



Sun Valley G.I.D. Board Meeting Minutes of January 24, 2013

Board Members Present:

Sandra Ainsworth	Chairperson
Garth Elliott	Vice Chair
Margaret Reinhardt	Secretary
Vacant	Treasurer
Joseph Barstow	Trustee

Board Members Not Present:

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:

Jim Ainsworth	Audience
Lori Cusick	Audience
Linda Elliott	Audience
Kathy Fuller	Audience
Mr. & Mrs. Naylor	Audience
Mr. & Mrs. Forbush	Audience
Jerry Payne	Audience
Susan Severt	Audience
Glenda Walls	Audience
Thomas Webb	Boy Scouts America
Nancy Eklof	Nancy Eklof Public Relations, Etc.
Barry Brouchard	NorthValleys.org

The meeting of the Sun Valley GID was called to order by Chairperson Sandra Ainsworth at 6:02 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, Margaret Reinhardt, Sandra Ainsworth, Garth Elliott. 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. Joseph Barstow 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 item not on the agenda.

Garth Elliott commented congress is considering stricter amendments to rules regarding the issuance of pain medication. He doesn't think that the congress should be involved on how the pain medication is issued and encouraged others to help fight the proposed amendments.

Item#7. Update from Commissioner Jung regarding Washoe County business.

Darrin Price commented Commissioner Jung has been ill the past few days, he has tried to contact her throughout the day. Darrin requested the Board defer Commissioner Jung's update until she arrives.

Margaret Reinhardt made a motion to defer item 7 until Commissioner Jung arrives. Garth Elliott seconded the motion. The motion carried unanimously.

Item#8. Discussion and motion as to payables and customer refunds for January 24, 2013.

Vice Chair Garth Elliott gave a brief report of the accounts payable and customer refunds for January 24, 2013.

Garth Elliott made a motion to approve the accounts payable for January 24, 2013 in the total amount of \$85,285.32 with discussion. Margaret Reinhardt seconded the motion. The motion carried unanimously.

Garth Elliott made a motion to approve the customer refunds for January 24, 2013 in the amount of \$538.88 with discussion. Margaret Reinhardt seconded the motion. The motion carried unanimously.

Item#9. Discussion and motion to approve minutes of January 10, 2013.

Joseph Barstow made a motion to approve minutes of January 10, 2013 as submitted. Margaret Reinhardt seconded the motion. The motion carried unanimously.

Item#10. Discussion and action to appoint a qualified elector as Trustee.

Audience member Jerry Payne requested to be considered for the vacant trustee position and reported on his qualifications. He has served on the District Board back in the 1980's and has attended a lot of Board meetings. He has worked directly with District staff to help save on expenses during the construction of the new District building.

Sandra Ainsworth requested the nominations.

Both Margaret Reinhardt and Garth Elliott nominated Vicky Maltman for the vacant trustee position.

Joseph Barstow nominated both Steve Naylor and Jerry Payne for the vacant trustee position.

Sandra Ainsworth nominated Susan Severt for the vacant trustee position.

Garth Elliott commented he nominated Vicky Maltman because of her platform on fiscal reform regarding how the District expends funds. He is committed to help support Vicky for the vacant

trustee position along with the 2,076 voters. He commented that he has worked with Susan Severt in the past and appreciates all that she has done for the community, but he is not sure why she would like to become a trustee and could not support her at this time and that is not out of disrespect for her.

Margaret Reinhardt agrees with Garth and also commented she does not think it would be ethical to appoint someone who did not register during the election as a Trustee candidate. Vicky has attended every meeting over the past few years and has helped investigate ways to save the District money, including the recent savings with the purchase of the new computers.

After some discussion Garth made a motion to appoint Vicky Maltman for the vacant trustee position for two years. Margaret Reinhardt seconded the motion. The motion tied by the following;

*Aye: Garth Elliott, Margaret Reinhardt
Nay: Joseph Barstow, Sandra Ainsworth*

Joseph Barstow made a motion to appoint Steve Naylor for the vacant trustee position for two years. Sandra Ainsworth seconded the motion. The motion did not pass by following;

*Aye: Joseph Barstow
Nay: Garth Elliott, Margaret Reinhardt, Sandra Ainsworth*

Joseph Barstow made a motion to appoint Susan Severt for the vacant trustee position for two years. Sandra Ainsworth seconded the motion.

