



Sun Valley G.I.D. Board Meeting Minutes of February 23, 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
Linda Elliott	Audience
Marge Cutler	Audience
Jim Ainsworth	Audience
Glenda Walls	Audience
Angela Barstow	Audience
Patricia Lancaster	Audience
Tom Noblett	Audience
Cheryl Court	Audience
Jennifer Budge	Park Planner, Washoe County Parks and Open Spaces
Jim Weston	MCSS, Background Investigation Services
Warren Brighton	Chair, Sun Valley Citizens Advisory Board
Joseph Barstow	Pastor, H.O.P.E. Church
Barry Brouchard	NorthValleys.org

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.

Tom Noblett commented he thinks that 5395 Leon Drive is a fire hazard because of their trees. He commented the ditches in Sun Valley will be sprayed earlier in the spring in efforts to control weeds. He also commented he heard from someone that some of the District employees are receiving too much overtime.

Item#6. Board Comments.

Robert Fink recommends that who ever thinks the District employees are receiving too much overtime should write a letter to the General Manager with the employee names.

Item#7. Discussion and motion to approve payables and customer refunds for February 23, 2012.

Treasurer Garth Elliott gave a brief report of the accounts payable and customer refunds for February 23, 2012.

Garth Elliott made a motion to approve the accounts payable for February 23, 2012 in the total amount of \$114,728.34 and customer refunds for February 23, 2012 in the amount of \$626.53. Linda Woodland seconded the motion. After some discussion the motion carried unanimously.

Item#8. Discussion and motion of minutes from February 09, 2012.

Corrections noted; Item 9 to include that Margaret reported the past board used the overtime reports as a tool to determine the possibility of putting the District managers on salary. Item16 change the word "that" to "the".

Garth Elliott commented he thought some of the wording changed his intent. Regarding item 9, "Garth Elliott commented he thinks the scheduling and monitoring 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's intent was, "Economically it makes since if you are paying a department \$60,000 (using example figures) in overtime annually, it makes since to hire a \$30,000 employee if overtime is repetitive. It is a sign that the department is under staff". Also regarding item 16, "Garth commented his main problem is that if the District advertises with the salary, management is going to receive an abundance of applicants". Garth's intent was, "What he thought was there would be a very long line of applicants. With today's economy there would be a tremendous amount of people trying to apply for a job with that salary range".

Stewart White commented for clarification purposes corrections to minutes would be like putting the wrong name on motions or seconds. When a member feels that the minutes don't convey their intentions in the minutes is more of a comment and not a correction.

Linda Woodland made a motion to approve the minutes of February 09, 2012 with the corrections noted and statements that Garth noted. Garth Elliott seconded the motion. The motion carried unanimously.

Item#9. Discussion and motion to consider request from Patricia Lancaster to accept donation of the Washoe County Senior Service Bingo Board at the Sun Valley Neighborhood Center.

Darrin Price reported the District received a requested from Patricia Lancaster to consider the District accepting the donation of the Washoe County Senior Service bingo board. The bingo board is located at the Sun Valley Neighborhood Center where seniors meet on a regular basis.

Patricia Lancaster commented that the bingo board is a computerized board and table and it needs to be cleaned. Both Patricia and Tom Noblett have asked Washoe County Senior Services to clean it but they don't have any money at this time to maintain it. She doesn't think that the maintenance would be that much if it was done on a yearly basis. Currently the board has some bulbs that are out and the table has some issues too. The seniors would like to get it fixed before it becomes a major problem.

Grady Tarbutton, Director of Washoe County Senior Services reported the bingo board was donated to the Senior Services three years ago from the Sherriff's Association that is non-profit. Senior Services has purchased some light bulbs for the bingo board and has contacted the manufacture to see if they can recommend any one for maintenance in the Reno area, he is still waiting to hear back from the manufacture. He does not have a problem with donating the bingo board to the District if that is the pleasure of the board members.

Robert Fink suggested Grady to contact the gentleman that maintains the slot machines at Hobeys Casino and see if he can look at the bingo board and provide how much he would charge for maintenance.

Darrin Price reported if the District chooses to accept the donation of the bingo board he wants it to be clear that the bingo board would become available for others to use. He also commented that making repairs to the board would not be on the top of the priority list, repairs would be performed within a few days.

Robert Fink commented he thinks that the bingo board needs to be repaired and made sure it is working properly prior to the District accepting it if that is the desire of the Board. Robert is fine with the bingo board being open to the public, but he wants to make sure that it does not leave the building.

