



Sun Valley G.I.D. Board Meeting Minutes of July 11, 2013

Board Members Present:

Sandra Ainsworth	Chairperson
Garth Elliott	Vice Chair
Margaret Reinhardt	Secretary
Joseph Barstow	Treasurer
Susan Severt	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
Carol Bratcher	Audience
Vicky Maltman	Audience

The meeting of the Sun Valley GID was called to order by Chairperson Sandra Ainsworth at 6:10 p.m. (meeting was started late due to recorder difficulties) 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, Garth Elliott, Sandra Ainsworth, Margaret Reinhardt, Susan Severt. A quorum was present.

Item#2. Pledge of Allegiance.

Led by Garth Elliott

Item#3. Motion to approve agenda.

Susan Severt made a motion to approve the agenda. Garth Elliott seconded the motion. The motion carried unanimously.

Item#4. Certify posting of agenda.

Jennifer Merritt certified posting of agenda.

Item#5. Public comments for items not on the agenda.

None

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

Garth Elliott reported at the recent Washoe County Commission meeting Amy Harvey was recognized for her time served as the County Clerk. The Commissioners appointed Nancy Parent as her replacement for the remainder of her term and he hopes that she gets elected as the next County Clerk. Garth also stated the last week he has received several requests for volunteers from Washoe County Sheriff's Department, Washoe County, and from the dog shelter's, but hasn't received a request for volunteers from the District. He thinks volunteer programs are tough to get started and maintain; he would like to see the Board help Mike get the District's Volunteer Program going and maybe offer Mike additional training.

Item#7. Discussion and motion as to payables and customer refunds for July 11, 2013.

Treasurer Joseph Barstow gave a brief report of the accounts payable and customer refunds for July 11, 2013.

Joseph Barstow made a motion to approve the accounts payable for July 11, 2013 in the total amount of \$170,367.69 with discussion. Susan Severt seconded the motion. After discussion the motion carried unanimously.

Susan Severt made a motion to approve the customer refunds for July 11, 2013 in the amount of \$1,217.72. Garth Elliott seconded the motion. The motion carried unanimously.

Item#8. Discussion and motion to approve minutes of June 27, 2013.

Garth Elliott made a motion to approve the minutes of June 27, 2013 with one correction; page 6 item 12 replace the word "how" with "what is". Joseph Barstow seconded the motion. The motion carried by the following;

Yay: Joseph Barstow, Garth Elliott, Susan Severt, Sandra Ainsworth

Abstain: Margaret Reinhardt (absent from meeting)

Item#9. Discussion and possible motion to approve nominations for 2013 Community Service Awards.

Darrin Price gave a brief history on the District Community Service Awards. He stated the District received two nominations for the 2013 Community Service Award and they are; Mark Goble for volunteering at the Sun Valley Landowners Building and also around the community. The other nomination is Dave Shumway for his assistance with Washoe County Health Department with the removal of garbage, junk, and mobile homes. He stated the Board can choose from the nominations, accept both of them, or add to the list.

Garth Elliott inquired how long the nomination period is open for. He also inquired if staff felt that the two nominations were equal with their contributions.

Darrin Price responded and stated nominations can be submitted anytime during the year. Darrin gave his opinion on the two nominations. He stated he does not know Mark Goble, but he knows that the landowner members have done various work within the community which is to be commended. Mr. Shumway has done a great job as well, the only concern he had with the nomination for Mr. Shumway is that he is a contractor he gets paid for his services. However, he is working with the Washoe County Health Department and helping clean up the community and he is a long time resident of Sun Valley and cares a lot for the community.

Garth also inquired if it is practice to give an award to each nominee.

Darrin responded historically the Board has approved all of the nominations each year resulting in giving a lot of awards out each year. The Board does not have to do that if they don't want to. There are plenty of worthy candidates for the award including those who have already received an award for their continued efforts to better the community.