During discussion Joseph Barstow commented he reviewed Susan's background information that was provided and she has done a lot for the community over the years. He thinks that Susan would be a benefit to the Board based on her experience.

Garth Elliott commented his voting is no reflection on what Susan has done in the past. He wishes there were more Susan's in the community, but he is looking at other aspects and that is what is influencing his vote.

Sandra Ainsworth commented that Susan has done a huge amount of work for the youth, teens, and the community. She is always volunteering for anything that has to do with Sun Valley.

*The motion tied by the following;
Aye: Joseph Barstow, Sandra Ainsworth
Nay: Garth Elliott, Margaret Reinhardt*

Margaret Reinhardt made a motion to appoint Jerry Payne for the vacant trustee position for two years. Garth Elliott seconded the motion. The motion tied by the following;

*Aye: Joseph Barstow, Margaret Reinhardt
Nay: Garth Elliott, Sandra Ainsworth*

After some discussion Darrin Price reported since the Board was not able to appoint a qualified member to fill the two year vacancy, the appointment will be made by the Washoe County Commissioners per NRS 318.090. In anticipation of another tie vote, Darrin has contacted Washoe County and the appointment will be on their February 12, 2013 agenda.

Item#11. Election of Officers;

A. Election of Treasurer

Garth Elliott made a motion to defer item 11 election of treasurer until there is a full board. Margaret Reinhardt seconded the motion. The motion carried unanimously.

Item#12. Discussion and possible motion regarding request from the Boy Scouts of America to use the Sun Valley GID Annex as a monthly meeting location.

Darrin Price provided a copy of the District's Annex User Agreement that has been used in the past with other organizations that used the Annex for their monthly meetings. He reported that recently the Board passed a policy that all users of District facilities pay for their use. This policy was restricted to recreation facilities only. The Annex is not considered a recreation facility, it is considered an out building of the District's shop. After some investigation of other agencies regarding rentals for small rooms for meeting purposes, staff recommends approval of renting a small meeting room at the Neighborhood Center for \$30 per hour with a \$50 deposit. Darrin commented beyond establishing a charge for a small room to be used for meetings, staff is requesting that the Annex be excluded from consideration for rental use.

Mike Ariztia reported the Recreation Policy and Fee Schedule are for recreation facilities only. The Annex was never designed to be used as a recreation facility. Past organizations have been allowed to use the Annex for weekly/monthly meetings. Some of the organizations followed the rules and some organizations have not. The Annex is used to store equipment, tools and other District belongings. The Annex is also used as the District's On-Call housing for employees who are on-call and don't live within the required 30 minute response time. Mike requested to exclude the Annex as a meeting location and keep it for District use only.

Thomas Webb with the Boy Scouts of America Chapter is only requesting to use the Annex for monthly meetings and it would be for light use, mainly just to get out of the weather. The Chapter meets once a month to plan for exercises and activities for the Boy Scout Troops. He commented the Chapter would be open to perform community service in lieu of rental fees.

Mike confirmed the intent of the use of the Annex is for a leadership meeting once a month by the group. He reported the District supports the Boy Scouts and Cub Scouts, and everything that the troops do for the community. Mike just doesn't think the Annex is the appropriate facility for their use.

Darrin commented he thinks the small room at the Neighborhood Center would be a better facility for the groups use. He would like to research the possibility of exchanging community service for the use of the small meeting room once a month.

After some discussion Margaret Reinhardt made a motion to accept staff's recommendation to exclude the District's Annex as a recreation/meeting facility. Sandra Ainsworth seconded the motion.

During discussion Garth Elliott commented he has concerns about the parking at the Annex. He also wanted to make sure that any signage at the Annex does not interfere with traffic or pedestrian movement.

Joseph Barstow inquired if the exclusion would be for the Annex building only or would it exclude the parking lot too? He knows that in the past various youth groups have used the Annex parking lot for fundraising activities such as car washes.

Mike's recommendation would be for the building only and using other District facilities that are more suitable for meeting purposes.

Audience member Susan Severt commented the Annex parking lot is used a lot by the community and would recommend it being a part of the motion. She also thinks it is a good idea to allow groups the use of the Neighborhood Center in exchange for community service; this would be a benefit for the parks. She also suggested the District's Board Room for consideration for a meeting location for certain groups.