Several of the board members also wanted to make sure that the seniors knew that if they donate the bingo board to the District that the bingo board stays with the District if they should ever have to move from the Neighborhood Center.

After some discussion it was requested to defer item 9 until the March 8, 2012 meeting and provide how much it will cost to repair the board and how much maintenance will cost.

Item#10. Discussion and motion to approve amendment to existing Interlocal Agreement between Sun Valley GID and Washoe County to pass through a portion of the utilities cost at the Sun Valley Neighborhood Center.

Darrin Price reported the District is considering amending the existing Interlocal Agreement with Washoe County for the use of the Sun Valley Neighborhood Center. Currently Washoe County pays \$300 per month for their portion of the janitorial and garbage service. Last year the District proposed passing through a portion of the utilities water, sewer, and electric. At that time there was not enough notice given to allow for Washoe County to budget for these expenses. Darrin reported that the District has notified Washoe County Senior Services regarding the proposed amendment for the cost sharing of the utilities this month to allow Washoe County enough time to budget for the utility expenses.

Grady Tarbutton Director of Washoe County Senior Services commented that he did receive the District's letter notifying him of the proposed amendment. Grady gave a brief update regarding the Senior Services budget. His department has been asked to reduce its budget by \$230,000 which

is a portion of the County's General Fund that his department receives. In addition it is expected that the department will also lose \$7,000 to \$9,000 in ad valorem funds that is provided from property tax. With these additional cuts the department could lose federal matches. Grady commented that \$235 each month may not seem like much to the District, but this would mean that he would have to figure what to cut from his budget or what programs to reduce.

Darrin Price commented he sympathizes with Grady because the District has its own budget that he has to balance too.

Margaret Reinhardt inquired if the District approves the pass through expenses to Washoe County, how will it impact the Senior Services and would he still be able to remain at the Neighborhood Center.

Grady Tarbutton commented he does not know at this time how it will impact his budget because he is still waiting to see what the County Commissioners approves as far as budget cuts and/or program cuts. Either way the County does not have the additional funds for these proposed expenses.

Robert Fink commented he thinks that the District could possible make some money off the bingo board if the District takes over ownership. Any money raised could possibly offset some of the District expenses. Robert requested to defer this agenda item until next meeting to allow Grady time to provided maintenance costs to the District and an update on the County's budget.

Robert Fink made a motion to postponed item 10 until March 8, 2012 for further discussion. Sandra Ainsworth seconded the motion. The motion carried unanimously.

Item#11. Presentation by Jennifer Budge with Washoe County Regional Parks and Open Space regarding programs, grant funding opportunities and operations.

Darrin Price commented that the board requested someone from Washoe County to give an overview of what kind of programs the County used to provide at its parks and funding opportunities.

Jennifer Budge Park Planner with Washoe County Regional Parks and Open Space gave a brief overview of the Washoe County Parks Department. Approximately six years ago her department changed from Parks and Recreation to Regional Parks and Open Space. The County wanted to focus more on the rural areas and help protect the sensitive lands and wild habitats and left the recreation portion to the City of Reno and Sparks.

Darrin Price inquired if the County currently offers any recreation to the public.

Jennifer Budge commented in 2009 the County completely eliminated recreation from the County's budget. The County offers recreation facilities to the public but no programs. Most employees that used to work directly with the recreation programs have become Park Rangers for the County or have taken a different job. The County relies on the Boys and Girls Club and the YMCA to offer recreation programs in the County facilities.

Jennifer provided a hand out of some of the Funding/Grant Sources that the County uses to help fund some of its projects. Most grants require a match of some sort. The match can be in the form of money or staff times used towards a project. Grant writing has become very competitive these last few years making it difficult to get funding. Jennifer provided a list of organizations that the District can potentially apply with for funding. Two of the funding sources are the Community Development Block Grant and the Residential Construct Tax. Both of these would have to be

applied through Washoe County. Some of the grant organizations can help provide funding for trees and shrubs, playground equipment. Jennifer also commented she would be happy to assist District staff with preparing grant applications.

Darrin Price thanked Jennifer Budge for her presentation.

Item#12. Discussion and motion regarding potential Park Specialist position.

Darrin Price commented that Trustee Fink requested further discussion for possibly funding the Park Specialist position. At the last meeting Darrin reported that some of the functionalities were written into the Customer Service Supervisor position that was approved several months ago.