Susan Severt stated Mr. Goble personally painted the Sun Valley Landowners building and performs all of the maintenance and improvements to the building and has gone above and beyond for the Sun Valley Landowners Association. She also stated Mr. Shumway maybe a contractor and gets paid for his services, but there are many times Mr. Shumway has volunteered his services too. On his own time on the weekends that Waste Management is offering free dumping, he goes around the community and picks-up any kind of furniture and garbage and disposes of it.

Additional discussion ensued regarding the advertisement for nominations and qualifications for nominations.

There were no public comments.

After further discussion Garth Elliott made a motion to approve the nominations for Mark Goble and Dave Shumway for the 2013 Community Service Award. Margaret Reinhardt seconded the motion. The motion carried unanimously.

Item#10. Update on park/pool maintenance with possible direction to staff.

Mike Ariztia gave a brief report regarding the scheduled maintenance for the Sun Valley Parks and Pool. Currently All Seasons Landscape provides mowing and trash pick of all the garbage cans on Mondays. They offer an additional day to check the parks and remove any trash as needed. United Site Services provides portable restrooms; cleaning and stocking of restrooms is scheduled for Fridays. District field staff drive through the parks daily and remove any trash as needed, restock pet mitts at the various stations as needed, graffiti removal same day or next day (depending on the amount of graffiti), performs all repairs as needed (minor repairs done immediately, moderate to major repairs are reported to supervisor for scheduling), check pool pumps and chemicals twice a day, clean pool strainers once a week and backwash pool filters twice a week. District lifeguards clean pool strainers twice a week, clean baskets daily as well as clean locker rooms, lobby, lifeguard area, and pool deck daily. They also check chemicals on a continual basis. Sun Valley GID has two partnerships one with the Sun Valley Cal Ripken Baseball League. The league performs trash pick-up on the days they use the park as well as remove and/or paint over any graffiti as needed. The District supplies the league with the necessary materials for these duties. The District also has a partnership with the Highland Ranch Homeowners Association. The Association has adopted the Highland Ranch Park and assists with trash pick-up and graffiti removal.

Garth Elliott stated he tries to drive by the Highland Ranch Park on a daily basis since it is on his way to and from work. He inquired about the use of the parks for large groups with jump houses and was curious if those groups are permitted. He also inquired about the District's permit criteria.

Mike Ariztia responded all groups larger than 30 attendees are required to be permitted, anything less is on a first-come-first-serve basis. Mike stated a lot of times the District is not aware of large groups using a park facility until after the fact.

Jennifer Merritt also responded all jump house requests results in an automatic permitted reservation.

Garth commented he thinks the District should discuss the enforcement of permitting at a future meeting.

Susan Severt inquired if All Seasons is responsible for trash removal along the inside of the fence lines.

Mike responded the trash removal should include areas within the park, but not the detention basin area.

Susan stated she went to the Sun Valley Community Park on Sunday and actually picked-up trash. She did this to get a feel of what kind of trash is being left around the park. The two common items that she found is empty bottles and snack wrappers, which she believes is coming from the users of the park and not blown in from the neighbors. She also notice a lot of plant debris cumulating along the fence which catches and holds onto trash. She has another concern regarding the extreme amount of trash in and around the play area, now that the Head Start Program is not maintaining it.

Mike responded he will get with All Seasons and staff to rectify the situation.

There were no public comments.

Item#11. Discussion and possible direction regarding communication and disbursement of information between Sun Valley GID Board Members and staff.

Garth Elliott inquired if it is appropriate for a District employee to use District time and resources to dispense information to board members' homes, that is not District business, and if it is not appropriate then inquired if something should be added to the District Personnel Manual to make it inappropriate.

