



**Sun Valley General Improvement District
Board Meeting Minutes of
January 28, 2016**

Board Members Present:

Sandra Ainsworth	Chair
Susan Severt	Vice Chair
Margaret Reinhardt	Secretary
Garth Elliott	Treasurer
Joseph Barstow	Trustee

Board Members Not Present:

Staff Present:

Darrin Price	SVGID, General Manager
Chris Melton	SVGID, Field Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Ramona Bouchard	Audience
Dianna Coonce	Audience
Mr. & Mrs. Fuller	Audience
Michael Rider	Audience
Glenda Walls	Audience
Andrea Tavener	Washoe County
Nancy Eklof	Nancy Eklof Public Relations

The meeting of the Sun Valley General Improvement District was called to order by Chairperson Ainsworth at 6:00 pm 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; Chairperson Ainsworth, Vice Chair Severt, Secretary Reinhardt, Treasurer Elliott, and Trustee Barstow. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Trustee Barstow.

Item# 3. Public comments for items not on the agenda.

None

Item# 4. Motion to approve the agenda.

Secretary Reinhardt made a motion to approve the agenda. Vice Chair Severt seconded the motion. The motion carried unanimously.

Item# 5. Certify posting of the agenda.

Jennifer Merritt certified posting of the agenda.

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

Mr. Price announced the Sun Valley Citizen Advisory Board meeting is scheduled for February 1, 2016 6pm at the Sun Valley Neighborhood Center. Regional Transportation Commission is holding a North Valleys Regional Multimodal Transportation Community Workshop on February 4, 2016 5pm at O'Brien Middle School. He also announced Sun Valley received some media coverage in the Northern Nevada Weekly; there was a front page article on the Sun Valley medical marijuana dispensary that is getting ready to open.

Treasurer Elliott reported the Washoe County Board of Commissioners recently approved a second medical marijuana dispensary for Sun Valley. He stated two members from Sun Valley were present for the meeting to give public comments; there was one for the dispensary and one against the dispensary. He reported the new BMX Track Operator was happy to receive the keys to the BMX Track and he is working on getting donations and volunteers to assist with a track rebuild. He also encouraged individuals to attend the Washoe County Commission meetings to stay informed. He stated the new County Commission Chair is Commissioner Jung and he is not fond of her style; she enforces the three minute rule for public comments.

Item# 7. Discussion and motion to approve accounts payable and customer refunds for January 28, 2016.

Treasurer Elliott gave a brief report of the accounts payable for January 28, 2016.

Treasurer Elliott made a motion to approve the accounts payable for January 28, 2016 in the total amount of \$434,315.52. Secretary Reinhardt seconded the motion. After discussion the motion carried unanimously.

Treasurer Elliott gave a brief report of the customer refunds for January 28, 2016.

Treasurer Elliott made a motion to approve the customer refunds for January 28, 2016 in the total amount of \$992.83. Trustee Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 8. Discussion and motion to approve board minutes of January 14, 2016.

Vice Chair Severt made a motion to approve the board minutes of January 14, 2016 as submitted. Trustee Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Request by Kathy Fuller with Sun Valley Bingo to use the Sun Valley Neighborhood Center at no charge.

Mr. Price reported the District received a request from Kathy Fuller for the use of the Sun Valley Neighborhood Center at no charge to provide bingo activities after the Washoe County Senior Program. He stated Ms. Fuller is requesting on behalf of the Sun Valley Bingo non-profit organization and the request is for Tuesday's and Friday's from either 1:00 pm to 3:30 pm or from 1:30 pm to 4:00 pm; these days and time currently do not conflict with any other lessees designated schedules. He provided sample copy of a lease agreement that consists of rent and utilities. He also provided a copy of the District's current Neighborhood Center Rental Application and provided rental rates. The Board, per the District's Tariff Rule 28, can authorize a reduction on rentals for Government and Non-Profit Organization. Such organizations are eligible for a discount on rental fees at the rate of 20% for non-profit organizations whose business address is within District service area, or a 15% discount for all other non-profit organizations.

