



## Sun Valley G.I.D. Board Meeting Minutes of March 14, 2013

### **Board Members Present:**

Sandra Ainsworth	Chair
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:**

Lori Cusick	Audience
Linda Elliott	Audience
Robert Fink	Audience
Glenda Walls	Audience
Fred Schmidt	Holland and Hart
Wayne Carlson	Nevada Pool / Pact
Bonnie Weber	Washoe County Commissioner

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

#### **Item#1. Roll call and determination of a quorum.**

Board members present; Joseph Barstow, Garth Elliott, Sandra Ainsworth, Margaret Reinhardt, Susan Severt. 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. 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.**

None

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

Margaret Reinhardt inquired with Management if he has started collecting health insurance quotes. She recalls the Board having the opportunity to review the health insurance renewal options prior to Management renewing. Last year this process was circumvented.

Maddy Shipman recommended discussion regarding health insurance be added as a future agenda item.

Garth Elliott commented on the new Dollar General building that is being constructed. He also commented that municipalities and pools are a failing proposition and would like to see the District's pool a success. He would like to see promotional items sold at the Sun Valley Pool and on the District's website to help generate revenue for the Recreation Fund.

**Item#7. Discussion and motion as to payables and customer refunds for March 14, 2013.**

Treasurer Joseph Barstow gave a brief report of the accounts payable and customer refunds for March 14, 2013.

*Joseph Bartow made a motion to approve the accounts payable for March 14, 2013 in the total amount of \$80,311.62 with discussion. Garth Elliott seconded the motion. The motion carried unanimously.*

*Susan Severt made a motion to approve the customer refunds for March 14, 2013 in the amount of \$3,024.36 with discussion. Margaret Reinhardt seconded the motion. The motion carried unanimously.*

**Item#8. Discussion and motion to approve minutes of February 28, 2013.**

*Susan Severt made a motion to approve the minutes of February 28, 2013. Joseph Barstow seconded the motion.*

*During discussion Margaret Reinhardt commented for clarification on item 12 she was referring to the "cost to the customers". The motion carried by the following;*

*Aye: Joseph Barstow, Sandra Ainsworth, Margaret Reinhardt, Susan Severt*

*Abstain: Garth Elliott (absent from meeting)*

**Item#9. Update by Fred Schmidt regarding the Truckee Meadows Water Authority Standing Advisory Committee and 2013 Legislative Session.**

Fred Schmidt with Holland and Hart gave a brief report how he became a representative for the District. He assisted the District during the negotiations between Sierra Pacific Power and Truckee Meadows Water Authority. He continued representing the District as a wholesale representative for the Truckee Meadows Water Authority Standing Advisory Committee. The TMWA Standing Advisory Committee reviews TMWA's rate each year and makes recommendations to the TMWA Board regarding their water rates. Most recently TMWA approved a three year rate increase starting with a 4% last year, a 3.5% earlier this year, and a 2% this fall. The TMWA Board approved not to implement the 3.5% rate increase due to increased revenue last year because of the dry summer. The 3.5% could still be considered this fall when the TMWA Board reviews their rates again.

Fred gave a brief update on the merger between Truckee Meadows Water Authority and Washoe County Department of Water Resources. It is projected that the merger will take place the summer of 2014. The holdup of the merger is for several reasons the main one being South Truckee Meadows General Improvement District. STMGID didn't want to be a part of the merger and investigated on becoming its own entity separate from Washoe County. Even though STMGID has a lot of money saved up, it is still not enough to sustain them on their own. As part of the negotiations, STMGID wants to keep their current rates for their customers for as long as possible. The other part that needs to be implemented is bringing Washoe County Department of

Water Resources water rates more consistent with TMWA's water rates. During the merger process, Fred will continue to work on preserving the District's water rates and making sure it is not fiscally impacted by the merger.