Darrin Price responded, historically the District Board has always wanted to make sure they had open communication with the District employees and that was made very clear to management. Some board members have even made suggestions that they don't want management to filter information from the employees. The District Personnel Manual does have a policy that does not allow board members' to contact employees' and directing them on tasks for jobs that will potentially circumvent their normal duties. If any board member has a preferred method of communication, that member should notify management and they will make sure that everyone is notified. He commented that he personally does not mind if an employee stops to speak with a board member while they are outperforming routine checks or running errands in a company vehicle as long as it did not become excessive. He personally does not believe it is considered abusive.

Garth stated he is all for communication, but his concern is regarding the unwanted material he received that was disbursed with a company vehicle and on company time.

Darrin commented he does not think it is abuse of time or resources if an on-call field employee was in a truck performing his routine duties and he makes a conscious choice to visit with a board member, to stop and say hi or offer their opinion on something. Darrin commented he would not discipline that employee for abuse of time or use of resources. If the employee stopped and

talked on a regular basis or stayed for long periods of time, then yes that would be considered abusive. The Board can direct staff to create a policy that would prohibit an employee from stopping by a board members house during company time.

Maddy Shipman stated she is hearing two different things, the question is if the communication is related to District business, or in this particular case the employees acting as constituent or public member is what she believes is the background to this particular situation. She agrees with Darrin's comments that if there is a preferred communication method of a board member, then they should notify management. And it should not be a problem for an on duty employee to have discussions with a board member as long as it is not excessive and take away from their duties. That has been the policy of the Board to promote that kind of interaction. If that is not what the Board wants to discuss, then a future agenda item should be requested.

Susan Severt commented there is a current precedent set that communication/materials are delivered to a board members house, that being the preferred method that that member has chosen. When she received the letter she thought it went along with everything else and possibly another packet of information could follow. She did not have a problem with employees delivering a letter, she would rather have it than not have it, and she felt it was delivered to her as professionally as her board packets.

Joseph Barstow commented he could understand if the letter was aimed at one board member, but the letter was addressed to all the board members. He thought the letter was information that he needed and information that he welcomes, because the issue was discussed in an open meeting.

Sandra Ainsworth commented she thinks the board members need to continue with the open communication, but she is open to suggestions.

Garth responded he thinks this situation is a huge difference. He makes a formal request to have his board packets delivered related to District business that he needs. The letter that was dropped off and was perceived by some board members as being very adversarial, caustic in nature, and threatening. He personally did not feel threatened, but that is the way it was perceived.

Darrin reported the item for discussion is off topic and requested Garth to advise staff how he would suggest information or communication to take place. He is open to drafting a policy, and he would be open to specific board member requests that are different than others such as an email or a phone call to hear the tone in the voice. He would make sure that any preferred method that is requested by a board member is followed.

Mike Ariztia reported he thinks it would be difficult to create a policy to segregate disbursement of material to each individual board member in a different manner. Open communication is open communication, positive or negative. If a board member wants to segregate what types a material gets delivered or not, then management would be put in the position of filtering the information and that was something the Board didn't want. He also commented people have different ways of conveying things. Some people like to convey in person and show emotions and express themselves, others may feel comfortable coming to a public meeting and speaking to the Board and others might feel comfortable expressing themselves through writing. He thinks by trying to filter the various information would hinder the open communication process.

Susan Severt commented she is open if Trustee Elliott wanted to bring something back for discussion. It is one of those things that is all or nothing, she would hate to censor information. She would hate not getting something because the employees were afraid of breaking a policy, she would rather not have anything delivered then.

Garth responded he is not talking about the content he is talking about the principle of how the letter was delivered. He did not feel that the letter was District material and it should have been mailed to him on the employees own time.

Maddy responded she thinks the letter was District related. What she thinks Trustee Elliott is trying to segregate out is not all communication, but communication by employees that is not a part of official business with the Trustees when it is outside of the official business contact.

Additional discussion took place regarding delivering of information/communications from employees. No action or direction took place.

There were no public comments.

Item#12. Discussion and possible motion per the District personnel policy 9.3, Board evaluation of the General Manager, to calculate and consider average evaluation score.

