



**Sun Valley General Improvement District
Board Meeting Minutes of
January 09, 2020**

Board Members Present:

Sandra Ainsworth	Chair
Susan Severt	Vice Chair
Joseph Barstow	Secretary
Carmen Ortiz	Treasurer
Michael Rider	Trustee

Board Members Not Present:

Staff Present:

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

Other Members Present:

Charissa Crabtree	Audience
Dwayne Daly	Audience
Shannon Higgins	Audience
Lacey Irwin	Audience
Chris Johnson	Audience
Christopher Lester	Audience
Monica McCallum	Audience
Jim Severt	Audience
Glenda Walls	Audience
Terry Daly	Battle Born BMX

The meeting of the Sun Valley General Improvement District was called to order by Chair 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 Barstow, Treasurer Ortiz and Trustee Rider. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Trustee Rider.

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

None

Item# 4. Motion to approve the agenda.

Vice Chair Severt made a motion to approve the agenda. Secretary Barstow seconded the motion. The motion carried unanimously.

Item# 5. Certify posting of the agenda.

Ms. 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. Combs announced Western Regional Water Commission meeting is scheduled for January 15, 2020 followed by the Truckee Meadows Water Authority board meeting also on January 15, 2020, both meetings will be held at the Sparks Chambers. Sun Valley General Improvement District office will be closed January 20, 2020 in observance of Martin Luther King Day and the Sun Valley Citizen Advisory Board is scheduled for January 21, 2020 at 6pm at the Sun Valley Neighborhood Center.

Item# 7. Discussion and action to approve accounts payable for December 26, 2019.

Treasurer Ortiz gave a brief report of the accounts payable, customer refunds and payroll checks for December 26, 2019.

Treasurer Ortiz made a motion to approve the accounts payable for December 26, 2019 in the total amount of \$197,983.15. Trustee Rider seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve account payable for January 09, 2020.

Treasurer Ortiz gave a brief report of the accounts payable, customer refunds and payroll checks for January 09, 2020.

Treasurer Ortiz made a motion to approve the accounts payable for January 09, 2020 in the total amount of \$95,504.19. Secretary Barstow seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 9. Discussion and action to approve Board Meeting Minutes of December 12, 2019.

Vice Chair Severt made a motion to approve the Board Meeting Minutes of December 12, 2019 as submitted. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Update by Chris Melton and Terry Daly with Reno Battle Born BMX regarding the 2019 BMX season and the status of existing lease agreement.

Mr. Melton reported Terry Daly with Reno Battle Born BMX has been operating the Sun Valley BMX track since March 28, 2019. Ms. Daly was notified on July 10, 2019 by written notice that she was in breach of contract due to the lack of payment that was due on July 1, 2019. Ms. Daly came before the Board on August 22, 2019 and requested an extension

of the balance of moneys owed to the District for BMX Rider Fees from March thru June 2019; the balance totaled \$1,060.00. The Board of Trustees approved Ms. Daly's request and granted her an extension and directed her to make a payment of \$500.00 on or before October 31, 2019 and the remainder of the \$560.00, plus any additional new rider fees must be paid on or before December 31, 2019. Ms. Daly was notified on December 5, 2019 by written notice advising her of the total rider fee balance for the remainder of the 2019 BMX race season, total moneys owed to the District was \$1,680.00 due on or before December 31, 2019. Mr. Melton reported after not receiving payment on December 31, 2019, staff locked the track the morning of January 2, 2020. The District did receive payment in full on January 2, 2020 approximately at 11:30am.

Mr. Melton reported staff has several concerns going forward they include: Ms. Daly not submitting moto sheets monthly, not consulting or advising the District of track construction or modifications, not paying the District on due dates per the Agreement, lack of communication (no response to District letters/emails), complaints received by patrons and citizens regarding illegal activities, and non-compliance with USA BMX.