The motion carried unanimously.

Staff was directed to bring back the Recreation Policy for consideration with something that may allow the use of the Neighborhood Center in exchange for community service.

Item#13. Discussion and motion to approve Nancy Eklof with Nancy Eklof Public Relations, Etc. Service Agreement.

Nancy Eklof with Nancy Eklof Public Relations, Etc. gave a brief overview of some of the public relations she has performed for the District over the past year. Nancy reported she has assisted the District with the Reno Big Horns Fundraiser. This fundraiser was supported through press releases and media advisory. The fundraising efforts were to help raise funds for recreational programs at the Sun Valley Parks. She completed the District's brochure that was designed and written to provide a historical look of the Sun Valley area while educating the public on the many activities and services the District offers. The brochure was finalized in early 2012, printed and distributed throughout the community. She continues to work directly with District staff on marketing needs for the quarterly newsletter, employment opportunities, advertisement of the Parks and pool, and special events. She was actively involved with the Recreation Outreach Committee.

Nancy reported she has been the District's Public Relations since 1997. Each year her role expands as the District and the community grows. She is requesting renewal of her service agreement with an increase of \$200; her last increase was in 2005. Her new monthly fee would be \$1,400 with a service agreement term of January 2013 through January 2014.

Margaret Reinhardt thanked Nancy for her service and commented it is always a pleasure working with Nancy.

Garth Elliott commented he has nothing directly against Nancy, he thinks she does a great job for the District, but his vote may not reflect it. He would like to see some of her duties be transferred to District staff to help cut costs.

Darrin Price thanked Nancy for her service and commented she does a great job. Nancy has worked closely with other governmental agencies as a District representative assisting with the creation of an Emergency Action Plan and has agreed to be on call as needed. He commented based on the recreation survey, Nancy will be very busy helping staff promoting possible new programs and bring awareness to the Sun Valley recreation facilities.

Joseph Barstow thanked Nancy Eklof for the work that she has done for the District. She has also done some work for other organizations he belongs to, and she does an outstanding job. Her work has benefited the community.

Mike Ariztia commented it has been a pleasure working with Nancy over the past year. Staff and Nancy have worked well together in efforts to promote upcoming programs and events. Nancy

has made a difference with her contacts informing not only the community about the District, but has informed Reno, Sparks, and Washoe County community as a whole.

There were no public comments.

After some discussion Margaret Reinhardt made a motion to renew Nancy Ekolf's service agreement as submitted. Joseph Barstow seconded the motion. The motion carried by the following;

*Aye: Joseph Barstow, Margaret Reinhardt, Sandra Ainsworth
Nay: Garth Elliott*

Item#14. Discussion and possible direction to staff regarding upcoming Paintball Park discussion including public notification and related information.

Darrin Price reported that he recently met with representatives of the proposed Paintball Park. They are close to bringing a full proposal to the Board of Trustees for formal approval of the Paintball Park. Staff is requesting direction from the Board to see if there is any additional public outreach or notification that the Board would like to see. As of today, staff has notified residents of Sun Valley via the District website and public meeting notifications whenever the topic is on the agenda for discussion including the special demonstration. Staff notified over 100 residents that live within the buffer zone of the proposed park with a letter notifying and inviting them to the demonstration that was held in December. Darrin commented other outlets that could be utilized at no cost would be the District's website, public notification through our public meeting process, notification on the monthly bills, and depending on timing the use of the District's Pipeline that is published quarterly.

Audience member Lori Cusick commented if it doesn't cost the District anything to notify the residents then the District should do it.

Audience member Norma Forbush commented she is opposed of the proposed Paintball Park. She is concerned about some of the members who belong with the organization because of their clothing attire its potential message. She suggested the District to consider inserting a flyer in each of the bills notifying the residents of the proposed Paintball Park.

Garth Elliott commented he would like to know what the Sun Valley community response is so far about the proposed paintball park. He would also like to get feedback from the Huntington Beach Community where tournaments have been held in the past.

Darrin commented so far the Sun Valley resident response is minimal. He is not suggesting an insert with the bills because of the cost of printing. Staff would like to add a message on the customer bills notifying them of the proposed park.