Vicky Maltman commented she has missed a couple meetings but looking back in the minutes from January 26, 2012, Mr. Fink requested for the Park Specialist to be brought back for further discussion. Since then Vicky has seen an advertisement for this position. She thought that the board would decide tonight if they wanted to fill the Park Specialist position. The advertisement included a job description and a salary range. As a resident and a rate payer she does not think that the District should have advertised for the position prior to the board discussing it as requested.

Darrin Price reported that the advertisement that Mrs. Maltman is referring to is a separate position than the Park Specialist. He is hiring a Customer Service Supervisor which at a prior meeting the board approved the job description and at the last meeting approved the pay range. At the last meeting when the discussion came up regarding the pay range for the Customer Service Supervisor Darrin made the board aware, if the pay range was approved he was going to start advertising for the position. Darrin commented he could see how Mrs. Maltman can be confused because the Customer Service Supervisor does have some recreational duties. The District is still exploring the idea of hiring a Park Specialist. Staff is researching the Park Specialist position, how to fund the position, and consider making it a seasonal position to help with the budget.

Linda Woodland commented she can understand how Mrs. Maltman can be confused, because of some similar duties.

Robert Fink would like for management to bring the top three applicants for the Customer Service Supervisor position to a board meeting for consideration and possible hiring.

Stewart White commented hiring can be publicly but he does not think historically the District has ever hired publicly. The Board has dealt with termination appeals during a public meeting. The Board can give the General Manager direction as to what kind of qualifications to look for in an applicant, which in a way has already been done by approving the Customer Service Supervisor job description.

Darrin Price commented per the District Personnel Manual the General Manager can make a recommendation to the Board who he would like to hire and provide an amount that he would like to offer. The Board has the final decision approving the General Manager's job offer.

After some discussion Margaret Reinhardt commented that the Board is off topic, and asked if there were any more questions regarding the Parks Specialist, there was none.

Mike Ariztia commented for clarification for the audience the current position that is being advertised is for a Customer Service Supervisor position. The position that was referenced in

previous minutes was for a Park Specialist, which was asked by the Board to bring back for discussion to see if the District wanted to proceed forward with the position and if there was some funding in place.

Darrin Price commented he remembers that the original conversation that was brought up at the January meeting was discussing if the District wanted to have an employee at the park overseeing recreational programs and other park duties.

Vicky Maltman thanked Darrin for explaining the difference between the two positions and for the clarification.

Item#13. Discussion and possible motion regarding the following updates to the District's Volunteer Policy.

Mike Ariztia provided a draft copy of the Volunteer Program that was approved at the last meeting as a tentative draft. At the meeting there were no additional items requested to be added to the program. At the meeting the biggest discussion was regarding background checks. Mike has met with the Washoe County Volunteer Coordinator and went over the County's process. Washoe County contracts with MCSS Background Investigations to perform their background screenings for their volunteers. Mike recommends the District consider having MCSS perform the District's background checks for new hires and volunteers.

A. Agreement with MCSS to perform background checks in volunteers for the District.

Jim Weston with MCSS Background Investigations gave a brief background of his company. MCSS specializes in providing background checks for government agencies. They currently hold the state contract for the State of Nevada, Washoe County, City of Reno and other local agencies. MCSS not only provides a service to government agencies, he also provides his service to almost 150 private companies that he performs background checks for pre-employment.

Jim commented there are two types of basic background checks. Both Washoe County and the City of Reno run volunteer background checks which would be similar to what the District is looking into. One way is to run a fingerprint check for the State of Nevada that gets submitted to the State Repository and also submitted to the FBI (this service is not provided by MCSS). The Volunteer would be required to have their fingerprints done electronically or rolled and printed. Results would become available for review in 4 to 6 weeks. The results often don't show disposition results, it will show that a person was arrested but not if they were convicted or if the charge was reduced or dismissed. As far as laws regarding background checks for people working with children, there is only one law in place that requires employees to undergo a background check for child care facilities only. The other background check that MCSS offers is tracing the history of the individual's social security and address. Result will show where an individual has worked and lived for the past seven years. Based on the address history his company would research each individual court records to see if the individual has ever been arrested and/or convicted. This check can take up to 2 to 3 days to complete the search.

Margaret Reinhardt inquired what background check would be performed for a volunteer who might be around children.

Jim Weston commented the City of Reno has both checks performed for those who work in their recreation/youth program even though it is not required since it is not a child care facility. Washoe County does not run finger-printing on their volunteers they use MCSS for background services.