Kathy Fuller a long time resident of Sun Valley requested on behalf of the Sun Valley Bingo Organization consideration to use the Sun Valley Neighborhood Center for a location to play bingo, socialize and potlucks for the Sun Valley community. She stated she and her group would abide by any rules set by the District and help properly maintain the center. She does not believe it would cost the District anymore for utilities. She stated she has not secured a sponsor yet, but would seek out a sponsor to help pay for rental fees. She has donated her time for the past six years to the community and during that time she helped get things provided to the center such as park benches, a book exchange, bus stop, and help get signs for the center. She would like to provide more for the community to enjoy.

Trustee Barstow inquired if the existing senior program provides bingo. He also inquired if the senior program still provides meals.

Ms. Fuller responded the senior program can still play bingo, but the County has become very restrictive and has taken the fun out of playing bingo. A lot of people have stopped going to the senior program because of all the restrictions. She stated the senior program still provides meals for individuals over 60 years of age Monday thru Friday from 11:30 am until approximately 12:30 pm.

Audience member Ms. Coonce stated she has been volunteering at the Sun Valley Neighborhood Center for the past seven years during the senior program. The existing senior program is only allowing bingo on Monday's and Friday's from 9 am until 11 am. The County also put a limit on how many games that can be played by a single participant. She also thanked everyone that has donated to the Sun Valley Bingo Organization; both she and Ms. Fuller have spent a lot of their own money buying gifts for bingo games.

Vice Chair Severt inquired if the lease agreements and fees are based on monthly usage.

Mr. Price responded the rates provided for the lease agreements are monthly rates based on the use of the facility two days a week, eight days per month.

Treasurer Elliott inquired who in the past has been responsible for the rental fees.

Mr. Price responded in the past bingo has always been a part of the Washoe County Senior Program at the center and the County is responsible for rental fees for the senior program.

Secretary Reinhardt requested for clarification of the District's Tariff Rule 28 regarding discounts.

Mr. Price responded the Board had expressed interest in being a good community partner and allow for discounts to non-profit organizations because most non-profit organizations provide a program that benefit the community. On August 23, 2012 the Board of Trustees approved to provide a discount of 20% to non-profit organizations whose business address are within the District's service area, and a 15% discount to any other non-profit. The rule also states that the District may waive fees for governmental agencies for the use of the park facilities, public meetings, employee training/workshops, or for school related activities, based on availability.

Chairperson Ainsworth inquired if the Sun Valley Bingo Organization is the same group that provides bingo at the Sun Valley Landowners Association.

Mr. Price responded they are not the same group.

Treasurer Elliott stated he has attended bingo in the past and it was well attended, since then that particular bingo group has moved to the Sun Valley Landowners Association building.

Vice Chair Severt commented her concern is she does not know how bingo would be able to benefit the entire community. Bingo is currently being provided Monday's and Friday's during the Washoe County Senior Program and on Wednesday's by another organization at the Sun Valley Landowners Association building. She normally is in favor of waiving rental fees for programs and/or events for the community hoping to get all of the community involved. She is not sure how this program would benefit the entire community when it is limited to weekdays during the day. She acknowledge that some seniors cold be impacted by not offering such a program.

After further discussion there was no motion made.

Mr. Price thanked Ms. Fuller for all of her assistance in the past at the center and stated the community is grateful.

Item# 10. Discussion and motion to approve Washoe County using the Sun Valley Neighborhood Center as a location for the Sun Valley Citizen Advisory Board meetings for calendar year 2016 at no charge.

Andrea Tavener, Community Outreach Coordinator with Washoe County Manager's Office, Constituent Services requested the use of the Sun Valley Neighborhood Center as the meeting location for the Sun Valley Citizens Advisory Board at no charge. She stated the Sun Valley Neighborhood Center was the meeting location for the Sun Valley Citizens Advisory Board in years past. During 2012/2013 Washoe County went through a Citizens Revitalization Program; during that time the Citizens Advisory Boards were put on hold. When the Citizens Advisory Boards were brought back there was not enough candidates to fill the Sun Valley Citizens Advisory Board. She stated late 2014 early 2015 Washoe County finally received enough candidate applications to form the Sun Valley Citizens Advisory Board. Ms. Tavener reported the Sun Valley Citizens Advisory Board is scheduled to meet the first Monday during the months of February, April, June, and October. The Sun Valley Citizens Advisory Board is also allowed one additional "Special" meeting as topics and emerging issues arise.