Garth commented as long as there is no negative and/or significant impact on the community he would like to generate revenue with the Parks. If there is an organization willing to bring a program to one of the Sun Valley Parks, then he is willing to consider it. He also wanted to know if paintball has any relation with gun violence.

After some further discussion Margaret Reinhardt directed staff to include a message on the customer billing statements.

Item#15. Discussion and possible motion to approve three District employees attending the Spring CA-NV-AWWA Conference.

Mike Ariztia requested permission to send three staff members to the upcoming 2013 CA-NV-AWWA Spring Conference. The conference will be held in Las Vegas, NV from March 25th through March 28th. The total cost to send three staff members to the conference is \$3,721.00 this includes registration, lodging, travel expenses, and per-diems.

Margaret Reinhardt inquired who is being considered to attend the conference.

Mike reported the three staff members are Darrin Price because of the various committees he sits on, Chris Melton and himself. Both he and Chris are next on the rotation to attend a CA-NV AWWA Conference.

Sandra Ainsworth inquired if the classes are for recertification.

Mike reported the classes offer continuing education credits that are used towards recertification. Each time when an employee needs to renew his certification, they are required to have so many continuing education credits. These credits are good for approximately two years.

There were no public comments.

Margaret Reinhardt made a motion to approve three staff members to attend the 2013 CA-NV AWWA Spring Conference as presented. Sandra Ainsworth seconded the motion. The motion carried by the following;

Aye: Joseph Barstow, Margaret Reinhardt, Sandra Ainsworth

Nay: Garth Elliott

Item#16. Discussion and possible direction regarding the District's policy for disposition of used property.

Darrin Price reported that this item was requested by Garth Elliott. Darrin reported the request was very vague so he was not sure what information to provide. Darrin provide a brief memo that stated the District follows State Law that governs the selling and disposing of public property. The District has disposed of used property in the past through public auction via a professional auction company and on District property with an auctioneer. Some items have been donated to a non-profit such as the School District. Other items have been recycled and absorbing the funds back into the budget or have been disposed at the landfill.

Margaret Reinhardt commented she was a part of this item request. She reported that each Trustee were given a computer while serving on the District Board. In some cases some of the Trustees are allowed to keep the computers after their term and other cases the Trustees were told they have to return them and are not given the option to purchase the computer. She wanted to know if there is a District policy for the issuance of Trustee computers.

Darrin commented this is a separate item. The District has a policy regarding the issuance of property to employees and board members. Listening back to the prior meeting, Garth inquired how the District disposes of used property which would include vehicles, equipment, and computers. To his knowledge there has never been a board member given a computer and not returned it.

Margaret reported that she was informed by Carol Bratcher that both Patricia Lancaster and John Jackson Sr. were able to keep their computers because of the age of the computer. The reason why she wanted this issue to be brought up was because she asked to purchase her computer that was issued to her and she was informed by Darrin that she would not be able to because it would have to be sold in a public auction. She knows that Robert Fink was never issued a computer, she doesn't know if Mike Tourin ever returned his computer and recently Linda Woodland was required to return her computer.

Darrin requested to bring this item back for further discussion after he has had the chance to research into the issuance of computers to past Trustees.

Garth wanted to make sure that the issuance and returning of all computers is equal to all board members and backed up by NRS. He doesn't have a problem if a Trustee would like to purchase it at the end of their term if it is allowed.

Maddy Shipman commented the disposal of all used property is controlled by statute. The District should always try and get the best price when selling any District property to offset the original cost of the purchase. The District is allowed to properly dispose of any used property if they could prove that it no longer has any value.

Sandra Ainsworth commented she was also informed by Carol that the computers she didn't get back from past Trustees were so obsolete, that the computers were of no further value.

Joseph Barstow commented he recently met with Carol to receive his computer from the District and was informed that he is not allowed to keep the computer after his term.

There were no public comments.

After some discussion Margaret Reinhardt made a motion to defer item 16 until the next board meeting. Garth Elliott seconded the motion. The motion carried unanimously.

Item#17. Discussion and possible motion to approve revisions to District's Personnel Policies.

Mike Ariztia reported that he is continuing to update the District's Personnel Policies in accordance to some of the modifications and changes of regulations provided by the District's Human Resource Consultant Pool Pact. Some of the changes and updates were not only policy content, but there had been some reorganization within some of the existing sections. Some of the additions to sections 4 and 5 are not necessarily a new policy, but sections removed from another section and placed in 4 and 5 as part of the reorganizing process.

