



Sun Valley G.I.D. Board Meeting Minutes of June 24, 2010

Board Members Present:

Patricia Lancaster	Chairperson
John Jackson, Sr.	Vice-Chair
Margaret Reinhardt	Secretary
Linda Woodland	Treasurer
Robert Fink	Trustee

Board Members Not Present:

Staff Present:

Darrin Price	SVGID, General Manager
Jon Combs	SVGID, Field Supervisor
Carol Bratcher	SVGID, Accountant
Jennifer Merritt	SVGID, Staff
Maddy Shipman	SVGID, Legal

Others Present:

Susan Severt	Audience
Sandy Ainsworth	Audience
Jim Ainsworth	Audience
Glenda Walls	Audience
Jerry Payne	Audience
Garth Elliott	Audience
Marge Cutler	Audience
Libby Clark	Audience
Grady Tarbutton	Washoe County Senior Services
Wayne Carlson	Pool/PACT
Marie Hixson	Alpine Insurance
Mike Wurm	Boys & Girls Club of Truckee Meadows
Barry Bouchard	Northvalleys.org

The meeting of the Sun Valley GID was called to order by Chairperson Patricia Lancaster at 6:00 p.m. in the Sun Valley District Administrative Building, 5000 Sun Valley Blvd, Sun Valley, NV.

Item#1. Approval of Agenda.

John Jackson, Sr. made a motion to approve the agenda. Linda Woodland seconded the motion. The motion carried unanimously.

Item#2. Certify posting of agenda.

Jennifer Merritt certified posting of agenda.

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

Garth Elliott commented on the primary elections.

Item#4. Discussion and motion of accounts payable for June 24, 2010.

Treasurer Linda Woodland gave a brief report of the accounts payable for June 24, 2010.

Linda Woodland made a motion to approve the accounts payable for June 24, 2010 in the total amount of \$1,088,110.52 dollars. Robert Fink seconded the motion. After some discussion the motion carried unanimously.

Linda Woodland made a motion to approve the customer refunds for June 24, 2010 in the total amount of \$1,108.12 dollars. John Jackson, Sr. seconded the motion. The motion carried unanimously.

Item#5. Discussion and motion to approve minutes from June 10, 2010 meeting.

Linda Woodland made a motion to approve the minutes from June 10, 2010 as submitted. Robert Fink seconded the motion. The motion carried unanimously.

Item#8. Discussion and motion to approve Lease Agreements/Interlocal Agreements for:

A. Washoe County Senior Services

Grady Tarbutton with Washoe County Senior Services reported Washoe County District Attorney reviewed the Interlocal Agreement and made two minimal changes. The changes were; "Washoe County Senior Services" to "Washoe County" since the agreement covers both Senior Services and the Sheriff's Department. The other change was under the termination of the agreement, allowing both parties to terminate the agreement with a thirty day written notice. The approval of the Interlocal Agreement will go on an upcoming agenda for the Washoe County Commissioners to approve.

Darrin Price commented he spoke with Washoe County District Attorney Wendy Pitts, and that Washoe County is requiring the District to approve a Resolution of Intent prior to approving the Interlocal Agreement per Nevada Revised Statute 277.050.

Maddy Shipman commented she reviewed the District's Interlocal Agreement prior to it being reviewed by Washoe County. She commented she didn't think NRS 277.050 applied since the agreement is an Interlocal Agreement and not a Lease Agreement.

After some discussion staff was directed to prepare a Resolution of Intent to Lease and bring back for approval at the next meeting.

B. Boys and Girls Club

Mike Wurm, Director of the Boys and Girls Club of Truckee Meadows commented he has met with Darrin Price and Jennifer Merritt on several occasions to discuss the proposed Lease Agreement. Mr. Wurm had no problems with the proposed agreement. After the review from the Boys and Girls Club attorney there were minor changes; Lessee shall be responsible for weekly janitorial services, correction to the age groups of the children and the hours of operation. Mr. Wurm commented he looks forward to the

partnership with the District and offered to assist with community projects if needed.

Darrin Price commented after meeting with the Boys and Girls Club and reviewing their recommended changes, he would request to approve the Lease Agreement as submitted with their corrections.

After some discussion Linda Woodland made a motion to approve the Lease Agreement for the Boys and Girls Club of Truckee Meadows as submitted with corrections. Robert Fink seconded the motion. The motion carried unanimously.

Item#6. Discussion and motion regarding renewal of Workers Compensation Insurance.

Carol Bratcher provided a history for the past ten years of the premiums paid by the District for Workers Compensation. Carol requested three proposals for Workers Compensation. From those three requests, two submitted proposals. For review and consideration purposes, Carol provided a comparison of the two proposals for Workers Compensation. Each proposal was quoted using payroll amounts for District Office, Field employees and Board of Trustees. The state of Nevada places a cap of \$36,000 on each employee's payroll figure and a cap of \$3,000 on each Board member. Carol reported the District currently receives Workers Compensation from the PACT, but is requesting to accept the proposal provided by Alpine Insurance based on its cost savings to the District.