Treasurer Elliott provided additional information regarding the Sun Valley Citizens Advisory Board history. The Sun Valley Citizens Advisory Board has been around since the 70's and the interest has never waned. The Sun Valley Citizens Advisory Board was put on hold while the County dealt with their own situations and priorities. The Sun Valley community is very glad to get the Sun Valley Citizens Advisory Board back.

Secretary Reinhardt made a motion to approve Washoe County Manager's Office request for the use of the Sun Valley Neighborhood Center at no charge for the Sun Valley Citizens Advisory Board meetings. Treasurer Elliott seconded the motion.

During discussion Vice Chair Severt commented the County needs to step up how they are going to advertise the meetings so that the community is aware that the Sun Valley Citizens Advisory Board exists and to get the community involved.

Ms. Tavener responded she was approached by the Sun Valley Citizens Advisory Board Chairperson to see about a flyer that could be distributed throughout the community to bring awareness. She stated she is currently working on that flyer and hopes to have it completed shortly for distribution.

Mr. Price stated the Sun Valley Citizens Advisory Board meeting dates have already been added to the District's website calendar.

Treasurer Elliott agreed with Vice Chair Severt's comment, he would like to see Washoe County promote Sun Valley community meetings/workshops better.

Audience member Mr. Rider believes the Sun Valley Citizens Advisory Board is very important for the community and encourages everyone to help support the Sun Valley Citizens Advisory Board. The Citizen Advisory Board is the community's way of communicating with Washoe County.

After some discussion the motion carried unanimously.

Item# 11. Discussion and action to renew Nancy Eklof Public Relations service agreement for 2016.

Nancy Eklof provided a copy of her Service Agreement for 2016 for consideration. Ms. Eklof reported if renewed she would like produce a video to be used as a Public Service Announcement for the Sun Valley Recreation. The video would provide an overview of the Sun Valley Parks as well as a still shot to promote the various events/activities the District has planned or partnered with. She would like to get some quotes for the video and bring it back to the Board for approval.

Mr. Price thanked Ms. Eklof for her services last year and for not increasing her fees. He stated she did a great job getting more awareness last year with promoting the various events that took place.

Trustee Barstow commented he likes the idea of the Public Service Announcement video. He suggested using the video for more than the events and utilizing it to help promote other programs that are offered within Sun Valley. He also thanked Ms. Eklof for her service. Ms. Eklof responded the video could also be shared with Washoe County, The Chamber of Commerce and other organization that participate in networking. She also commented it

would be a good presentation in front of the Washoe County Board of Commissioners to remind them of all the services that the District provides.

Vice Chair Severt made a motion to renew Nancy Eklof Public Relations 2016 Service Agreement. Trustee Barstow seconded the motion.

During discussion Chairperson Ainsworth thanked Ms. Eklof and complimented her on her services. She stated last year she heard more people in the community talking about the District's events.

Treasurer Elliott stated he is glad that he finally sees the necessity of Ms. Eklof's services and is grateful that she didn't raise her rates. He also stated when it is time; he would like to consider developing a theme that could be used throughout the year to help better the image of Sun Valley.

Audience member Mr. Rider thanked Ms. Eklof for her service and helping promote all the groups that use the Sun Valley Parks.

After discussion the motion carried unanimously.

Item# 12. Review of FlashVote survey proposal with consideration to approve.

Mr. Price reported the Board received a presentation by Mr. Lyons with FlashVote regarding its survey system and potential applications for the Sun Valley community. At that meeting the Board directed staff to request for a proposal for the FlashVote system. Mr. Price stated he reached out to Mr. Al Rogers with Washoe County who also had an interest in the FlashVote system. After discussion with Mr. Rogers, the County has agreed to cover all costs and use the Sun Valley area as a pilot program to see how well FlashVote works; the County has agreed to use the FlashVote system as equal partners in its use and implementation. Mr. Price provided a copy of the FlashVote proposal for review purposes.

Andrea Tavener with Washoe County Manager's Office, Constituent Services is thankful for its partnerships with the District. The County is hoping that the FlashVote system can be used throughout the entire County and is happy the District is taking on this project for this year.

Treasurer Elliott stated he likes the fact that the District is able to utilize the FlashVote system for free to determine if it is worth having in the future. His only concern is the utilization of the system considering the District does not use its existing survey system, Survey Monkey, on a regular basis.

