



**Sun Valley General Improvement District
Board Meeting Minutes of
May 14, 2015**

Board Members Present:

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

Board Members Not Present:

Margaret Reinhardt	Secretary
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Staff Present:

Darrin Price	SVGID, General Manager
Mike Ariztia	SVGID, Public Works Director
Erin Dowling	SVGID, Customer Service Supervisor
Carol Bratcher	SVGID, Accountant
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Audience Members Present:

Jim Ainsworth	Audience
Ramona Bouchard	Audience
Tom Noblett	Audience
Karen Pickens	Audience
Glenda Walls	Audience
Kitty Jung	Washoe County Commissioner
Bert Bracy	Washoe County Code Enforcement
James English	Washoe County Health Department
Brook Howard	Washoe County Sheriff Department
Mike Sherak	Washoe County Sheriff Department
Jake Skiver	Washoe County Sheriff Department

The meeting of the Sun Valley General Improvement District was called to order by Chairperson Ainsworth at 6:03 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, Treasurer Barstow, and Trustee Elliott. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Mike Ariztia.

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

Tom Noblett commented he attended the Washoe County Commission meeting and he brought to their attention his concerns regarding the abundance of trees that are a potential fire hazard and the need of a Citizen Advisory Board. He stated he thinks Washoe County is not considering the request for a Citizen Advisory Board for Sun Valley very seriously. He offered suggestions how to bring back a Citizen Advisory Board that could be cost effective; by not having Washoe County representatives at every meeting. He also stated the property on 1st. Avenue and Carol Drive is a major fire hazard to the community with all of the trees and limbs piled up. He is concerned if a fire was to start it could be a disaster for the community. He suggested the District discuss possible ways to remove dead trees and provide solutions to the County for consideration.

Commissioner Jung commented she is the Commissioner for the majority of Sun Valley, Ward 3, and her territory is from 7th Avenue south. She has solicited citizens in her territory to participate with a Citizen Advisory Board; unfortunately she has not received any applications. Additionally she created a Neighborhood Watch Program and those who wanted to participate were from Ward 5, north part of Sun Valley. She stated she received approval from the Washoe County Commission to hold lunch and/or dinner meetings 8 times a year to discuss Washoe County business and hear citizens' concerns for all of her areas. Commissioner Jung also stated she has requested the Fire Marshal to investigate the fire hazard for Sun Valley and identify trees that need to be removed. Commissioner Jung also commented Washoe County and the Sun Valley General Improvement District have been partners for years with a dumpster assistance program. This program has been very successful and encourages continuing the program to help beautify Sun Valley.

Item# 4. Motion to approve the agenda.

Vice Chair Severt made a motion to approve the agenda. Trustee Elliott 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 provided 2 handouts for informational purposes. The handouts were regarding Public Employee Retirement System updates and an extensive report on the current and future drought situation. He stated staff is promoting water conservation and is providing conservation information in the District's office, website, and in the upcoming newsletter.

Trustee Elliott commented there are a lot of new businesses in Sun Valley; there are approximately 100 businesses, including home based businesses. He strongly encourages everyone to support local businesses. He also commented on the recent decision by Washoe County Commission not to approve a Citizen Advisory Board for Sun Valley. He stated the community needs to increase the awareness of the importance of a Citizen Advisory Board and how it can benefit Sun Valley. He stated the Commission claims each Citizen Advisory Board cost \$3,400.00 for each meeting and he would like to do Public Records request to confirm the actual cost of a Citizen Advisory Board; he does not think it should cost that much. He believes Sun Valley desperately needs a Citizen Advisory Board.

Item# 7. Discussion and action to approve accounts payable and customer refunds for May 14, 2015.

Treasurer Barstow gave a brief report of the accounts payable for May 14, 2015.

Treasurer Barstow made a motion to approve the accounts payable for May 14, 2015 in the total amount of \$285,350.18. Vice Chair Severt seconded the motion. The motion carried unanimously.

Treasurer Barstow gave a brief report of the customer refunds for May 14, 2015.

