of the accounts payable and customer refunds for February 09, 2012.

Garth Elliott made a motion to approve the accounts payable for February 09, 2012 in the total amount of \$182,643.26 and customer refunds for February 09, 2012 in the amount of \$858.89. Linda Woodland seconded the motion. After some discussion the motion carried unanimously.

Item#8. Discussion and motion of minutes from January 26, 2012.

*Linda Woodland made a motion to approve the minutes of January 26, 2012 as submitted. Robert Fink seconded the motion. The motion carried by the following;
Yea: Robert Fink, Linda Woodland, Margaret Reinhardt, Garth Elliott
Abstain: Sandra Ainsworth*

Item#9. Review and possible motion regarding District Overtime Report(s).

Margaret Reinhardt reported that a past board member requested to receive monthly Overtime reports. The board has not received these reports for the last year and the past board used them as a tool to determine the possibility of putting our managers on salary Margaret would like to start receiving these reports again.

Robert Fink thinks the report should be in more detail such as day, hours, and why the employee had to work overtime.

Mike Ariztia inquired if Mr. Fink wanted to include stand-by calls with the detail report.

Robert would like to see everything except for on-call such as, repairs, meetings, events, any additional work after hours in the office.

Garth Elliott commented he thinks the scheduling and monitoring of overtime should be left up to the General Manager. If it appears that one department is working too much overtime then the District should consider hiring another person to help with the duties. Garth commented he is only concerned about the General Manger's overtime and he would continue monitoring his overtime.

Darrin commented he will start supplying the monthly Overtime report again as is, and answer any questions as needed.

Robert Fink made a motion to start receiving the District's monthly Overtime report as is. Linda Woodland seconded the motion. The motion carried unanimously.

Item#10. Discussion and motion to consider request from Melissa Krall with REMSA and Safe Kids Washoe County to be a partner with the 2012 Sun Valley Health and Safety Fair and regarding waiver of fees.

Darrin Price reported the annual Sun Valley Health and Safety Fair is currently in the planning stage. The Fair is scheduled for April 28, 2012 from 10 am until 1 pm at the Sun Valley Community Park utilizing the entire park including the Neighborhood Center, parking lots, and soccer field. The District has been requested to be a partner once again and also consider waiving all rental fees. Darrin recommends waiving rental fees as a partnership but not the deposit or insurance requirements.

Melissa Krall with REMSA and Safe Kids Washoe County commented the Fair allows for children and adults to ask questions and obtain free immunizations, education samples, financial materials, health information, everyday household items and more. Last year there was an estimated attendance of 1,500 children, teens and adults throughout the Reno, Sparks and Sun Valley. Highlights from last year include 140 children receiving free vaccinations, more than 40 adults receiving vaccinations, REMSA distributed 37 free booster seats, more than 400 books were given away from Washoe County Virtual Pre-K, United Way Nevada Early Education Project and Tune In To Kids and more than 1,000 Easter eggs were distributed by NV Energy.

After some discussion Robert Fink made a motion to approve the District partnering with the 2012 Health and Safety Fair, waiving rental fee's, security deposit and insurance are still required, and approving two District employee's to attend the fair on behalf of the District. Linda Woodland seconded the motion. The motion carried unanimously.

Item#11. Economic Forecast presentation from Brian Bonnenfant with the University of Nevada Reno.

Brian Bonnenfant with the University of Nevada Reno gave a presentation on the current and future economy for the State of Nevada and for Washoe County. The presentation was based on information provided by the 2010 Census and the Nevada State Demographer's Office.

Item#12. Economic Forecast presentation from Chad Giesinger with Washoe County Community Development.

Chad Giesinger with Washoe County Community Development gave a presentation on the current and future economy for Washoe County and for the Sun Valley area. The presentation was based on information provided by Washoe County, 2010 Census and the Nevada State Demographer's Office.

7:40 pm Chairperson Margaret Reinhardt requested a 10 minute break

Item#13. Discussion and motion to approve sending staff to Nevada PRIMA Risk Management Conference.

Darrin Price requested permission to send him and Mike Ariztia to the 2012 Nevada PRIMA Risk Management Conference. The conference is scheduled for March 22nd through the 23rd in Henderson, Nevada. The conference offers training opportunities, networking, and continuing education credit. Darrin reported the conference is being co-hosted by the District's insurance carrier (Pool/Pact). He applied and was awarded a grant from the Pool/Pact that will cover travel,

lodging, and registration fees. If approved staff requests approval for a rent-a-car to get to and from the airport and per diem for two dinners.

After some discussion Garth Elliott made a motion to approve sending Darrin Price and Mike Ariztia to the PRIMA Risk Management Conference as presented. Linda Woodland seconded the motion. The motion carried unanimously.