A. Section 4, Compensation

Mike provided a copy of the new section 4 Compensation policy that includes track changes showing the changes of additions and deletions.

Margaret Reinhardt inquired if the annual Consumer Price Index adjustment to the salary range minimum and maximum is done each year automatically or does the Board approve the adjustments.

Mike reported several years ago there was a committee that reviewed the District's existing evaluation process and salary ranges. One of the purposes of the committee was to look at the salary ranges because at that time, each position had not increased in years even though there had been several years of Consumer Price Index increases. One of the recommendations made by the committee and approved by the Board, on an annual

basis the District will automatically adjust the salary range (minimum and maximum range) for each position based on the Consumer Price Index whether it was an increase or decrease for that year.

Margaret inquired if this is common with other agencies.

Both Mike and Sandra commented many agencies do this on an annual basis.

There were no public comments.

Joseph Barstow made a motion to approve Section 4 as submitted by staff. Sandra Ainsworth seconded the motion. The motion carried unanimously.

B. Section 5, Leave

Mike provided a copy of the new section 5 Leave policy that includes track changes showing the changes of additions and deletions. The main change in this policy is grouping all the various types of leave such as holiday, sick and vacation under one plan and is all considered "Annual Leave" throughout the policy.

There were no public comments.

Margaret Reinhardt made a motion to approve Section 5 as submitted by staff. Joseph Barstow seconded the motion. The motion carried unanimously.

Everyone thanked Mike for his hard work on the policies. Garth really appreciated the track changes it made it easier to see what was being proposed for modifications.

Item#18. Discussion and motion to form a committee to review and revise evaluation form for General Manager.

Darrin Price reported during his last evaluation in 2012 the Board had expressed their desire to consider modifying the General Managers evaluation form. Some Trustees had expressed that the current evaluation form didn't allow them to evaluate the General Manager accurately. The Board at that time requested to defer the formation of a committee until the new Board took office and that is why it is on the agenda tonight. Darrin commented he does not have a problem with changing the General Manager's evaluation process and agrees it is a little difficult to accurately evaluate the General Manager based on some of its questions. He provided a copy of the District's current evaluation form for the General Manager, City of Sparks' performance evaluation for the City Manager, and Washoe County's performance evaluation of County Manager for informational purposes.

Margaret Reinhardt commented she is the one that suggested revising the General Managers evaluation form. Last year she provided a sample of an evaluation form she found that she would like to be considered.

Darrin commented he doesn't have a problem using Margaret's evaluation form for consideration, the purpose for tonight's discussion is the formation of a review committee and the committee would review the various evaluation forms to create one that could be used for the District's General Manager.

There were no public comments.

Margaret Reinhardt made a motion to form a committee of two board members and two staff members to review and revise the current evaluation form for the District's General Manager.

Garth Elliott commented since there is no time restraints with the review process, he would like to wait on the formation of the committee until there is a full board.

Margaret Reinhardt withdrew her motion.

Garth Elliott made a motion to defer item 18 until there is a full board. Joseph Barstow seconded the motion. The motion carried unanimously.

Item#19. Update on recreation facility rentals.

Erin Dowling gave a brief report on the Sun Valley recreation facility rentals as requested by a Trustee member at the December 2012 meeting. She reported that facility rentals have increased slightly over last year. In 2011 there were a total of 32 rentals of which 7 of those rentals the Board waived rental fees. In 2012 there were a total of 43 rentals of which 9 of those rentals the Board waived the rentals fees. She believed the revenue will continue to grow since the Board approved to no longer waive rental fees, but offer a discount for non-profits in efforts to help reimburse operation and maintenance cost.

Item#20. Presentation from Recreation Outreach Committee regarding recreation survey results, with possible recommendations.