Treasurer Barstow made a motion to approve the customer refunds for May 14, 2015 in the total amount of \$2,311.29. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve minutes of April 21, 2015.

Trustee Elliott made a motion to approve the board minutes of April 21, 2015 as submitted. Treasurer Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Discussion and action to approve minutes of April 23, 2015.

Trustee Elliott made a motion to approve the board minutes of April 23, 2015 as submitted. Treasurer Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Presentation by Washoe County Environmental Health Department regarding dumpster program assistance.

Mr. Price stated this agenda item is a follow up from a prior meeting regarding the District's Dumpster Program. The Board requested a presentation from Washoe County to hear how the program is working and how the program works on their side.

James English, Environmental Health Specialist with Washoe County and Bert Bracy, Code Enforcer with Washoe County both gave a brief presentation on how they utilize the District's Dumpster Program. Mr. English stated the Dumpster Program is a great assistance program that is available through a partnership between Washoe County and the District. Currently the program consists of the District paying for approximately 3 dumpsters a month that are used at the desecration of Washoe County Health District or by the Washoe County Code Enforcement. He stated his department is complaint driven; once they receive a citizen complaint regarding solid waste, garbage, trash, and any other nuisance complaint his staff will evaluate the current situation. Once staff has evaluated the situation they will determine what the need is to best solve the current situation at any given property they received a complaint on. His department is mainly education driven even though there are a lot of criminal enforcement activities. It is more cost effective to educate offenders and solve the problem than it is to actually criminally charge an individual. Mr. English stated most of the time Washoe County Health District can resolve a problem with providing a dumpster and/or other assistance. In the event an individual does not own a truck or trailer or have any other means to haul garbage off their property and/or experiencing some form of hardship, Washoe County District will request a dumpster from the District. He stated his

staff uses a matrix to determine if there is truly a need, determine if individuals are capable of filling the dumpster, and assure that the delivery schedule meets the individuals needs to make sure the dumpster is used efficiently considering the dumpster is only on property for 7 days before it is picked up. The program is labor intensive both on Washoe County Health District staff and District staff; District staff is in charge of issuance of a purchase order and all the billing while Washoe County Health District staff is in charge of ordering the dumpster and following up on it (in some cases the District has ordered the dumpsters for Washoe County). He also reported in some cases Washoe County Health District has matched the District's dumpster by paying for an additional dumpster for a property. He stated the Dumpster Program is very well received by the Sun Valley community; on several occasions an individual has contacted the Washoe County Health District for a dumpster. His staff will evaluate the situation(s) and makes sure all dumpsters are used appropriately. If upon inspection of a complaint it is determined a property has a code and/or health issue his staff will consult with either the District or Washoe County Code Enforcement.

Mr. Bracy thanked the District for allowing Washoe County Code Enforcement the opportunity to request dumpsters for various properties. The dumpsters have been very beneficial with Washoe County Code Enforcements efforts.

Trustee Elliott stated the only criticism he has heard is that the dumpsters are handouts from the District to deal with a situation and/or a problem. He inquired what other mitigations are put in place to address the various situations. He inquired if a majority of the properties they receive complaints on are vacant properties and/or absent landowners. He also inquired if the existing program is sufficient and helping those who are truly in need.

Mr. Bracy briefly reported on his process how he handles a complaint. As an example he provided sample pictures that he recently took of a property that he is currently working on. This particular property has done nothing to date to cleanup the property and their deadline is tomorrow and that is when he would normally visit the individual and issue a fine/penalty. He stated in this case, he visited the individual to follow up with them to see if they received his violation letter, aware of the deadline they were given to take action, and if they were aware of the various assistance programs to help them cleanup their property. He stated it is an educational process for him to let the people know of the Washoe County Code, the individual(s) responsibilities, and when needed what assistance programs are available. He also stated in cases that are truly in need it is very beneficial to have additional tools available to offer to help mitigate problems.