Item#14. Discussion and possible motion to consider moving March 22, 2012 District board meeting to March 15th or March 29th, 2012 to accommodate conference schedule (if approved).

Darrin Price reported since the Board just approved him and Mike to attend the Nevada PRIMA Risk Management Conference, he suggested moving the March 22, 2012 board meeting to either March 15th or March 29th since both of them will be absent. He commented if the Board does not want to move the meeting, he will have Jon Combs and Muriel Gaynor present to answer any field and office questions.

Sandy Ainsworth made a motion to move the District's board meeting from March 22nd to March 29th, 2012. Linda Woodland seconded the motion. The motion carried unanimously.

Item#15. Discussion and possible motion regarding the District's Volunteer Program.

Margaret Reinhardt commented she requested this item for discussion. At this time the District has no registered volunteers. The only volunteers that are being used are for the Teen Dances. According to the District's approved Volunteer Agreement any volunteer that works with children must undergo a background check. It has been recently brought to Margaret's attention that District staff has not followed this policy for the Teen Dance volunteers.

Darrin Price apologized to the board for staff not following the approved Volunteer Agreement. He will make sure for now on that all volunteers sign the agreement and undergo a background check as needed. He reported at every Teen Dance there has been District representation and Boys and Girls Club representation. Both these organization employees have had background checks. Darrin reported the District has only approved the Volunteer Agreement and the Volunteer Policy has not been formally approved. It was brought before the board for review and comments at a prior meeting.

Robert Fink suggested Margaret Reinhardt to allow the Vice-Chair to lead the board during this item since Margaret has strong concerns about the topic.

Margaret reported she is competent enough to continue to run the meeting. Margaret reported she wants to make sure that the District follows its own policies and any laws requiring background checks in efforts to help protect the District.

A. Review of revised Volunteer Program

Mike Ariztia reported the District does not have a formal Volunteer Program in place. At a prior meeting he brought a draft Volunteer Program for review. At that meeting he received some recommendations from Garth Elliott and Stewart White. All recommendations have been included in the revised program and they are; "Volunteer Orientation – all volunteers to receive an orientation which includes meeting District staff and other volunteers, discussing program goals and objectives, facility orientation, specific activities that will be done and volunteer responsibilities and areas of training". The other recommendation was regarding "Volunteer Background Checks – specific requirements that apply to the employees in certain occupations also apply to volunteers performing in similar occupations, such as those

requiring direct interaction with children will be required to submit to one or all of the following: fingerprinting, detailed background check, or screening for drug(s) use”.

Darrin would like to leave it up to the Public Works Director's discretion as to what kind of background check will be performed for each volunteer based on their duties assigned by the District.

Margaret would like to request that the volunteers must provide their background check number on the Volunteer Agreement near the signature line and requiring them to show the District some kind of proof that they have done a background check.

Mike has been working with Washoe County Parks Department and he will be meeting with their Volunteer Coordinator next week to discuss their program and requirements. Washoe County volunteers are subject to a Washoe County background check. This background check is a basic check looking for any violations, no formal background id number is issued to the volunteers, they just receive a letter notifying the volunteer of the background findings.

Margaret requested to invite the Washoe County Volunteer Coordinator to an upcoming board meeting to discuss how the County performs their background checks and their guidelines. She commented the District has been working on the Volunteer Program since 2010 and she would like to see the program approved and implemented.

Darrin apologized if it seems like it is taking awhile for some of the recreation policies to be implemented. When the District took over the parks and pool, Darrin's primary focus was the pool, since it was the largest portion of the recreation budget. Darrin is focusing on the parks and program opportunities this year.

Margaret commented her main concern is the children and background checks and having them recorded somehow. She requested for Mike to bring back more information on background checks and to add background identification to the existing Volunteer Agreement.

Garth Elliott agrees with Margaret concerns. He would like to see the Volunteer Program implemented soon and not delayed any further, however the structure has to be in place first for the program to be successful. He understands that Mike is busy with his primary duties at the District's Public Works Director.

Mike apologized for the implementation process taking longer than expected but he assured the Board he is working on the program and some potential partnerships with Washoe County. If the Board likes the draft version of the Volunteer Program he will provide it to the Pool/Pact for final review to make sure they are ok with it and/or provide any comments. Mike reported something that still needs to be determined is who is responsible for funding the background checks. He would like to discuss the funding portion at a future meeting after he has met with Washoe County Parks and Pool/Pact.

B. Review of current volunteers

Mike reported the District does not have a formal list of registered volunteers. This does not mean that there are not citizens in the valley who want to or have volunteered in the past. Hopefully with the implementation of the Volunteer Program the District will start receiving registered volunteers.