Secretary Reinhardt inquired if FlashVote would replace Survey Monkey on the District's website.

Mr. Price responded it doesn't necessarily have to replace Survey Monkey, FlashVote can be used as an additional tool to reach out to the community.

After some discussion Vice Chair Severt made a motion to approve the FlashVote Proposal and partnering with Washoe County. Trustee Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Review and discussion regarding District's Rule 20 Research Committee update on committee volunteers with possible action.

Mr. Price reported as directed by the Board, staff sent out invite letters to identified potential committee members. The District has received commitments from Andy Gebhardt, Manager Customer Service with Truckee Meadows Water Authority and Don Jeppson, Director Department of Building and Safety with Washoe County. He stated he has received several responses from property owners that would be interested in being a committee member.

Secretary Reinhardt commented she researched some of the rules regarding guest cottages and detached accessory dwellings and would like to share her information for informational purposes. She also inquired if Ms. Shipman would still consider being a volunteer for the review committee.

Ms. Shipman responded she volunteered to be a member of the committee to make sure the Open Meeting Law is being met and potentially for other inquiries as needed.

Chairperson called for a 10 minute break at 6:50 pm

After the break Mr. Price reported the Board voted to include two property owners to participate with the research committee. He provided the names of property owners that were interested; Mr. Ruiz, Mr. Duncan, Ms. Stark.

After further discussion Vice Chair Severt made a motion to amend the make-up of the review committee to allow for three property owners (Mr. Ruiz, Mr. Duncan, and Ms. Stark). Secretary Reinhardt seconded the motion.

During discussion for clarification all of the committee members where named; Chairperson Ainsworth, Dawn McCarthy, Don Jeppson, Andy Gebhardt, Mr. Ruiz, Mr. Duncan, Ms. Stark, and Ms. Shipman as legal representation.

The motion carried unanimously.

Secretary Reinhardt directed staff to send follow up letters to the property owners advising when the committee will be meeting.

There were no public comments.

Item# 14. Discussion and action to approve sending at least 3 staff members and board members to the CA-NV-AWWA Spring Conference.

Mr. Price reported staff is withdrawing the request to attend the CA-NV-AWWA Conference due to scheduling conflicts.

Item# 15. Discussion and action to approve sending office and field staff members and board members to the Nevada Rural Water Association Annual Conference.

Mr. Price requested approval to send six field personnel and up to seven office personnel and any board members to the upcoming Nevada Rural Water Conference. The Nevada Rural Water Conference will be held at the Grand Sierra Resort on March 15th thru March 17th. He stated since the conference is being held locally the only cost associated would be for registration, there is no travel expense. Staff is requesting permission to register for the conference early because staff is applying for a grant to cover the registration cost. He stated registration is dependent on the conference schedule that has not yet been

published. Staff recommends one or two day registration for all personnel based on reviewing the conference schedule.

Board members Treasurer Elliott, Vice Chair Severt, Chairperson Ainsworth, and Trustee Barstow all stated they would like to attend conference.

After further discussion Vice Chair Severt made a motion to approve staffs request to send field and office personnel and board members to the Nevada Rural Water Conference. Treasurer Elliott seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 16. Consideration of adding how to handle complaints of District Customers to the District's Personnel Policy.

Secretary Reinhardt stated she believes that there was a misunderstanding at the last meeting of what she wanted to review. The minutes reflect her requesting information on how District staff handles complaints against District customers. It was suggested to expand the District's policy how District staff handles complaints against a board member, but after reviewing Mr. Price's staff memo explaining how staff currently handles customer concerns/complaints, she is comfortable with what was provided.

Mr. Price reported there is no formal written policy how staff handles customer concerns/complaints, this is only an internal policy that is practiced.

Additional discussion ensued regarding Truckee Meadows Water Authority and Washoe County policy regarding how they handle customer complaints.

Trustee Barstow made a motion to put it in writing how District staff currently handles customer concerns/complaints so staff has something to refer to when needed. Secretary Reinhardt seconded the motion.

During discussion Mr. Price stated he will write up an office procedure how to handle customer concerns/complaints. He reassured the Board that this is current practice by staff.

After discussion the motion carried unanimously.

There were no public comments.

Item# 17. Discussion regarding District's website layout with direction to staff.