Mr. English stated the Sun Valley area is sometimes challenging when it comes to enforcement because there is a potential of working with 3 groups of people for one parcel; property owner, mobile home owner, and a tenant. Washoe County Health District requirement and enforcement only is tied to the property owner. Another challenge is that Washoe County Health District can only go after the individual criminally. In all the years that he has been with the Washoe County Health District he has only lost one case in court. He stated even though when a case goes to court the judge will issue a fine but the property still never gets cleaned up. All fines that are issued and collected go to the Washoe County School District. He stated sometimes it is easier and more beneficial to pay for a dumpster for a property. He stated his staff makes all measures that any individuals that receive assistance from Washoe County Health District don't become repeat offenders and if they do they are no longer eligible for assistance.

Chairperson Ainsworth inquired if there ever have been repeat offenders.

Mr. English responded yes there have been repeat offenders.

Vice Chair Severt stated the goal is to get properties within the community cleaned up. And hopefully with the efforts of one property being cleaned up, others will follow.

Treasure Barstow inquired with Mr. Bracy if he was able to offer an extension of time with the example case he reported on since they were willing to comply after hearing about the various assistance programs available.

Mr. Bracy responded he was able to offer an extension on his case. As the Code Enforcer he has the authority to offer extensions to anyone that shows they are making progress and/or if they agree upon a cleanup plan.

Additional discussion ensued regarding the Dumpster Program, processes, funding, the need of additional Code Enforcement Officers and additional tools to assist with property cleanups.

Audience member Mr. Noblett commented he believes there is a need for more Code Enforcement Officers; his neighbors are a good example. He also stated he doesn't understand why a dumpster would sit on a lot for more than 6 weeks like one recently did.

Audience member Jim Ainsworth inquired if 3 dumpsters a month are enough for the program. He also inquired if there are individuals who receive a dumpster need assistance cleaning up their yards because they are not capable to do so because of age, disability, etc.

Mr. Bracy responded there are some cases that individuals are not able to physically cleanup their yards. He makes sure that they can arrange for someone to help them before he provides a dumpster.

Ms. Brook Howard with Washoe County Sheriff Department stated inmates can only assist individuals if they sign a property waiver. The existing Washoe County policy does not allow for County staff to perform duties on property for liability purposes.

Treasure Barstow stated various organizations and some churches can offer assistance for individuals who are not able to assist themselves and encouraged Mr. English and Mr. Bracy to look into those for the future.

After additional discussion the Board thanked Mr. English and Mr. Bracy for their presentation.

Mr. Price requested consideration to move agenda item 12 before agenda item 11.

Item# 12. Discussion and possible action regarding Washoe County Sheriff's Department request for donation to assist with graffiti abatement in Sun Valley.

Brook Howard Washoe County Sheriff Department Detention Program Coordinator along with Mike Sherak and Jake Skiver with Washoe County Sheriff's Department gave a brief presentation regarding graffiti abatement. (Presentation attached)

Ms. Howard stated Washoe County Sheriff Department is requesting a contribution from Sun Valley General Improvement District to assist with graffiti abatement. She stated items for consideration are "door hangers" which advises the property owner of Washoe County

Code regarding graffiti and advising them they have 15 days to remove graffiti and/or authorize the Graffiti Abatement Team to remove the graffiti. In efforts to reduce and/or minimize future graffiti Washoe County Sheriff's Department is requesting for consideration signage and security cameras in "hot spots". Hopefully by getting an individual on camera defacing any property will assist with prosecution. She stated most graffiti is removed by using paint, arousal graffiti remover, an/d or pressure washer. Therefore, Washoe County Sheriff's Department is requesting for consideration purchase of graffiti removal kits, professional strength graffiti remover "Goof Off", and a high pressure abrasive blasting kit to help remove graffiti off masonry structures. She reported majority of the sites that the Graffiti Abatement Team has removed graffiti from is located off road. Currently crews are transported in a passenger van with a trailer equipped with tools and supplies. Due to the size and the van only being 2-wheel drive, the van is limited to access in various locations. A solution for consideration is the purchase of a job site off road utility vehicle that would allow the Graffiti Abatement Crew to access more areas and abate graffiti at a rapid pace. She suggested 2 options for a job site off road utility vehicle. The first one is a 5 passenger all-wheel drive equipped with a cargo bed and has towing capacity. The second one is a 3 passenger all-wheel drive equipped with a cargo bed and also has towing capacity. Ms. Howard stated at this time Washoe County Sheriff Department is requesting for consideration from the Sun Valley General Improvement District the purchase of Citizen Graffiti Removal Kits, graffiti removal supplies, high-pressure abrasive blasting kit, printed door hangers, security surveillance camera, graffiti signs, and an off road utility vehicle with a utility trailer for the total amount of \$25,611.00 (includes 5 passenger job site utility vehicle) or \$23,670.00 (includes 3 passenger job site utility vehicle). She stated Washoe County Sheriff Office will provide an in-kind match of \$20,400.00 for an Inmate Work Crew.