After further discussion Garth Elliott made a motion to approve the Volunteer Program as a tentative draft, subject to change as needed. Linda Woodland seconded motion. The motion carried unanimously.

Stewart White suggested that the District should consider limiting the amount of programs and/or events hosted by the District that involve children in efforts to help protect the District. Let all of the other organizations offer youth programs and/or events making them responsible for background checks.

Audience member Susan Severt commented she takes offense about the Teen Dance volunteers not being background checked. Every volunteer that she has provided at the dances have been background checked. She would never put the children at risk. Something to consider is the timing it takes to perform a background check. Last time she checked it takes eleven weeks to get results back and they are very expensive. In efforts to save on time the District should also consider allowing volunteers to provide their proof and results if they have already performed a background check.

Item#16. Discussion and motion to establish a salary range for the Customer Service Supervisor position.

Darrin Price reported he has held off on filling the Customer Service Supervisor position to help keep District expenses down. After some discussion at the prior meeting regarding the need of someone to assist with the District's recreation, he has decided to advertise the vacant position. The District has some funds available in the District's current budget for the remainder of this fiscal year to pay for the vacant position.

Darrin reminded the board that the Customer Service Manager duties were modified at a prior board meeting and renaming the position Customer Service Supervisor. He provided a copy of the approved job description that includes managing the office, planning and coordinating recreational activities and events. The only thing that hasn't been discussed or approved yet is the salary range. He proposed a salary range of \$47,174 to \$63,685 for the Customer Service Supervisor.

Robert Fink thinks that filling the vacant position is a start. He suggested that the District ask applicants if they have any grant writing skills.

Darrin commented he can inquire with the applicants if they have any grant writing experience during the interview process.

Garth Elliott thinks the salary range is high however, he would be ok with the salary range if the position can absorb Nancy Eklof's public relations duties and contract out only the bigger projects.

Stewart White reported revising the job description is not on the agenda for discussion.

Margaret Reinhardt is comfortable with the job description as written and thinks the salary range is in line. She thinks by filling the position it will relieve some of the duties that the current staff has taken on for the past several years with the vacant position and the added recreational duties.

Robert agreed with Margaret and would like to see it come back at the next meeting for discussion and allow for District management to inquire if anyone is interested in the position and accept any applications.

Darrin requested for clarification, if the desire is to modify the job description again that would have to be done during the next board meeting which will delay the advertising process.

Linda Woodland commented she doesn't understand why every time the Board discusses something, they nit-pick it to death and then the discussion continues on for six months.

Garth commented his main problem is that if the District advertises with the salary, management is going to receive an abundance of applicants. He still thinks the salary range is out of line with the professional market.

Robert inquired with legal how the District can advertise the vacant position and still modify the job description if needed.

Stewart White commented the Board can approve the salary range tonight per the agenda and direct staff to hold off on advertising until the Board can formally discuss the job description at the next meeting.

Garth Elliott temporarily left the meeting

Robert Fink made a motion to approve the salary range for the Customer Service Supervisor as presented. Linda Woodland seconded the motion. The motion carried by the following;

*Yea: Robert Fink, Linda Woodland, Margaret Reinhardt, Sandra Ainsworth
Garth Elliott was absent from voting.*

Darrin Price inquired if the board would like to see the job description again.

Both Margaret and Linda are ok with the job description as is and don't want to see it brought back for further discussion.

Robert suggested that management should advise current employees of the vacancy if they would like to apply.

Mike Ariztia reported that all job descriptions are considered working documents. Management and the Board can request to review and modify them as needed.

Audience member Vicky Maltman reported she submitted a public comment card to speak on agenda item 16.

Margaret Reinhart apologized, she has Vicky's speaker card.

Stewart White reported the Board should re-open agenda item 16 to allow for Mrs. Maltman to speak as requested.

Linda Woodland made a motion to re-open agenda item 16 for further discussion and make a new motion if necessary. Sandra Ainsworth seconded the motion. The motion carried unanimously.

Audience member Vicky Maltman commented she thinks it is a conflict with the District hiring a supervisory position as a salary position when other supervisors are not salary.

Margaret Reinhardt commented the salary that was approved is an annual salary range for the Customer Service Supervisor position, it is not a salary position.

Vicky suggested that they should consider discussing the hourly range instead of an annual salary range.

Darrin Price reported in the staff report that he provided showing the salary range also included the break down of the position for bi-weekly and hourly. Each position has a salary range and the District refers to the employees wages as salary.

Vicky suggested that the District should refer to hourly wages since all the positions are hourly and not salary.