Linda Woodland inquired if MCSS background check would catch a sex offender or someone that might have a senior abuse charge.

Jim reported his checks automatically check the State Repository files for any kind of abuse history, the Nevada search is very thorough.

Garth Elliott is concern that someone that has stolen another persons identity can possibly slip through with just a social security check without getting a figureprint. He inquired if MCSS has something in place that can catch those individuals.

Jim commented it is not uncommon to perform a check on someone that might have had several names. His company will cross reference names, addresses, and job with the social security that was submitted by the individual.

Sandra Ainsworth inquired what kind of expense is involved with background checks.

Jim commented it costs \$50 - \$60 to conduct a fingerprint background check.

Mike reported the District currently gets a Washoe County background check that cost \$10 per check and a fingerprint background that is sent off to the FBI and that costs approximately \$75 per check.

Margaret inquired about partnering with the Boys and Girls Club to have them take over any kind of youth event and/or program and have them do the background checks since they already have a policy in place.

Mike commented that partnering with the Boys and Girls Club has been brought up in prior discussion. But the District would still have to perform a background check on volunteers with some events such as a tree planting event when adults might be working with children. The District still needs to decide if we are going to require background checks on all volunteers or volunteers only working with children.

Margaret inquired if it would cost the District more to have background checks performed by MCSS versus the District doing them.

Darrin Price commented there is no increase in cost to the District.

Jim Weston commented majority of them will cost the same as what the District currently pays. There could be additional cost depending how much investigation MCSS has to perform on certain individual's with a criminal record.

After further discussion Linda Woodland made a motion to approve MCSS Background Investigation Services Agreement to perform background checks for volunteers, employees, and future employees. Robert Fink seconded the motion. The motion carried unanimously.

B. Funding for background checks.

Mike commented the District currently pays for background checks for employees. Mike's recommendation is for the District to pay for the background check for volunteers since

they are volunteering their time for free. The funding would come from the recreation fund since majority of the volunteering would be done in the parks or for a recreational event.

Garth Elliott is concerned that individuals would use the District to get a free background check and then never volunteer for anything.

Darrin commented he agrees with Garth there could be potential abuse of getting background checks for free. He suggested that if an individual signs up to volunteer and they continue to volunteer, the District could after the second time of performing volunteer work, have the background check done and make them a permanent registered volunteer.

Margaret commented she wants all volunteers' background checked both fingerprint and detailed background checked if they are around children.

Mike commented he would make sure that all volunteers that work with children would have a background check. As the Volunteer Program is written, the Public Works Director has the discretion to determine if a background check will be performed or which one of the three types of background checks would be performed. A good example why a background check would not be required is if an individual wanted to volunteer, one time only, to pull weeds or picks up trash at a park they would be supervised by a District employee and are not working directly with children, therefore they would not need a background check. The volunteer program has a section under 3.1.5 for Drop-in Volunteers and Continuous Volunteers that explains requirements.

Robert Fink made a motion to have all volunteers responsible for paying for the background checks. The motion died for a lack of a second.

Sandra Ainsworth made a motion to approve the District to pay for background checks for registered volunteers using funds from appropriate departments. Garth Elliott seconded the motion. The motion carried unanimously.

C. Review of amended Volunteer Agreement.

Mike Ariztia commented he added a spot to be filled in when the background check was completed and who performed the background check. Mike inquired if there were any more amendments or comments.

Garth Elliott had some additional comments regarding the Volunteer Program that he would like see implemented in the program for clarification purposes.

Darrin suggested adding a sentence to the Volunteer Agreement referencing the Volunteer Program to include acknowledgement of the Volunteer Program and that the volunteer agrees and will follow by the Volunteer Program.

Margaret Reinhardt requested to add the volunteers address to the agreement.

Mike commented he is still working on some other form documents that he would like to be a part of the Volunteer Program that would ask for more detailed information such as phone number, address and a hold harmless.

Item 13C was requested to be brought back at the March 8, 2012 to allow Mike time to incorporate some of the additional recommendations brought up in tonight's meeting.

Chairperson called a 10 minute break at 7:55 pm

Item#14. Discussion and motion to approve sending staff to Nevada Rural Water Association Conference.

Mike Ariztia requested permission to send District field staff to the upcoming Nevada Rural Water Association conference. The conference will be held at the Grand Sierra Resort March 20th through March 22nd, 2012. The conference offers continuing education credits that are needed for obtaining/renewing water certifications. Staff is requesting for three one day registrations at the cost of \$525.00 and three 2 day registrations at the cost of \$675.00 for a grand total of \$1,200.00.