Additional discussion ensued regarding the Washoe County Inmate Work Crew Program and who is eligible.

Mr. Price commented on the security cameras. He stated the District has several security cameras with a DVR recording system. The District has caught on video individuals graffiti District facilities and they were never convicted. He stated his concern with security cameras is making sure they were mounted securely so they do not get stolen or vandalized. He inquired on the installation of the graffiti signs if Washoe County Sheriff Department would cover the cost for permits for places in easements.

Ms. Howard responded having photos of the actual tag and or graffiti helps builds a case when it is time for prosecution. She also stated the Washoe County Sheriff Department would be responsible for all permits to install a sign(s).

Mr. Ariztia inquired if an inmate has the option to opt out of participating in the Inmate Work Crew. He also inquired if it would be more beneficial to have a 4 wheel drive van vs. an off road utility vehicle.

Ms. Howard responded inmates are not paid to participate with the Inmate Work Crew. Each inmate is required to perform some kind of work unless they have a medical restriction.

Mr. Skiver reported having a full size 4 wheel drive van will still limit access to some areas because of the size, but an off road utility vehicle is capable of accessing all areas without hurting the vehicle and reducing any parking issues.

Trustee Elliott stated cameras used in the past in the BLM area were very effective. He suggested for Ms. Howard to look into state auctions for off road utility vehicles to help reduce expenses. He also stated there is a flaw in the graffiti app, he is not able to submit previously stored photos, and the app only works while reporting graffiti, you have to take a photo at that moment so it can track the location.

Audience member Glenda Walls inquired how she could help volunteer to solicit donations and/or products to help go towards some of the items being requested by Washoe County Sheriff Department.

Mr. Price made a recommendation for the Board to consider; approval of the Graffiti Removal Kits, Goof Off, High Pressure Blasting Kit, Printed Materials (door hangers), and 16 Signs. The total amount for consideration is \$8,507.11 that could potentially be used from the District Garbage Franchise Fees. He stated the Board could consider adjusting the tentative budget for FY 2015/2016 prior to approving the budget to add funds to cover a utility vehicle during the next fiscal budget.

Trustee Elliott stated by assisting the Graffiti Abatement Team is a step in the right direction. He believes there are other options that could be considered to help reduce crime in the community. He likes staff's recommendation and would also like to consider 1 security camera.

After further discussion Vice Chair Severt made a motion to approve staff's recommendation and a 1 security camera with a new total of \$8,639.15. Trustee Elliott seconded the motion. The motion carried unanimously.

Item# 11. Discussion and direction to staff regarding redefining the purpose and budget prioritization for the Garbage Franchise Fees.

Mr. Price stated the District's Tariff Rule 26 allows the Board of Trustees to use Garbage Franchise Fees for other purposes related to District operations which benefit all customers of the District such as storm culverts, area beautification and etc. He reported on some of the beautification projects that include cleanups, tree planting, culverts, and graffiti removal. He also reported on how much the District has received in Garbage Franchise Fees for the past 5 years as well as how much the District has expended on beautification programs/projects for the past 5 years.

Chairperson Ainsworth stated she would prioritize the District programs as; 1. Garbage Subsidies 2. Dumpster Program 3. Graffiti Abatement 4. Electronic Recycling 5. Possible Junk Car Removal Program 6. Open Space Cleanups.