Sandra Ainsworth reported after adding up all of the evaluation scores Darrin Price average score is 3.83.

There were no public comments.

Item#13. Motion to convene to a closed personnel session (NRS241.030) to consider the character and competency of Carol Bratcher in her current position of Accounting Specialist/Network Administrator.

Carol Bratcher waived her right to a closed personnel session.

Darrin Price proposed a compensation increase for Carol Bratcher due to her accomplishments over the last year. Most notable accomplishment was the upgrade and change out of the District's computers and her improvement with her communication and team work. She will be very busy over the course of the next couple of years with additional projects including the upgrading of the billing systems and accounting systems. He requested to increase her compensation by \$1 dollar in addition to the 3% she received based on her annual evaluation. The proposed increase is within the current approved budget.

Carol Bratcher reported her attendance record for the past year has been exceptional. Prior to this year within the past four years she has only used 4.75 hours of sick time other than that she has been at work every day or on vacation. She stated she tries to save the District money where ever she possibly can. A few years ago she saved the District \$12k annually by proposing a different Workers Compensation company. She also was able to purchase the new computers and software under what was budgeted.

Garth Elliott commented if anyone deserved a \$1 dollar an hour raise at the District it would be Carol. He doesn't want his voting to reflect upon that fact.

There were no public comments.

Item#14. Reconvene to public meeting to consider possible change in compensation for the position of Accounting Specialist/Network Administrator.

Darrin Price stated he is requesting the Board to consider his compensation proposal for Carol Bratcher.

There were no public comments.

*Margaret Reinhardt made a motion to approve staff's recommendation for a \$1 dollar increase for Carol Bratcher. Sandra Ainsworth seconded the motion. The motion carried by the following;
Yea: Joseph Barstow, Margaret Reinhardt, Susan Severt, Sandra Ainsworth
Nay: Garth Elliott*

Carol Bratcher thanked the Board.

Item#15. Financial report by Bill Short.

None

Item#16. Legal report by Maddy Shipman.

Maddy Shipman reported she will not be at the next meeting.

Item#17. Field report by Mike Ariztia.

None

Item#18. Manager's report by Darrin Price.

Darrin Price reported on the following;

- The Community Development Block Grant was signed by the Governor. He will be meeting with Washoe County regarding the startup of the project.
- July 23, 2013 the District will be offering free CPR training to all the employees and any Trustee that would like to participate.

Item#19. Public comments.

Vicky Maltman commented she missed the last meeting because she had another function she had to attend that she felt took a little priority over the District meeting since it doesn't seem to matter whether someone is for something or against something. There is one appointed member and two elected members on the Board that don't seem to be affected by anything. When she sat down in the audience she found a flyer that looked like solicitation to her, which she objected to since no one else is allowed to bring in flyers. She also objected to the District's General Manager referring to Trustee Barstow as Pastor Joe since he is an elected official. Trustee Barstow is not at the board meetings as a church member, cleric, or anything else. She also thinks it is a little odd that when things aren't pointed at Trustee Severt, she seems to have a different opinion when it affects someone else and not her. Everything becomes all political; everything that Mrs. Maltman's says Trustee Severt seems to feel it is always political when it is not always political. She also commented there are three Trustees that seem to want to only do things for the staff and not consider the people that elected them. She also objects to Trustee Ainsworth's husband attending the meetings because she thinks it is a conflict of interest every time he stands up and rants about how the District has to take care of the employees.

Item#20. Board Comments.

None

Item#21. Future agenda items.

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

- Discussion regarding advertisement for Community Service Awards
- Presentation for Graffiti Removal Kit pilot program
- Presentation by Washoe County Sheriff's Department regarding Neighborhood Watch Program with potential partnership
- Presentation by Washoe County Sheriff's Department regarding possible partnership with graffiti removal program

Item#22. Adjournment.

Margaret Reinhardt made a motion to adjourn at 7:20 pm. Garth Elliott seconded the motion. The motion carried unanimously.