Linda Woodland inquired if any per-diems are needed.

Mike commented one day of per-diem is necessary the other days the conference will provide for.

After some discussion Linda Woodland made a motion to approve sending District staff to the upcoming Nevada Rural Water Association Conference as submitted. Sandra Ainsworth seconded the meeting. The motion carried unanimously.

Item#15. Discussion and motion to approve amendments to the District's Personnel Policy regarding Sick Leave.

Darrin Price reported the District's Personnel Manual needs clarification and edits for compliance. The current policy section 7.14 Sick Leave is too broad on explanation of use specifically under "Family". Darrin recommended the following amendment to the Personnel Manual; "Family Illness – An employee is entitles to use accrued sick leave because of the need to provide medical care for an ill or injured dependent child, spouse/domestic partner, or parent who resides with an employee for medically necessary appointments".

Sandra Ainsworth made a motion to approve amendments to the District's Personnel Manual as presented. Linda Woodland seconded the motion. The motion carried unanimously.

Item#16. Update on the District's website.

Darrin Price gave an update on the District's website. Currently for the month of January there were approximately 3,000 visits to the District's website. The most viewed pages are the home page, customer information, and meeting page. The site offers the public to view agendas and approved minutes, reserve parks, contact staff members and trustees, as well as provide other District information.

Jennifer Merritt reported that there are some improvements currently under construction to help enhance the website. Some of the improvements include new page for the District Volunteer Program, Park Programs, and as requested a directory so that the agendas can have links to staff reports. These improvements should be finished within the next few weeks.

Item#17. Financial report by Bill Short.

None

Item#18. Legal report by Stewart White.

Stewart White gave a brief update on the replacement of bad water rights by Skip Roggenbihl. Stewart is still working with Mr. Roggenbihl on the replacement.

Item#19. Field report by Mike Ariztia.

Mike Ariztia reported on the following;

- Peavine Construction has finished the installation of the 2nd and Leon PRV. All chemical testing and pressure is good. Substantial walk through will take place next week.
- Staff inquired with Washoe County as requested about the asphalt from the Sun Valley Blvd. project. The asphalt that is removed will be stored on a vacant property on Clear Acre and N. McCarran Blvd.

Item#20. Managers report by Darrin Price.

Darrin Price reported on the following;

- Management received a letter from a District customer complimenting District staff members.
- Keep Truckee Meadows Beautiful finalized the two clean up sites for Sun Valley, they are Chimney and Sidehill "Red Hill". Darrin thanked Susan Severt for the site inspections and maps that she prepared indentifying the dump sites.
- Provided the monthly Overtime Report. Darrin commented that his, Jennifer, and Mike's overtime hours are almost exactly the same amount of time that is spent at District board meetings.
- Provided a copy of Nancy Eklof's monthly progress report showing the projects she is currently working on.
- Darrin would like to partner with the Humane Society and the SPCA for possible community events.
- The District will be a partner at the upcoming Health and Safety Fair in April. Staff is attending the planning meetings and assisting as needed.

Item#21. Public Comments.

Vicky Maltman suggested the District ask for a designated spot on the information board at Hobey's to post the District's agendas. Currently the agendas are posted on Hobey's information board, but they sometimes get covered up with other public postings.

Item#22. Board Comments.

Garth Elliott commented he likes the direction the District website is going and is looking forward to viewing the board packet information online to start saving paper.

Margaret Reinhardt reported the Post Office located on Vassar has been removed as one of the locations to close. She believes that the Sun Valley Post Office is not in danger of closing.

Robert Fink commented during the next budget meeting he wouldn't mind using funds that have not been used yet towards the replacement backhoe and apply them towards potential employment.

Item#23. Future Agenda Items.

- Margaret Reinhardt would like to discuss the possibility of putting the General Manager on salary.
- Margaret Reinhardt would like to invite the Boys and Girls Club to discuss a possible partnership regarding youth programs.
- Robert Fink would like to discuss the possibility of putting both the Public Works Director and Customer Service Supervisor on salary.
- Garth Elliott would like the Volunteer Program and Agreement brought back for further discussion.

Item#24. Adjournment.

Robert Fink made a motion to adjourn at 8:56 pm. Garth Elliott seconded the motion. The motion carried unanimously.