Trustee Elliott stated he never said that there wasn't a need to cleanup open space, but graffiti is visible within the community and it is demoralizing the community. He stated there are solutions for disposing of tires and arranging cleanups.

Additional discussion ensued regarding the recycling of electronics, scrap metal, and removal of junk cars.

Treasure Barstow agreed with Chairperson Ainsworth prioritization list.

Vice Chair Severt stated she would prioritize the District programs as; 1. Garbage Subsidies 2. Dumpster Program 3. Graffiti Abatement 4. Open Space Cleanups 5. Possible Junk Car Removal Program 6. Scrap Metal/Electronic Recycling.

Mr. Price stated his prioritization list is public education, graffiti, incentive program, junk cars and/or tire removal, recycling program, dump days, and a potential voucher program.

There were no public comments.

Chairperson called a 10 minute break at 7:52 pm

Item# 13. Discussion and possible action to consider sending out Sun Valley General Improvement District's payable reports on Monday's prior to the scheduled board meetings.

Mr. Price stated staff is requesting consideration to deliver the District's payable reports on Monday prior to the scheduled board meeting; this would be a second delivery. He stated Ms. Bratcher's memo states all of the various reasons why she feels it would be beneficial to the District. The additional couple of days would allow the mail over the weekend that usually contains some of the invoices from various accounts to be processed and included in the first accounts payable of the month. The objective is to reduce the majority of checks having to be processed separately from the ones that are signed at the normal board meetings.

Some discussion ensued regarding the delivery of board packets.

After some discussion Trustee Elliott made a motion to approve staffs request to deliver the District's payable reports on Monday prior to the scheduled board meeting. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Review of summer pipeline newsletter draft outline with possible direction to staff.

Ms. Dowling stated the summer pipeline is scheduled to be distributed with July's billing. She stated the articles provided are lengthy and may need to be reduced. She had suggested removing the graffiti article and combining it with the requested code enforcement article for the fall newsletter.

After discussion Vice Chair Severt made a motion to reduce the Graffiti article, Pool Parties and Swim Lessons, Senior Services, Sun Valley Teen Center, and update on Recreation Fee Increase as needed. Trustee Elliott seconded the meeting. The motion carried unanimously.

There were no public comments.

Item# 15. Discussion and possible motion to approve purchase of a street cut saw.

Mr. Ariztia requested approval to purchase an asphalt saw. The District's current saw is 20+ years old and has extended its life expectancy. The current saw is becoming more difficult to use especially when cutting the full width of a road that has many overlays. He reported the new saw has a 24 Hp motor, a hydraulic raise and lower function, and it can cut 13" deep. The saw sells for \$13,262.20 after some negotiations the dealer is offering a 20% discount;

with the discount the total cost would be \$9,946.65. He stated the Board approved \$10,000.00 in the District's current budget for the purchase of a new asphalt saw.

After some discussion Trustee Elliott made a motion to approve staffs request to purchase a new asphalt saw as presented. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 16. Discussion and possible action to consider Request for Qualifications for an auditor.

Mr. Price provided a proposed Request for Qualifications for an auditor. The Request for Qualifications proposal allows the District the opportunity to evaluate qualified individuals and firms. It spells out the needs of the District, the scope of work and proposal requirements. He stated he would like to hire another auditor that is familiar with government agencies. He has several names that he would like to send the Request for Qualifications proposal to. He stated both he and the District's Accountant will screen the applicants and make a recommendation to the Board. He opened the screening process to have a Board Member to be a part of the process if they wanted to.

Ms. Shipman stated the Request for Qualifications is for professional services and the Board should not hire an individual based on their fees but rather on their qualifications.

Trustee Elliott reviewed the proposal and he had some concerns of the extensiveness of the Request for Qualifications and the auto renewal for a 5 year period. He also wanted to make sure that the District's Accountant was ok with being a part of the screening process and working with the new auditor as spelled out in the proposal.

Ms. Shipman responded it allows for an automatic renewal if the Board chose to do so. The Board has the option to approve a 2 year renewal or an annual renewal as well. By approving a 5 year agreement it gives the District the option to stay with the same auditor.