Erin Dowling gave a brief overview of the Recreation Outreach Committee progress including the recreation survey results. In May of 2012 the Board formed a committee to look at how the District can increase its recreation opportunities within the community. The committee members are Darrin Price, Mike Ariztia, Jennifer Merritt, Erin Dowling, and Nancy Eklof representing Sun Valley G.I.D., Jennifer Budge with Washoe County Parks, Patricia Lancaster with Sun Valley Citizen Advisory Board, Brenda Hess with Family Resources, Diane Neilson with Boy Scouts of America Troop 585, Kelly Cruz and Barbara Hawkins with Sun Valley Elementary School, Jean Craddock with Lois Allen Elementary School, and Sun Valley citizens Susan Severt and Vicky Maltman. The committee put together a survey for the community to take to inquire the usage of the parks, what kind of programs and events would be desired, funding and best time to offer such programs. The survey was conducted from August 2012 through October 2012 and was available on the District's website and front lobby, and at the Sun Valley Neighborhood Center. There were a total of 57 completed surveys received. Some of the highlights of the survey are; majority of the of the respondents use the picnic pavilions and walking trails at the parks and gave good to excellent ratings in overall park services. The most desired recreation programs are adult fitness/wellness programs, water fitness programs, adult education programs, and senior fitness/wellness programs. The most desired special events are a farmers market, concert in the park, craft fair, and a movie in the park. The best time for respondents to participate in programs and/or events are weekend afternoons and weekday evenings. Majority of the respondents (80%) indicated they would be willing to pay to attend a program. Through the survey it was noted that individuals don't utilize the park because they don't know what kind of activities are being offered. This is something that the District would like to focus on more, and provide more community awareness as well as advertisement/notification of programs and events to help make sure they are successful.

Erin reported that the Recreation Outreach Committee will meet again to review the result to determine which programs and events to focus on this year, but also the committee is seeking direction from the Board what programs and events they would like to be focused on for this calendar year. She also commented that she has experience with parks and recreation from her

prior job, and based on her experience she will be able to help implement some of these activities.

Garth Elliott commented he was disappointed with the number of surveys received, he wished there was a higher participation. He feels the survey is a good start and can be used as a guideline for what the community wants to see at the parks.

Audience member Susan Severt commented she has attended a movie in the park and they are very popular. At some parks you have to arrive two hours early to get a spot on the lawn to watch. She thinks that Washoe County Parks would be willing to share their movie screen with the District to hold such event. She also suggested holding a movie in the park could be a great way for the District to launch off the recreation season. It could also be a good opportunity to survey the attendees to get additional feedback.

Darrin Price thanked Susan for her comments and participation with the Recreation Outreach Committee. He commented that the District has been in the parks and recreation business for three years and it is still a work in progress. He would like to continue doing some outreach to the community to let them know the recreation facilities are available and for them to use.

Joseph Barstow commented the community has a lot of talented teens who have been involved in plays. He has attended a few of the plays and there have been big turnouts and suggested considering holding a play at one of the parks.

Audience member Kathy Fuller commented she works closely with Grady Tarbutton with Washoe County Senior Services for the Sun Valley site. She requested that the District extend programs with the seniors. She has been working on filing for a 501C status to help with senior activities.

Margaret Reinhardt made a motion to accept the result of the survey. Joseph Barstow seconded the motion. The motion carried unanimously.

Item#21. Financial report by Bill Short.

None

Item#22. Legal report by Maddy Shipman.

Maddy Shipman gave a brief report on the process for motions for reconsideration. According to Robert's Rules a motion for reconsideration may be made at any time before adjournment of the meeting, or in the case of most public bodies, at the next scheduled meeting of the public body. A motion for reconsideration must be made by a person voting on the affirmative side of the question sought to be reconsidered. If the vote was a "nay", the motion must be brought by someone who voted "nay". A motion for reconsideration does not require a second but, instead, gets noted by the Chair in the form in which reconsideration is requested and either taken up for a vote or placed on the table for a vote after current business agenda items.

Item#23. Field report by Mike Ariztia.

Mike Ariztia reported on the following;

- Staff had a preconstruction meeting for Dollar General, construction will start in February.
- With the freezing temperatures there have been a lot of frozen pipes, mainly on the customer's side. District staff has been very accommodating and responding to customer calls regarding their frozen pipes. He reported there will be a slight increase in overtime this month because of the service calls.

Item#24. Managers report by Darrin Price.

Darrin Price reported on the following;

- During the Washoe County Strategic meeting, one of the presentations showed a slight increase in housing activity and increase in tax revenue. These are considered signs that the economy is improving.
- He recently completed his lobbyist training for the upcoming legislative session. The State of Nevada has updated their website that allows individuals to track BDR's and committees easier this session. The session starts on February 4th.
- Fred Hillerby the District's lobbyist will be giving an update at the District's next board meeting.
- He thanked Margaret Reinhardt for her assistance with the presentation of the Certificate of Appreciation for the Veteran's Guest House. He has two more certificates to deliver.