Fred gave a brief 2013 Legislative update. The Interim Oversight Committee that oversees the Western Regional Water Commission Board is set to sunset, and there is a recommendation to continue the interim study. He believes the recommendation will pass to continue. The Interim Committee would also like to consider expanding the study of all water systems and not just the Truckee Meadows and Washoe County areas.

Margaret Reinhardt inquired if there were a request to consolidate the District, wouldn't the District's customers have to vote on the consolidation per statute, since the District has three (3) powers.

Fred commented in order for the District to be consolidated it would require a legislative change to the statute or by a vote of the District's customers to dissolve the Sun Valley GID.

Garth Elliott commented several years ago he spoke with a prior District General Manager regarding TMWA employee wages and people leaving their jobs to work for TMWA. He inquired if the recent TWMA audit was a reflection of employee wages.

Fred commented the last TMWA audit was done in 2006 and it was mainly for the purpose of managing funds. TMWA has taken measures regarding their employee wages including position and wage freezes in efforts to keep operation costs down in the past years.

**Item#10. Workshop by Wayne Carlson with the Pool / Pact regarding Ethics.**

Pool Pact Executive Director Wayne Carlson gave a brief workshop on Ethics. (presentation attached)

Joseph Barstow commented he works for a local food pantry and sometimes the District partners with the food pantry on special events. He inquired now that he is a Trustee for the District, how should he vote on agenda items pertaining to the food pantry.

Wayne encouraged Joseph to disclose that he has a self interest in the food pantry and to consider two things when voting. If the agenda item has anything to do financially, then he should abstain from voting; if there is no financial involvement and just participation then it is ok to vote.

**7:55 pm 10 minute break called by Chairperson**

**Item#11. Review of District's PERS contract and possible direction to amend District Personnel Manual section Benefits; to include new hires responsible for portion of PERS retirement.**

Darrin Price reported the Board requested staff to investigate potentially requiring new employees to pay a portion of their Public Employees Retirement System (PERS) contribution; currently the District pays 100% of the employees PERS. During the investigation staff found out the District cannot offer the Employee/Employer contribution plan for new hires or existing members per the District's existing 1981 PERS agreement. The only way a public employer (the District) can withdraw from PERS participation is to lose their status as a public employer or the employer is dissolved. It was additionally explained that there is a Nevada law (NRS 286.421) that allows employers to essentially have employees pay a portion of their PERS contribution. The law requires that any changes to the portion of the PERS contribution would have to be equally applied to all employees and not just new hires.

Maddy Shipman commented she would like time to review the entire statute NRS 286.421 so that she can give a formal legal opinion regarding PERS contributions.

*After some discussion Margaret Reinhardt made a motion to bring back agenda item 11 at the April 11, 2013 District board meeting. Garth Elliott seconded the motion. The motion carried unanimously.*

**Item#12. Discussion and consideration to replace the District's board room recording equipment, direction to staff to request for informal bids for new audio recordings or new audio and video recordings.**

Darrin Price reported the District's board room recording equipment is outdated and is in need to be updated. Staff has been investigating new audio recording equipment with potential software that could assist the Administrative Assistant with the minutes. At the last meeting Margaret Reinhardt had suggested video recording. Staff is requesting direction from the Board what kind of recording system they would like, so staff can properly request for informal quotes.

Margaret Reinhardt likes the idea of having video, because the sound quality is good and being able to watch the meeting also helps when listening to the recording.

Garth Elliott commented he doesn't think the District needs to have video recordings. He is in favor of audio recordings and making it user friendly for the Administrative Assistant. He thinks videos take up too much memory space.

*After further discussion Garth Elliott made a motion for staff to continue investigating audio recording equipment for the District's board room. Margaret Reinhardt seconded the motion. The motion carried unanimously.*

**Item#13. Discussion and motion to consider billing and late notice equipment options;**

Erin Dowling reported the District purchased a Neopost mailing machine in 2005 that is used to assemble all of the District's monthly bills and late notices. This machine has outlived its normal shelf life and is now in need of replacement. The manufacturer is no longer offering support for this machine and parts are no longer available. Over the last several months the machine has had continuous problems jamming, not picking up inserts and has slowed down considerably. This has resulted in the mailing process taking much longer than it should. She has done some preliminary investigation regarding the District's options. The District could purchase a new mailing machine, lease a new machine, or outsource the printing and mailing of District monthly bills and late notices.

**A. Consideration to purchase new equipment from MMS Solutions.**

The cost to purchase new equipment from our current vendor MMS Solutions would be the initial purchase of \$13,910.00 with free support for one year. Annual support thereafter would be \$2,454.00 plus parts.

**B. Consideration to lease new equipment from MMS Solutions.**

The lease options for new equipment from MMS Solutions are offered from 36 months to 60 months with non-cancellation terms. The equipment is owned at the end of the lease and lease price includes annual support. For 36 months the lease cost would be \$5,374.80 for the first year, \$7,828.80 for the second and third year, making it a total of \$21,032.40 for the total of 36 months. For 60 months the lease cost would be \$3,538.68

for the first year, \$5,992.68 for the second and third year, making it a total of \$27,509.40 for the total of 60 months.

**C. Consideration to outsource printing and mailing of District bills and late notices.**

Outsourcing the printing and mailing of the District bills and late notices offers several benefits. It offers a cost savings to the District in billing/ mailing supplies of approximately \$7,500.00 annually, the cost of toner for printers, and a savings of approximately 4 hours per week in staff time to work on other duties and/or projects. It would be more efficient sense the outsourcing facility would have numerous backup machines, if necessary. Additional pros to outsource is that the District would decrease its liability since employees would no longer need to make trips twice weekly to the post office, a reduction in gas expenses as well as wear and tear on company vehicles and equipment. Erin provided three quotes for informational purposes only.

Erin reported that staff's recommendation is to proceed with outsourcing the monthly mailing of the bills and late notices, which would include all inserts and quarterly newsletters.

Garth Elliott has concerns about the expense of purchasing because it is not in the District's budget. He also inquired how would the additional hours of savings be utilized in the future?

Both Erin and Darrin reported that staff would be able to focus on other duties and projects and that it could potentially reduce some hours of the part-time office employee.

*After further discussion Garth Elliott made a motion to accept staff's recommendation to pursue outsourcing the District's monthly mailing of bills and late notices and request formal bids for consideration. Margaret Reinhardt seconded the motion. The motion carried by the following; Aye: Garth Elliott, Margaret Reinhardt, Susan Severt, Sandra Ainsworth  
Nay: Joseph Barstow*

**Item#14. Discussion and motion on potential fees for recycling of televisions and computer monitors at the upcoming Green Sweep recycling day and appliances and electronics.**

Mike Ariztia reported the District is hosting a Green Sweep appliance and electronic recycling day April 13, 2013 from 9 am until 1 pm. This event is to assist the community and efforts to help reduce the amount of illegal dumping in the surrounding open spaces. The District will be partnering with SIMS Metal Management and SIMS Recycling Solutions to provide a service with minimal and/or no cost to Sun Valley residents only. SIMS will provide the dumpsters and E-Waste receptacles for the event along with hauling on and off at no cost. The only associated cost with the program, besides staff time, is for the disposal of televisions and computer monitors. The cost to dispose of a television is \$10.00 and the cost to dispose of a computer monitor is \$6.00. Last time the District held Green Sweep recycling event the District did not charge for the disposal of televisions and computer monitors. The District used money received from SIMS for recycled appliances to offset the cost of the televisions and computer monitors. The breakdown cost of the last recycling event was, the District received \$1,492.00 for recycled appliances, \$191.15 in donations, and had to pay \$2,655.00 for the disposal of televisions, and pay \$400.00 for the disposal for computer monitors. After offsetting money received and disposal costs, the District paid a total of \$1,371.85 for the Green Sweep recycling event. Mike suggested for consideration, collecting half of the disposal fees for televisions (\$5.00) and computer monitors (\$3.00) to help pay for this year's event. He also inquired if the Board wants to allow for donations again.

Margaret Reinhardt commented she likes staff's recommendation. She also commented last year there was a donation sign, but not real visible. She suggested that this year staff makes a bigger and colorful sign for donations.

Susan Severt suggested allowing each resident the opportunity to dispose of one (1) television and one (1) computer monitor at no charge since the funds being used are from the District's Garbage Franchise Fund that the District gets from residents that pay their garbage bills. If someone wants to recycle additional televisions and computer monitors, they should have to pay full disposal price for each one.

*After some discussion Susan Severt made a motion to allow residents to dispose of one (1) television and one (1) computer monitor at no charge and to charge \$10.00 for each additional television and \$6.00 for each additional computer monitor. Margaret Reinhardt seconded the motion.*

*During discussion Garth Elliott likes the idea of allowing customers the opportunity to donate if they want to.*

*Susan Severt amended her motion to include the District accepting donations. Margaret Reinhardt amended her second. The motion carried unanimously.*

**Item#15. Financial report by Bill Short.**

None

**Item#16. Legal report by Maddy Shipman.**

None

**Item#17. Field report by Mike Ariztia.**

None

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

Darrin Price reported on the following;

- Provided a legislative update from District's lobbyist firm Kaempfer Crowell.
- AB 231 is an amendment to how local government bodies fill vacancies. The proposed amendment will no longer allow for General Improvement District's to appoint a qualified person to fill a vacant seat, any vacant seat would be appointed by the County Commissioners.
- AB 201 is an amendment that changes the formula regarding the certain provisions governing the taxation of property.

Maddy Shipman suggested the District add a standing agenda item regarding legislative updates. This will allow for staff to report on any updates that pertain to the District and allow for the Board to give staff direction regarding any proposed bills.

- Darrin, Sandra Ainsworth, Fred Hillerby, and Fred Schmidt gave a presentation on the history of the District to the Joint meeting of the Assembly Committee on Natural Resources, Agriculture, and mining and the Senate Committee on Natural Resources.
- March 16, 2013 is the Conversation with the Commissioners Kitty Jung and Bonnie Weber at Rancho San Rafael from 10 am until noon.
- RTC held an Open House on March 14, 2013 regarding their 2035 Transportation Plan. On March 19, 2013 from 4 pm until 7 pm RTC is holding a Public Meeting regarding the Pyramid Hwy and McCarran Blvd. intersection project.
- He is continuing to work with Doug Maloy with RTC regarding the scheduling of the remaining tours for the proposed Pyramid Hwy and US 395 connector project.

- Bowers Mansion Pool is able to open this year from a donation that was received from the public.

**Item#19. Public Comments.**

None

**Item#20. Board Comments**

Garth Elliott commented Commissioner Berkbigler is working on getting the additional minute back during public comments at the Board of County Commission meetings. He encourages everyone to support this item. Garth also commented he would like to start receiving a monthly Public Relations report again, so he can see what Nancy is working on for the District.

Susan Severt commented the RTC 2035 Plan is available on the RTC website and encourages everyone to review it.

**Item#21. Future agenda items.**

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

- Western Regional Water Commission Appointment
- Governance Presentation by Wayne Carlson
- Approval of Spring newsletter
- Legislative update and possible direction regarding AB 231
- Update from Erin Dowling regarding Farmers Market

Margaret Reinhardt requested Darrin to bring back health insurance quotes from various agencies, along with a comparison with other entities (co-pays / deductibles).

Susan Severt requested to bring back the District's No-Solicitation Policy for review.

Garth Elliott requested an update on the District's Volunteer Program and Pool Season. Garth also requested a presentation from Heather Sam with the Boys and Girls Club regarding the community garden.

**Item#22. Adjournment.**

*Margaret Reinhardt made a motion to adjourn at 9:40 pm. Joseph Barstow seconded the motion. The motion carried unanimously.*