Mr. Price also responded and stated it also allows the District to establish a relationship and continue the relationship overtime. He stated the duties of the District's Accountant are the same duties that were performed when Bill Short was the auditor, nothing has changed.

Ms. Bratcher stated she briefly reviewed the proposal and she didn't see anything extraordinarily different than what Mr. Short and she worked on together on past audits.

After further discussion Vice Chair Severt made a motion to approve the Request for Qualification Proposal to seek auditing services for the District. Treasurer Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 17. Discussion and possible direction to staff to modify or edit 2015/2016 tentative budget.

Mr. Price stated based on the presentation given by Washoe County Sheriff Department the Board should consider budgeting more for Beautification Projects. This gives the Board the flexibility to consider future requests and have funds available in the budget to approve such requests.

Additional discussion ensued are changes already made to the tentative budget and use of the Properties and Garbage Fund to help support various cleanup programs.

Vice Chair Severt made a motion to add an additional \$15,000 to the Properties and Garbage Fund for Beautification Projects for potential future beautification project requests. Trustee Elliott seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 18. Presentation of status report on legislation of interest to Sun Valley General Improvement District and possible direction regarding the District's position on legislation.

Mr. Price gave a brief legislative update. He provided a list of bills the District is currently tracking and their status within the legislature. He reported on Assembly Bill 201 regarding revisions provisions governing eminent domain. Assembly 312 regarding revisions provisions governing the Public Employees' Retirement System (consideration of using the employee's top 5 years of compensation instead top 3 years). He stated majority of the revisions to the Public Employees' Retirement System are for new hires. Assembly Bill 5 regarding revisions and provisions regarding elections for nonpartisan (if one candidate receives the majority of the votes in a primary election for that office, the candidate must be declared elected to the office and his/her name must not be placed on the ballot for the general election). Senate Bill 70 regarding revises provisions governing meeting of public bodies. (A public body may not designate a person and/or another board member to attend a meeting in place of the member of the public body; a person who is designated to attend a meeting in place of the member public body, shall be deemed a member of the public body). Senate Bill 293 regarding revisions relating to the disposition of unspent campaign contributions (after a period of time (4 years) unless the candidate refiles for office, the candidate must use their unspent campaign contributions. One of the ways to use the unspent campaign funds is to donate them to a nonprofit governmental entity.) Mr. Price stated staff continues to focus on water related bills and public work related bills.

There were no public comments.

Item# 19. Financial report by William Short.

The Board took a moment of silence in honor of Mr. Short.

Item# 20. Legal report by Maddy Shipman.

None

Item# 21. Field report by Mike Ariztia.

Mr. Ariztia reported on the following;

- He will be resigning from the District officially on June 12, 2015.
- Staff continues to prepare for the upcoming pool season. Staff recently drained both pools and they both have been inspected. He reported the big pool is good for another year before it needs to be recoated. The baby pool has some delaminating and separation and will need to be recoated prior to the 2015 pool season. This will be an expense to the District, but due to the timing it won't be able to be put on the agenda for approval. He reported he has been interviewing lifeguards and is happy with the lifeguard candidates for this year's pool season.

Item# 22. Manager's report by Darrin Price.

None

Item# 23. Public Comments.

None

Item# 24. Board Comments.

Vice Chair Severt stated she attended the annual Pool Pact meeting on May 1st it was a very productive meeting.

Item# 25. Future Agenda Items.

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

- Website migration proposal
- Renewal of Nancyann Leeder Legal Service Agreement
- Approval to update the District's Water Masterplan
- Possible renewal of Shaw Engineering Agreement
- Possible discussion of the pilot program for the removal of junk vehicles.
- Legislative update
- Prioritize the beautification programs and projects

Trustee Elliott requested consideration of a board member participate in the hiring process of the Public Works Director.

Item# 26. Adjournment.

Treasurer Barstow made a motion to adjourn at 8:51 pm. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on May 28, 2015.

Minutes Prepared by:

Jennifer Merritt, Administrative Assistant