A. PACT Proposal Presentation.

Wayne Carlson with Public Agency Compensation Trust ("PACT") gave a brief presentation of the services the PACT offers at no additional cost in addition to Workers Compensation. Some of the services include; Property Appraisals, Boiler Inspections, Swimming Pool Inspections, Respirator Fit Testing, ADA Compliance Surveys, and Premises Safety Surveys to name a few. The PACT also offers a \$10,000 grant each year through its Risk Management. The District was awarded this grant to assist with the purchase and installation of handicap assistant buttons for its doors used by the public. Wayne reported Workers Compensation provides pay to an employee if they are out of work due to an injury. Worker Compensation pays 2/3 of the employee's salary up to \$36,000. This amount is a cap that was passed by Nevada State Legislatures. Wayne also gave a brief presentation on the Nevada Public Agency Insurance Pool ("POOL"). The POOL is a liability program that offers liability insurance. The program offers various services at no cost in addition to liability insurance. Some of those services are; Human Resource consulting and training, OSHA and safety related training, Certified Swimming Pool Operator training, and online training.

Wayne recommended the District keeping its Workers Compensation and Liability Insurance with the same agent. If a Workers Compensation claim is not handled properly, it could affect Liability claims, making a small claim into a more complex claim.

Darrin Price inquired if the District would still receive services provided by the POOL if the District was to cancel its services with the PACT.

Wayne commented if the District approves to renew its Liability Insurance with the POOL, they will continue to receive the various services POOL provides at no additional cost.

B. Alpine Proposal Presentation.

Marie Hixson with Alpine Insurance, an agent for Employers Insurance, provided information regarding Workers Compensation and other services. Employers offers other services such as; Cost Containment, Claims Management, Managed Care Services, Loss Control Services, and Anti-Fraud Services. Marie commented Alpine Insurance can offer Workers Compensation at a lower rate because their proposal is for just the District's employees and Board members. Their rates are based on a pool of agencies that could possibly affect rates.

Several Board members would like to review additional information from Alpine Insurance and postponed approval until July 8th meeting.

Linda Woodland made a motion to table Item 6 until next meeting. John Jackson, Sr. seconded the motion. The motion carried unanimously.

Item#7. Discussion and motion to renew the District's Insurance.

Darrin Price reported the proposal provided by Wells Fargo Insurance covers the District's liability insurance for the District's facilities, assets, and etc. The liability insurance is offered by the Nevada Public Agency Insurance Pool, Wells Fargo Insurance is their acting agent. Darrin commented a presentation was just given regarding this service from Wayne Carlson and the District received a presentation at its last meeting from Stephen Romero.

Linda Woodland made a motion to approve the POOL portion renewal. John Jackson, Sr. seconded the motion. The motion carried unanimously.

Item#9. Update on Pool activities by Kirtus Manzini.

Kirtus Manzini gave a brief history of his lifeguard experience. Kirtus has worked at the Sun Valley Pool for the past several years. He has his lifeguard certification, CPR certification, and AED certification. All of the lifeguards have been CPR certified at one time, but Kirtus is arranging for them to be recertified this year before their certifications expire. The lifeguards were prior Sun Valley Pool lifeguards. They came back because they love the children and the community. Kirtus is researching into some new programs for consideration. He thanked Darrin and Jennifer for all their assistance with getting things ready to make the start up a success. He also thanked Jon and his staff with their assistance with the pool equipment.

Robert Fink requested an agenda item at the next meeting regarding the purchase of an AED machine.

Patricia Lancaster requested for staff to bring back for approval a Family Swim Pass.

Darrin and the board members thanked Kirtus for his time and are looking forward to additional updates through out the swim season.

Item#10. Discussion and motion to approve Sertoma Club “Caught Being Good” pilot program.

Susan Severt reported the Sun Valley Sertoma has put together a pilot program called “Caught Being Good”. The program will award children if they are caught being good. Sertoma will cover the cost associated with the pilot program. These costs include the purchase of Caught Being Good Coins and twenty pool admissions. The coins will be distributed to responsible adults who have daily contact with Sun Valley kids. The adult coin holders will use their discretion in distributing their coins with a focus on kids showing positive leadership skills, doing the right thing, or consistently “Caught Being Good”. Coins could be redeemed at the Sun Valley Pool only. Sertoma will evaluate the success of the program and make a decision whether to continue coin distribution. Sun Valley Pool staff task will be to collect the coins and notate on a provided Sertoma collection sheet date of the collection. The program timeline of thirty days has been determined for evaluation purposes.

Robert Fink made a motion to accept Sertoma’s presentation and program. Linda Woodland seconded the motion. The motion carried unanimously.

Item#11. Discussion and motion to approve fee schedule for recreation activities.

Darrin Price provided a fee schedule for various recreation activities. The recreation activity fees are for Picnic/Party Pavilions Facility Use Fee, Building Use Fees, Athletic Field User Fee, and all ready approved Swimming Pool Fees. Darrin commented most all cleaning and security deposits are refundable except for the Field Facility Use Fee for Special Events that are Non Athletic. The Security, Damage, and Cleaning deposit is \$500.00.

Linda Woodland recommends individuals to provide insurance for private pool parties.

Patricia Lancaster requested all reservations for park use from schools or any other non-profit organization should be approved by the board. She would like to get more use of the park from these organizations and would like to see if the District could assist them with the User Fees.

Robert Fink requested staff to investigate renting advertising space at the Sun Valley Babe Ruth Baseball Field. Robert also would like to see brought back to the next meeting consideration of staffing at Sun Valley Community Park to handle reservations.

After some discussion the Board members would like to see the security, cleaning, and damage deposit for Special Events be refundable after District staffs evaluation of the premises after each event. They also directed staff to investigate family swim passes for the Sun Valley Pool and bring back for approval.

Robert Fink made a motion to accept the rates as submitted with the amendments as discussed. Margaret Reinhardt seconded the motion. The motion carried unanimously.

Item#12. Discussion and motion to approve use of the Sun Valley Community Park for the Sun Valley Fun Sunday.

Darrin Price commented he met with Steve with High Mountain Production regarding the upcoming Sun Valley Fun Sunday. He has agreed to the User Fee but has

requested some kind of assistance. In past events the \$500.00 Security, Cleaning, Damage deposit has never been refundable and he holds similar events in Reno and Sparks and only pays \$150 to \$300 for the use of their parks.

Patricia Lancaster recommended the District offering a deposit refund based on an inspection of the field after it has been cleaned up.

After some discussion Margaret Reinhardt made a motion to approve High Mountain Productions use of the Sun Valley Community Park for the upcoming Sun Valley Fun Sunday. John Jackson, Sr. seconded the motion. The motion carried unanimously.

Item#13. Discussion and motion to approve a resolution of support to place an advisory question on the 2010 ballot regarding the State taking money from local governments.

Darrin Price reported Washoe County Manager, Katy Simon is requesting the District's support on an advisory ballot question. The Nevada Association of Counties (NACO) has proposed the following advisory ballot question for the 2010 General Election; "Shall the consent of governing body of the local government be required before the State Legislature can act to decrease revenues or reserves collected by, distributed to, or held by the local government, or impose fees on or mandate new or different services be performed by the local government?"

Commissioner Bonnie Weber commented the Washoe County Commissioners voted unanimously in favor of the advisory ballot question. The ballot question will serve to advise the Nevada Legislature of whether the majority of the voting public believes that the consent of the affected local government should be required before the Legislature can use revenues or reserves of local government, or impose fees or new service mandates on the local government in order to balance the State's budget.

Darrin commented staff did not have time to prepare a Resolution for approval, but would bring a Resolution of Support to the next meeting if approved.

After some discussion Robert Fink made a motion to approve a Resolution of Support. John Jackson, Sr. seconded the motion. The motion carried unanimously.

Item#14. Update and discussion regarding activity of on-going commissions and committees.

Darrin Price reported the next Western Regional Water Commission meeting is scheduled for July 15, 2010. At that meeting the Commission will be given an update on the consolidation efforts between Truckee Meadows Water Authority and Washoe County Department of Water Resources. Darrin commented he will not be able to attend the Western Regional Water Commission meeting.

Item#15. Financial report by Bill Short.

None

Item#16. Legal report by Maddy Shipman.

None

Item#17. Field report by Jon Combs.

Jon Combs gave brief update on the repairs at the Sun Valley Pool. District staff has been working very hard to meet all the required deadlines for the pool repairs. The deadlines are not being met by the contractors at this time. Two of the major repairs that are not finished are the boiler repairs and chlorinator for the baby pool. The lifeguards have done a great job cleaning and getting the pool and building ready for the health inspection that is scheduled for June 25, 2010.

Item#18.Managers report by Darrin Price.

Darrin Price reported on the following:

- He has been working with Jon Combs trying to get the contractors to finish the repairs. He commented he would like to assess late fees upon the contractors since they have gone past the end date of the contract. The late fees will help cover lost revenue, and other minor expenses the District has had to pay for since there is no more grant money for the repairs.
- In anticipation of the pool opening the District has received donations for free swim days from Fink Reality, Hobey's Casino, Debbie Smith, Lifestyle Homes, Sheriff Haley, and Western Nevada Supply.
- June 25, 2010 at 1:30 the District will have its VIP event at the Sun Valley Pool. State dignitaries' and other organizations have been invited to the event to help celebrate.
- Darrin congratulated both Patricia Lancaster for being reappointed and John Jackson, Sr. appointed to the Sun Valley Citizen's Advisory Board (CAB).

Item#19.Public Comments.

Commissioner Weber commented on the following:

- Upcoming NACO Conference schedule for July 16th through July 20th.
- A recent article regarding approved sidewalk project for Sun Valley.
- She is working with Waste Management on a potential pilot program using a product called the Bagster. The Bagster is a dumpster in a bag that will hold washer, dryers, and other items normally put in a dumpster. The bag can be set outside and requested to be picked up by Waste Management. Waste Management will pick up the Bagster for \$99.00 dollars. Commissioner Weber is trying to get the pick up fee waived for the pilot program. She will update more at a future meeting.
- Commissioner Weber thanked the District for taking over the Sun Valley Pool and the Community Park.

Bonnie Weber reported she is a candidate for Washoe County Commission District 5 and she supports the Sun Valley community. She requested support in the upcoming elections would like to be re-elected as the District 5 Commissioner.

Item#20.Motion to convene to a closed personnel session to discuss the character and professional competency of Jennifer Merritt for possible salary increase.

Jennifer Merritt waived her right for a closed personnel session.

Chairperson Lancaster requested a 5 minute break at 9:00 p.m.

Darrin Price provided information for consideration purposes regarding Jennifer Merritt's salary history. Darrin commented on the District's current budget item for office salaries and wages and reminded the board when they approved the 2010/2011

budget they did not increase the budget for annual raises. He reported District management and staff were directed to work with its existing budget for salary and wages if needed. The District is currently under budget for office salary and wages in both the water and sewer fund.

Darrin reminded the board field staff has the opportunity to advance into different operating levels. Several board members wanted to see a similar concept for office staff members to be able to advance into higher levels too, to make it fair. Staff is currently researching for such programs and staff is open to suggestions.

Darrin reported he finished all of the office staff reviews and they all have been working extremely hard over the last year. When Darrin looked into each position and reviewed where the employee is within their salary range, Jennifer Merritt the District's Administrative Assistance stood out. Jennifer has been with the company for 5 years and she is toward the bottom of her salary range when the rest of the office staff is near the middle or just above the middle of their salary range. He would like to increase her salary based on her performance over the past year. The quantity and quality of her work is outstanding. She has taken it upon herself to learn how to help cover the front counter when needed and assist in other areas as needed.

Jennifer Merritt commented she will be celebrating her 5th year with the District this July. She commented she enjoys her job and the people she works with. She loves working with the board members and is very thankful for all the opportunities they have given to her. Jennifer gave a brief history of her annual reviews, she has received At Target or Slightly Above Target on the past 4 annual reviews. She has received a Just Below Target during her first year and that was because she was still in a learning curve. She thanked the board members and management for giving her the tools and education that is needed to learn about the water and sewer business and for helping her get to the level that she is today. Jennifer commented she was surprised to find out that she was at the bottom of her salary range and was concerned about the consideration of an increase because she feels that everyone has done an outstanding job and they should all be recognized, it is a team effort. Jennifer thanked the board members considering Darrin's recommendation.

*Robert Fink made motion to accept Darrin's recommendation of a \$2.00 increase.
Linda Woodland seconded the motion.*

Discussion; Margaret Reinhardt commented she would love to give Jennifer a raise but she thinks there are others who deserve a raise to for their added responsibilities too. Margaret commented she thought the District was under a wage freeze and requested clarification for what no annual raises means.

Darrin reported the District Board never voted on a wage freeze, the Board voted not to increase the budget pertaining to the salary and wages which in return meant no annual raises for to the employees. He commented by approving the recommended raise, the District will use existing monies that is in the budget.

John Jackson, Sr. commented he feels the same way as Margaret. John inquired if the board members will get the opportunity to set the annual percentage for annual raises this year per the District's Personnel Manual. John would like to see a program put in place for the office staff to advance to different levels before approving anymore salary increases.

After some discussion the motion carried by the following:

Yeas: Robert Fink, Linda Woodland, Margaret Reinhardt

Nays: John Jackson, Sr. and Patricia Lancaster

Item#21. Reconvene to a regular meeting.

Item#22. Discussion and motion regarding closed personnel session regarding Jennifer Merritt for a possible salary increase.

See Item 20

Item#23. Board Comments.

None

Item#24. Future agenda items.

- Discussion regarding evaluation forms
- Wage Freeze

Item#25. Adjournment.

Robert Fink made a motion to adjourn at 9:40 pm. Margaret Reinhardt seconded the motion. The motion carried unanimously.