Ms. Daly, Track Operator with Reno Battle Born BMX gave an update regarding the track operations. Ms. Daly acknowledged she was late with payment as reported by Mr. Melton, since then all fees owed to the District have been paid in full. Ms. Daly still is disputing the rider fees; there are additional "trial riders" that should have not been charged for. Ms. Daly inquired about the lock-out of the track; the active Agreement does not have any provisions regarding a lock-out. The Agreement states she is entitled to ninety (90) day notice from the day of issuance of intent to terminate; she has not received official notice from the District for the intent to terminate the Agreement. Ms. Daly stated she is not sure if there will be a continued partnership with the District; however she requested the District to allow her access to the BMX track for the remainder of her time per the Agreement now that she is in compliance with the District.

Ms. Daly introduced Monica McCallum, Ms. McCallum is a parent of riders at the track, she is a realtor by profession and negotiates contractual documents for her business and clients. Ms. Daly has asked Ms. McCallum to address concerns regarding the legality of the Agreement.

Ms. McCallum acknowledged the fact that Ms. Daly was non-compliant with the District regarding payment of the rider fees. She stated Ms. Daly was still negotiating with the District on December 27, 2019 regarding the rider fees due to discrepancies concerning "trial riders". Ms. Daly provided a list of riders in question on December 27, 2019 and did not hear back from the District until January 2, 2020; after she was already locked-out. Ms. McCallum stated she has reviewed all of the letters sent to Ms. Daly. The letter dated December 5, 2019 notified Ms. Daly of the amount due along with a due date, notification to secure her personal items from the track because the District was going to lock the track without providing a specific date. A follow up letter dated December 23, 2019 notifying Ms. Daly of the payment due date and provided her with January 2, 2020 as the scheduled lock-out. Ms. McCallum reported the signed Lease Agreement between Reno Battle Born BMX and the District has no provisions regarding a lock-out. The Agreement stated that the District has to provide Ms. Daly with a ninety day written notice to terminate the agreement; of those ninety days, Ms. Daly is eligible for a thirty day curing period to become compliant with the Agreement. She stated Ms. Daly was not sufficiently noticed of a lock-out or of intent to terminate the agreement. Ms. McCallum stated after reviewing all of the correspondence provided to Ms. Daly and the signed Lease Agreement, she does not believe that none of provisions of the Agreement is being followed by the District. Ms. McCallum stated after speaking with Ms. Daly, Ms. Daly was waiting on the District for any

kind of rider adjustments, due to rider report discrepancies, prior to making her final payment to the District for the 2019 BMX season.

Ms. Daly stated a member of Battle Born BMX claimed they went to the District office on December 31, 2019 at 2pm to make the payment but the office was closed and she couldn't make the payment on January 1, 2020 because the District office closed for the holiday. Ms. Daly later found out after speaking with Mr. Combs, the District was open all day on December 31, 2019 so a payment could have been made. Ms. Daly stated she paid the full amount calculated by District staff, even though she believes the "trial rider" count is not accurate, in efforts to have the gates open for racing. The 2020 BMX race season opened on January 1st and she was hoping to hold her first race on January 4, 2020. Ms. Daly reported the 2019 BMX season was very successful. She self-educated herself how to be a BMX track Operator and appreciated all the help she received from prior Track Operators to make it a smooth transition. She has learned a lot from last year's experiences and even experienced some struggles along the way. She looks forward to the 2020 BMX season and looks forward to helping the program grow within the community.

Mr. Melton reported for clarification the December 24, 2019 correspondence from Ms. Merritt to Ms. Daly regarding the final 2019 rider report; Ms. Merritt requested Ms. Daly to provide her with her discrepancies as soon as possible and Ms. Merritt would do her best to review and advise Ms. Daly of any approved adjustments prior to December 31st, but this does not extend when payment is due on December 31, 2019. Ms. Merritt was not able to provide Ms. Daly any additional adjustments without the review of management who was on vacation during this time.

Ms. McCallum gave a brief history of how the Sun Valley track was developed; Ms. