



**Sun Valley General Improvement District
Board Meeting Minutes of
May 12, 2016**

Board Members Present:

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

Board Members Not Present:

Staff Present:

Darrin Price	SVGID, General Manager
Jon Combs	SVGID, Public Works Director
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Carol Burns	Audience
Kenneth Czech	Audience
Trevor Johnson	Audience
Carmen Ortiz	Audience
Jackie Rider	Audience
Glenda Walls	Audience

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 Vice Chair Severt

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

Audience member Ms. Burns stated she has been trying to get the AT&T property located on the corner of Gepford Parkway and Sun Valley Boulevard cleaned up to make the Valley more presentable for baseball tournament participants. Ms. Burns also has been working with an individual in Louisiana trying to get the Sun Valley Post Office cleaned up as well.

Item# 4. Motion to approve the agenda.

Vice Chair Severt made a motion to approve the agenda. Secretary Reinhardt 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 Pool opens Thursday, June 9, 2016 at noon and Friday, June 10, 2016 is the District's 4th Annual Dive Into Summer. Event flyers are available on the District's website and in the District's front lobby.

Item# 7. Discussion and motion to approve accounts payable and customer refunds for May 12, 2016.

Treasurer Elliott gave a brief report of the accounts payable for May 12, 2016.

Treasurer Elliott made a motion to approve the accounts payable for May 12, 2016 in the total amount of \$129,530.00. Secretary Reinhardt seconded the motion. After discussion the motion carried unanimously.

Treasurer Elliott reported there were no customer refunds for May 12, 2016.

There were no public comments.

Item# 8. Discussion and motion to approve Board minutes of April 14, 2016.

Secretary Reinhardt made a motion to approve the Board minutes of April 14, 2016 as submitted. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Discussion and motion to approve Board minutes of April 28, 2016.

*Vice Chair Severt made a motion to approve the Board minutes of April 28, 2016 with the following correction, agenda item 12, page 8 replace the word "should" with "shouldn't". Treasurer Elliott seconded the motion. The motion carried by the following;
Ayes – Treasurer Elliott, Secretary Reinhardt, Vice Chair Severt, Chairperson Ainsworth.
Abstain – Trustee Barstow (absent from meeting).*

There were no public comments.

Item# 10. Marketing update by Nancy Eklof Public Relations, Etc.

Mr. Price provided a copy of Nancy Eklof's marketing update report. Mr. Price reported Ms. Eklof continues to work on the upcoming summer newsletter, ongoing work with video/photography company (Digiman) regarding production of a small Public Service

Announcement for the District's events. In addition to the Public Service Announcement, Ms. Eklof is working on a 2 minute drone video to highlight the Sun Valley Parks. Ms. Eklof is also preparing press releases for print, radio and TV for the upcoming Dive Into Summer event.

Mr. Price reported Ms. Eklof was requested at last minute to perform a Media Advisory for the Washoe County Sun Valley Community Forum held on April 21, 2016. She was unable to provide any media at the forum because she was not given enough notice. Ms. Eklof is working on trying to get Media available for the opening of the pool.

Vice Chair Severt appreciated the event flyer and the District's recreation schedule being prepared in advance and being distributed among the various media outlets. She would like to see more press releases regarding District activities.

There were no public comments.

Item# 11. Presentation by Kenneth Czech and Trevor Johnson regarding request to operate the Community Garden; with possible direction to staff to initiate a Lease Agreement for the use of 5097 Prosser Way as a Community Garden.

Kenneth Czech and Trevor Johnson gave a brief presentation regarding the startup of a Community Garden. Mr. Johnson stated the goal for the Community Garden is to make it a foundation of the community. Both Mr. Czech and Mr. Johnson want to do something for the community that gives back to the community. The Community Garden is a great opportunity to teach youth the important skills how to grow plants and vegetables and hopefully those skills will help the youth in their journey through life. Another goal is to help make Sun Valley green and inspire surrounding residents and communities to do the same.

Mr. Johnson reported on some of the benefits the Community Garden could offer to the community. The produce would be donated to various programs such as church food pantries and the senior center. The Community Garden also offers the opportunity for individuals to perform community service work, the Boys and Girls Club a place to educate the youth the fundamentals of gardening, and the opportunity for anyone who would like to volunteer at the Community Garden.

Mr. Johnson reported both he and Mr. Czech surveyed the Community Garden site and took inventory of existing fixtures to see how they can improve the site. They would like to move some of the existing garden boxes and add additional garden boxes and trellises to cultivate and utilize the planting space. There is a need to build a storage shed to store gardening tools and other garden materials. They would like to enhance pathways throughout the Community Garden using donated gravel, dissolved granite, or pavers. They would like use a water irrigation system to water the garden boxes and feel that the existing water source is sufficient to accommodate watering needs. They would also like to incorporate composting bins because it helps eliminate a lot of unwanted waste and provide good source nutrients for the garden boxes. They briefly went over a list of produce they hope to plant at the Community Garden. He reported his employer has already agreed to donate some compost in efforts to get the garden boxes started. He stated if approved they would be seeking donations for gardening tools, materials, storage shed, trellises and potentially a green house. Both Mr. Czech and Mr. Johnson had several inquiries, who would be responsible for water and if there was a water limit. Would there be an opportunity to have power at the property for the use of hand tools and electricity for the shed.

Secretary Reinhardt responded there is no limit on water use; the property has a water meter. She also responded that the organization, Mr. Czech and Mr. Johnson, would be responsible for payment for the use of water.

Mr. Price responded the District has been responsible for the water in the past with the agreement that any product generated from the Community Garden be used within the Sun Valley community for various groups that are in need.

Mr. Johnson stated he anticipates that the Community Garden would be a non-profit and all produce would be donated to the community and various food pantries in Sun Valley.

Treasurer Elliott would like to implement some form of water conservation criteria for the Community Garden to avoid any overwatering and flooding.

Secretary Reinhardt inquired if Mr. Johnson and/or Mr. Czech are registered non-profit with the State of Nevada. She also inquired if they are going to be self-funded.

Mr. Johnson responded he currently does not have a formal non-profit organization, he was hoping both he and Mr. Czech could operate the Community Garden as a non-profit by donating everything back to the community. He would obtain an official non-profit status if needed. Mr. Johnson also reported they would like to operate the Community Garden based on donations from the District and/or any other sponsorships and grants.

Mr. Price thanked Mr. Johnson and Mr. Czech for their presentation and their request to operate and maintain the Community Garden. The District has received several requests over the years to operate and maintain the Community Garden. The last organization was the Boys and Girls Club, they wanted to operate the Community Garden to teach the youth all about gardening, but the operation and maintenance did not happen as anticipated, due to the lack of transportation and volunteers. Prior organizations operated and maintained the Community Garden for a year or two, but it stopped due to the lack of volunteers. Mr. Price stated the District owns the property that is being requested to be used as a Community Garden. The Community Garden is not a District program; therefore the District would initiate a Lease Agreement to an organization and/or individual for the use of the property and potentially donate the water. The District would require insurance listing the District as an additional insurer. The District would also require that all products produced from the Community Garden would be distributed among the various organizations in Sun Valley. Mr. Price inquired how the product would be divided among the various organizations.

Mr. Johnson responded he would inquire with the various organizations what their demand is, and divide up what can be harvested in equal parts to distribute to be fair. He stated he would work closely with those various organizations regarding the needs of the community.

Additional discussion ensued regarding how the Community Garden would be operated and who would be responsible if there is a lack in volunteers.

Treasurer Elliott stated hopefully the various organizations that would benefit from the Community Garden could provide volunteers to help with the maintenance of the garden. He stated he is a supporter of the Community Garden and agreed the biggest problem is the lack of volunteers. He stated he would be able to assist with providing networking opportunities and resources.

Vice Chair Severt inquired if Mr. Johnson and Mr. Czech thought if they could produce a product this year.

Mr. Johnson responded he does not think they would be able to produce and harvest this year because the growing season has already begun. They would take this year to prepare the property as presented in efforts to start growing next year.

Trustee Barstow stated he runs a food pantry and distributes every other week. He stated to give an idea how much food is distributed, he on average provides 150 families per week on a monthly basis. He stated most of the individuals that go to his food pantry also goes to other food pantries to maximize as much as possible.

Mr. Czech inquired if there would be a problem with opening their own food pantry for distribution of products harvested from the Community Garden.

Chairperson Ainsworth suggested picking one food pantry to donate the entire product to since most individuals receive distributions from all the food pantries; this would also eliminate having to divide the product.

Mr. Price responded he would have concerns of any kind of food pantry distribution at the Community Garden property because of the heavy traffic, a separate location would need to be acquired.

Trustee Barstow invited both Mr. Johnson and Mr. Czech to attend one of his distribution days so they have an idea how items are distributed and how it is distributed.

After additional discussion Mr. Price reported if the Board would like to approve the request, the District would initiate a Lease Agreement for the use of the property to be used as a Community Garden and the District would be responsible for the water. The Lessees would be responsible for all operations and maintenance of the Community Garden including providing security measures for the Community Garden.

Ms. Shipman stated she has some liability concerns. If the volunteers who want to work in the garden are not identified as Sun Valley General Improvement District volunteers, there has to be insurance provided by the Lessee. If the Lessee works under the umbrella of an existing organization, that particular organization already has insurance and could add the District as an additional insurer.

Mr. Price also suggested that volunteers could sign up as a District volunteer so that the volunteer is covered by the District and the Lessee would only be responsible for insurance for the property itself.

Trustee Barstow inquired if the Sun Valley Food Pantry could be the Lease Holder for the property and provide the insurance and volunteers.

Chairperson Ainsworth responded if both Mr. Johnson and Mr. Czech wanted to consider that offer and the Board approved it, Trustee Barstow would have to abstain from the vote since it is his organization.

Vice Chair Severt agreed with Chairperson Ainsworth and Trustee Barstow, both Mr. Johnson and Mr. Czech should consider partnering with one non-profit organization that

would be able to assist them with insurance and the non-profit status that they are looking for. Having a non-profit status will assist with donations for materials for the garden. She is excited for the Community Garden because she would like to feed the people in Sun Valley.

Both Mr. Johnson and Mr. Czech would consider the suggestion to partner with an existing non-profit organization and meet with Trustee Barstow to see how the Sun Valley Food Pantry is operated.

Trustee Barstow inquired if water would be included in the Lease.

Mr. Price responded he would make sure the request for water is included in the Lease, but it would be up to the Board to approve the Lease with the water request.

Chairperson Ainsworth stated she would like to table this agenda item until the next meeting.

There were no public comments.

Item# 12. Review and discussion regarding cost for video software and equipment for Board Room with possible direction to initiate a survey with FlashVote.

Ms. Merritt reported both she and Mr. Price have been researching different organizations that provide some kind of livestreaming of video for the District's board meetings. She provided several proposals for review and consideration. Ms. Merritt reported LiveStream offers a program that will allow for livestreaming of video, it is more of a basic package compared to the other proposal. She stated LiveStream did not offer great customer service when inquiring about their service, she is afraid that maybe they didn't want the District's service by not providing a formal quote and only providing a verbal quote. LiveStream proposal includes an annual license for \$2,388.00 for the encoder and account management support for \$1,500.00 per year. Their proposal does not include recording equipment. She stated LiveStream does not offer audio player feature/software. The District would continue using its existing audio recording software; because of software restrictions an additional computer would be needed. The second proposal came from Granicus; Granicus is a specialized program that encompasses both video and audio. The proposal includes a one-time purchase of \$7,000.00 for the encoder and file storage and government transparency software that allows for both livestreaming and on-demand video and audio player for \$1,000.00 per month. Granicus would replace the District current audio recording software. The proposal does not include recording equipment. Both proposals from LiveStream and Granicus, all video storage would be stored on the respective company's iCloud. Ms. Merritt is suggesting using a consultant to assist with installing of the recording equipment to insure that the initial installation is done properly. She met with a potential consultant, SoSu TV, who came out and did a site inspection of the District board room. She stated she has not received a proposal as of yet from them, but would update the Board when it was available. Ms. Merritt offered another option for consideration and that would be for an agency to broadcast the meetings on behalf of the District. The broadcaster would be available to attend every meeting, provide setup and teardown of equipment and assist with posting video files to LiveStream or Granicus. This option would eliminate additional duties on District staff and provide instantaneous troubleshooting, if needed, during the meetings. EnVision TV provides broadcasting for the City of Sparks Council Meetings and their proposal is \$400.00 per meeting, approximately \$14,000.00 per year. SoSu TV also provides broadcasting services and they provide consulting services for Washoe County. Their proposal is still pending. Ms. Merritt also requested that all work to the District's

website be performed by D4 Advance Media. D4 Advanced Media provided a proposal to embed the encoded and reformat the District's meeting webpage at \$150.00 per hour with an estimated time frame of 2 to 4 hours, not to exceed \$600.00.

Ms. Merritt requested direction from the Board if they want to proceed with livestreaming, video archive and/or both. She also inquired if the Board would like to proceed with purchasing the software and equipment or contract with a local broadcaster. Ms. Merritt also reported at a prior meeting the video topic was suggested to be used as a FlashVote survey to see if the customers would be interested in this added service.

Secretary Reinhardt inquired if LiveStream had the capability to offer video archive.

Ms. Merritt responded that she would follow up with LiveStream regarding video archiving; it was not mentioned in her conversation with LiveStream who only quoted a basic package.

Treasurer Elliott appreciated the research that has been performed, based on the expense he would like to get the feedback from District customers regarding the proposed service prior to making a decision.

Vice Chair Severt stated she likes the idea of videoing the meetings, but she would like to see the proposal for equipment, consulting and SoSu TV proposal for broadcasting. She agrees with Treasurer Elliott, she would like to know what the total cost versus the total users will be to see if there will be some kind of return on the District's investment.

Ms. Merritt responded to Vice Chair Severt, SoSu TV would be happy to come out and give a presentation to the Board regarding their broadcasting services. She stated the District has on average 3 to 4 audience members during its board meetings. Staff promotes its board meetings in various locations in hopes to gain additional audience members. She reported after reviewing the analytics for the District's meeting website page, the meeting page receives an average of 77 views per month. She stated her agenda distribution list contains 35 individuals and she sends out the agenda twice a month. She also reported every time she makes an edit to the meeting page or views the page for content that is considered a view; she views the District's meeting page an average of 10 times a month.

Vice Chair Severt stated by providing video on the District's website it will give the community another venue to watch the board meetings. The District would have to provide strong advertisement to the community that video would be available if implemented.

Ms. Merritt stated if the desire is to survey the District's customers the survey would begin mid to late June. The District is currently inserting a FlashVote flyer in all of the May bills notifying customers how to register. She reported she and Mr. Price have a meeting next week with FlashVote to go over the registration progress and the next step to proceed with conducting surveys.

Trustee Barstow inquired if staff has considered using YouTube as a platform to post District meetings.

Mr. Price stated staff has looked into YouTube as a possible platform for storage; the District would be required to register for its own YouTube channel. He stated after researching videoing further, staff realized there would be the need to hire a consultant. He also stated in the past, Secretary Reinhardt has always wanted customer feedback prior to proceeding with implementation of new features. He thinks by using FlashVote it will be a great

opportunity to get customer feedback if they would to watch the board meetings from their computers.

Secretary Reinhardt commented she thinks customers will be more likely to watch board meetings if the video was archived. The customers can watch the meetings at their own convenience.

Treasurer Elliott stated he would like to receive customer feedback prior to implementing videoing of the District board meetings. He also stated it is very time consuming to upload video to any platform.

Mr. Price requested staff direction to proceed with performing a survey with FlashVote to obtain customer feedback regarding videoing of the District board meetings. Staff is also requesting approval to hire SoSu TV as a consultant to assist the District how to proceed with implementation of video equipment and software.

Secretary Reinhardt responded she does not think the District needs to hire a consultant at this time. She would like to review the survey results first to see if there is need to hire a consultant.

Trustee Barstow made a motion to proceed with FlashVote to conduct a survey to obtain customer feedback from District customers if they are in favor of videoing District board meetings. Treasurer Elliott seconded the motion. The motion carried unanimously.

Treasurer Elliott made a motion to postpone hiring a consultant until after the survey results. Trustee Barstow seconded the motion. After further discussion the motion carried unanimously.

There were no public comments.

Item# 13. Discussion and action to schedule a Tariff Hearing.

Mr. Price reported there is a need to have a Tariff Hearing to formally adopt the recommendations made by the Tariff Rule 20 Review Committee. He stated prior to formally adopting Tariff Rule 20 changes; staff will implement those changes internally. He stated staff would like to include additional changes to other District Rules and respectfully requested scheduling a Tariff Hearing late August or early September. This would allow time to review and edit Rules that need revisions and formally advertise the Tariff Hearing for 30 days.

Ms. Shipman stated she has indicated to staff that they can proceed forward with adopting the changes to Tariff Rule 20 as an internal procedure policy until it is formally adopted because the revisions don't have anything to do with rates.

Secretary Reinhardt requested to see the other proposed Rules that staff is recommending revising prior to advertising the Tariff Hearing.

Vice Chair Severt made a motion to adopt revisions to District's Tariff Rule 20 as an internal procedure policy and schedule a District Tariff Hearing for September 8, 2016 at 6pm. Secretary Reinhardt seconded the meeting.

During discussion Treasurer Elliott inquired what additional revisions staff is proposing.

Mr. Price responded staff still needs to review all of the District's Rules for any potential revisions. Currently staff is looking at possible revisions to the District's Recreation Rule, Water Right Dedication Rule, and After Hour Fees.

After additional discussion the motion carried unanimously.

There were no public comments.

Item# 14. Discussion and possible direction to staff to provide additional information, modify, or edit the District's FY 2016-2017 tentative budget.