Mr. Price reported the District's original website was launched in 2010, updated in 2013 and recently migrated to a new platform in 2015. He stated that staff has received zero customer complaints regarding the District's website. Several board members has some concerns regarding the navigation of the website and would like to see the website more user friendly when it comes to searching for certain topics.

Ms. Merritt gave a brief overview of the District's current website and where certain pages are located. She stated that she compared the new site with the old site and all of the content was carried over with the exception of the meeting information that should be located on the meeting page. With the migration D4 Advanced Media condensed the menu options created drop down menus. She has the capability to rename the menu titles and move pages around to make it more user friendly and requested direction what other edits

the Board would like to have made. She stated if the Board would like to expand on the header menu, that is not in her scope of work and it would have to be performed by D4 Advanced Media.

Secretary Reinhardt stated she thinks by renaming the menu titles and regrouping some of the pages would satisfy her concerns with the District's website. She likes the flow of the Incline Village General Improvement District website and recommended using it as a reference.

Treasurer Elliott would like to see the website navigation as easy as possible for viewers.

Ms. Merritt responded that she will make the edits as discussed. She also reminded the Board that at the bottom of every page there is a site map so anyone can find the exact page they are looking for.

Vice Chair Severt requested to put something on the front page announcing when the Board of Trustees meet.

Audience member Mr. Rider inquired if the District lists the various programs that are offered in the park.

Ms. Merritt showed the list of programs that are offered including a direct link to Cal Ripken Baseball Leagues website.

Mr. Price reported staff knew the website would be dynamic and it would need to be modified to meet the needs of the District. Staff will make the changes and bring it back again for further discussion.

Item# 18. Legal report by Maddy Shipman.

None

Item# 19. Field report by Chris Melton.

None

Item# 20. Manager's report by Darrin Price.

Darrin Price reported on the following items;

- He attended the Truckee Meadows Water Authority meeting and he was informed that they may institute a rate increase this fall. He will keep the Board informed as needed.
- City of Sparks Mayor Martini suggested at the Western Regional Water Commission to consider disbanding the Western Regional Water Commission and also consider having Truckee Meadows Water Authority assume management responsibility for flood and wastewater collection. He stated this is a concern of his because it might impact other boards such as the Northern Nevada Water Planning Commission and the collection of the 1.5% Regional Management Fee. He will keep the Board informed as needed.

Item# 21. Public Comments.

Pastor Barstow gave a brief Food Pantry update. He reported Big Lots gave a donation of \$2,000.00 in food products to the Food Pantry and he is very thankful for the donation.

Item# 22. Board Comments.

Chairperson Ainsworth commented she sits on the Debt Management Commission and one of their duties is to look at agencies budgets within Washoe County and a lot of them are agencies that don't tax or don't have bonds. The commission is discussing why these particular agencies report to the Debt Management Commission and what possible changes can be made.

Item# 23. Motion to convene to a closed personnel session (NRS241.030) to consider the character and competency of Jennifer Merritt in her current position of Administrative Assistant.

Secretary Reinhardt made a motion to convene to a closed personnel session to consider the character and competency of Jennifer Merritt in her current position of Administrative Assistant. Treasurer Elliott seconded the motion. The motion carried unanimously.

At 8:05 pm Secretary Reinhardt made a motion to reconvene to a public meeting. Vice Chair Severt seconded the motion. The motion carried unanimously.

Item# 24. Reconvene to public meeting to consider possible change in compensation for the position of Administrative Assistant.

Vice Chair Severt made a motion to approve staff request to change Ms. Merritt's compensation to \$25 per hour retroactive to September 7, 2015. Trustee Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Secretary Reinhardt directed staff to research the accountant's pay range.

Item# 25. Future Agenda Items.

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

- Update by Keep Truckee Meadows Beautiful
- Update by Reno Paintball
- Update by Cal Ripken Baseball
- Continuation of Short Ave
- Renewal of District's Life Insurance
- Discussion regarding use of City of Reno sewer money

Vice Chair Severt requested a presentation by NDOT regarding the upcoming pedestrian and ADA Improvement project on Sun Valley Boulevard.

Item# 26. Adjournment.

Secretary Reinhardt made a motion to adjourn at 8:09 pm. Treasurer Elliott seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on February 11, 2016.

Minutes Prepared by:
Jennifer Merritt, Administrative Assistant