Item#25. Public Comments.

Lori Cusick inquired if the District provides its employees salary wages, ranges, and benefits on the District's website for public review and if not she requested this information to become available on the website.

Bill Fuller inquired if the District has any programs available to help customers locate and repair water leaks.

Item#26. Board Comments.

Garth Elliott commented he would like the District to consider creating a program that will assist customers with leaks, similar to the garbage program. He would still like to consider a reader board he thinks it would be a benefit for the community. He also thanked Carol Bratcher for her assistance with fixing his laptop.

Chairperson called for a ten minute break at 8:15 pm.

Item#27. Convene to a closed personnel session to discuss the character and competency of Customer Service Supervisor Erin Dowling regarding her six month introductory period.

Erin Dowling waiver her right for a closed personnel session.

Darrin Price commented that Erin Dowling has completed her six month introductory period and provided a copy of his six month evaluation of Erin for review. Darrin reminded the Board they cannot make any changes to the evaluation but can provide additional comments. Darrin's recommendation is to retain Erin as a full time permanent employee as the Customer Service Supervisor. He also recommends keeping her at her current salary and consider any compensation increase during the next meeting, during the discussion of annual increases for all the employees. To date she has focused on the customer service and has made some changes within the front office in efforts to improve efficiencies and potential savings to the District.

Several board members inquired about the Customer Service Supervisor job description and supervisory responsibilities.

Darrin reported the Board approved the current Customer Service Supervisor job description and organizational chart prior to the recruitment of Erin.

Erin Dowling provided a copy of her achievements for the past six months and her goals for the coming year. She commented she has enjoyed her first six months with the District. At her last job she was the secretary to the Parks and Recreation Director for City of Reno. She has experience with administration, office management, and human resources in her prior professional career.

She was excited to learn the utility billing process and is excited to offer her experience to the District with her recreation skills. She has a lot of contacts for recreation programs and looks forward to contacting them and implementing recreation programs at the Sun Valley parks. One of the things she likes most about the District is the interactions with the customers and the team work with between District employees. She agrees there can be more cross training in some departments and that is one of her goals.

Darrin commented that Erin came in towards the end of the recreation season, so her first six months was focused on the billing process and of administration. Erin was involved with the Recreation Outreach Committee and he knows her recreation experience will benefit the District once the season starts.

Audience member Glenda Walls commented she has seen a big difference in the District's Customer Service and with office staff since Erin has started.

Joseph Barstow commented he is very appreciative for the assistance that Erin offered during the Wish Tree program. He also commented during some of his visits last year he has asked various questions. What he liked about Erin is her honesty, if she didn't know the answer she was up front about it and would ask another employee.

Mike Ariztia commented Erin has done a wonderful job with the interactions between the field and the office departments. She takes in consideration first any impacts to both departments before making any procedure changes. She is eager to learn the functions of the field department and makes sure she fully understands the tariff to make sure the District is in compliance.

Item#28. Reconvene to a regular meeting.

Item#29. Discussion and possible recommendations regarding General Manager's introductory review of the Customer Service Supervisor.

Garth Elliott would like to add his comment to Erin Dowling's review, he would like her to investigate the feasibility of streamlining the District's billing and payment process.

Margaret Reinhardt made a motion to accept the General Manager's recommendations regarding Erin Dowling's introductory review, including Trustee comments. Sandra Ainsworth seconded the motion. The motion carried unanimously.

Item#30. Discussion and possible motion regarding General Manager's salary recommendation for Customer Service Supervisor.

Garth Elliott made a motion to approve General Manager's recommendation for no salary increase at this time and be considered for potential increase during the February meeting. Margaret Reinhardt seconded the motion. The motion carried unanimously.

Item#31. Future agenda items.

- Joseph Barstow would like to look at possible improvements to the District's Annex parking lot.
- Garth Elliott would like to consider a possible Community Service Agreement for District's Recreation.

Item#32. Adjournment.

Margaret Reinhardt made a motion to adjourn at 8:50 pm. Joseph Barstow seconded the motion. The motion carried unanimously.