Both Margaret and Darrin understand when talking about salary ranges it can be confusing and apologized for it not being more clear.

Robert Fink commented he thinks that the meeting is getting out of control and unless the board can conduct the meeting properly he would like to adjourn the meeting.

Margaret reported that Mr. Fink is off topic.

Robert Fink disagreed with the Chair and left the meeting at 8:50 pm.

Margaret inquired if anyone wanted to make a new motion. No other motions were made, motion stands.

Darrin reported for the record so there is no confusion the hourly wage associated with the Customer Service Supervisor position starts at \$22.68 per hour and the top is \$30.62 per hour.

Sandra Ainsworth thanked Darrin for explaining that for the audience, but the board was provided a worksheet that explained the salary ranges and hourly ranges for the position and the Board was aware of that when the motion was made.

Item#17. Discussion and possible motion for further direction regarding the proposed Recreation Committee to consider; size, composition, and specific direction and outcomes.

Darrin Price commented he was directed by the board to form a Recreation Committee to help consider what kind of programs the Valley would benefit from. He suggested the District should conduct a survey of the District customers to see what they would like offered as a recreation program. Darrin reported that Nancy Eklof is researching cost for phone surveys and other out reach surveys. He commented he was not sure who should be a part of the committee other than some District staff members, a board member, a CAB member and a resident of the Valley.

Margaret Reinhardt inquired what kind of questions would be on the questionnaire.

Darrin commented the survey would ask; what kind of programs would you like to see at the Sun Valley Parks and provide them with options such as; karate, exercise, crafts or educational programs.

Audience member Susan Severt suggested that the committee should also have representation from the Boys and Girls Club, Senior Services, Headstart, members from various churches and

sport leagues. She also suggested contacting the Truckee Meadows Community College Statistics program and offer the class a project to conduct a survey for the District.

Margaret inquired if there is a cost associated with the committee.

Darrin commented the only cost to the District would be the use of a District facility for a meeting space, materials and maybe some refreshments.

Item#18. Financial report by Bill Short.

None

Item#19. Legal report by Stewart White.

Stewart White gave a brief report on the number of claims filed against the District for the calendar year 2011. There were a total of eight (8) named claimants regarding inquiries for property damage. Of the eight (8) claims, seven (7) claims are due to the water line break on 4th Avenue that is still pending. The remainder claim was due to a sewer manhole that was paid \$2,206.20, this payment was attorney fees. Not other claims were filed for 2011.

Item#20. Field report by Mike Ariztia.

Mike Ariztia reported on the following;

- Peavine Construction started on February 6th on the 2nd Ave. and Leon Dr. PRV. The tap has been performed and the vault has been set. Completion is estimated to be next week.
- Sun Mesa and Highland Ranch Park has received some vandalism and graffiti.
- There has been an increase in people interested in renting the Neighborhood Center.

Item#21. Managers report by Darrin Price.

Darrin Price reported on the following;

- Western Regional Water Commission meeting is scheduled for 1:30 pm February 10, 2012 at the Sparks Chambers. Commissioner Jung will be replacing Commissioner Bretenitz on the Western Regional water Commission and the Truckee Meadows Water Authority Board.
- There is an insurance company call HomeServe who has been contacting District customers about insuring their water service line from the meter box to their home. This has not been requested on behalf of the District. District staff advises those customers who call in and ask about the letter, to contact their own homeowner's insurance agent.
- Provided the January Customer Service report.
- He has contacted the Truckee Meadows Community College Internship Program. He would like to see about getting one or two interns to help with recreation programs this year.

Item#22. Public Comments.

Jim Ainsworth inquired about the outstanding money that Washoe County owes the District for its use of the sewer interceptor and also inquired about the test results from the mainline break.

Item#23. Board Comments.

Sandra Ainsworth feels the District owes Susan Severt an apology. She does not think that Susan has put anyone in jeopardy, but the District needs to follow its own policies in order to protect itself moving forward.

Margaret Reinhardt agreed with Sandra Ainsworth.

Linda Woodland agreed with Sandra Ainsworth and apologized to Susan Severt.

Garth Elliott would like to receive update reports from the District's lobbyist and public relations. He would like to continue reviewing the overtime reports for the General Manager. He would also like to see if there is any way that the Board might be able to attend some of the meetings that the General Manager would normally attend to help reduce some of the work load.

Item#24. Future Agenda Items.

- Request from Patricia Lancaster regarding Bingo Board at Neighborhood Center.

Item#25. Adjournment.

Linda Woodland made a motion to adjourn at 9:20 pm. Sandra Ainsworth seconded the motion. The motion carried unanimously.