Ms. Dowling reported on minor changes to the District's budget. Staff is recommending changes to the credit card fees based on actual expenses with the new credit card transaction fee. The first change is to the District's Water Fund, staff is increasing the credit card revenue from \$30,000 to \$40,000. Staff is dividing the revenue received and adjusting the various credit transaction fee expenses; Water Fund Credit Card Fee expense from \$15,000 to \$10,000, Water Fund On-Line Payment Fees/Accela expense from \$11,000 to \$10,000, Sewer Fund Credit Card Fees expense from \$15,000 to \$10,000, Sewer Fund On-Line Payment Fees/Accela expense from \$11,000 to \$10,000. Ms. Dowling also reported on a correction for the Recreation Fund Credit Card Transaction Fee revenue, it should be \$200 not \$1,200.

Treasure Elliott thanked staff for monitoring the credit card fees to make sure the District remains in a break-even status and not profiting off the credit card transaction fee.

There were no public comments.

Item# 15. Legal report by Maddy Shipman.

None

Item# 16. Field report by Jon Combs.

Mr. Combs reported on the following;

- Field staff painted the lower half of the Mary Hansen Center; they did a great job.
- The scoreboard has been installed at the Sun Valley Community Park.
- Last year's part time park employee, Royce, was hired back for this year.
- The pool is ready for inspection next week. The Aquatic Supervisor will be back next week and will begin the hiring process for lifeguards.

Item# 17. Office report by Erin Dowling.

Ms. Dowling reported on the following;

- There are currently 1,331 on-line users, users either view their account on-line and/or pay their bill on-line.
- The District's Summer Fun flyer advertising the District's recreation schedule is being distributed with all the May billings. The Summer Fun advertisement is also on the back-side of the Dive Into Summer event flyer that will be distributed to the north valley elementary schools next week.
- The District has started taking swim lesson registration; it is off to a strong start.

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

Mr. Price reported on the following;

- He continues to work on the electronic sign project. He was just made aware of a Washoe County deadline, Washoe County's deadline to spend the funds to purchase the sign must be spent before July 1st, 2016.
- The Sun Valley Community Forum was held April 21st, there were approximately 30 attendees. The primary focus of the forum was to education the community on code enforcement, roads, and ditches.
- The Sun Valley Citizen Advisory Board meeting was held May 2nd. The Sun Valley Citizen Advisory Board has been restricted to discussion on new development.
- The Keep Truckee Meadows Beautiful Great Community Cleanup was success. There were 80 – 100 volunteers, Hills Angels 4x4 Club played a big part in the success. Sheriff Chuck Allen announced the new Washoe County Illegal Dumping App and thanked Chairperson Ainsworth for giving a brief media interview.
- Both he and Vice Chair Severt attended the Pool Pact board meeting and Pool Pact remains financially stable.
- Staff continues to work very hard in preparation of the upcoming recreation season.

Item# 19. Public Comments.

Audience member Ms. Walls inquired if the District was going to include the cost associated with videoing of the District board meetings in the survey; and inquired who is responsible for paying for such service.

Audience member Ms. Ortiz reported the next Sun Valley Citizen Advisory Board meeting is June 6th at the Sun Valley Neighborhood Center.

Pastor Barstow reported a young child has started saving her allowance to help replace food that was stolen from the Sun Valley Food Pantry.

Item# 20. Board Comments.

Secretary Reinhardt responded to Ms. Wall's inquiry, the District customers pay for every service that the District offers; whether it is paid in the rates and/or as a separate fee.

Treasure Elliott stated Commissioner Jung recently reported she believes there were serious mistakes made in the current Washoe County Nuisance Code regarding the timing of enforcement. Commissioner Jung would like to see the Code Enforcement proactive and not complaint driven; this would require Washoe County to hire more enforcement employees. He encouraged everyone to express their concerns/input to Sun Valley Commissioners, Jung and Herman, regarding the Nuisance Code.

Vice Chair Severt reported that the Pool Pact is considering adding Drone Insurance into their policy now that a lot of governmental agencies are starting to use drones. Pool Pact also revitalized their cyber insurance policy. She also suggested providing a small card or poster to advertise the District's website, Facebook, and FlashVote at the Dive Into Summer event.

Item# 21. Future Agenda Items.

Mr. Price reported the following items will be on the next agenda;

- District's Budget Hearing
- Discussion of the Washoe County Health Department Dumpster Program
- Update regarding Sun Mesa Homeowners Association and Sun Mesa Park
- Continuation of the Community Garden

Item# 22. Adjournment.

Secretary Reinhardt made a motion to adjourn at 8:01 pm. Vice Chair Severt seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on May 26, 2016.

Minutes Prepared by:
Jennifer Merritt, Administrative Assistant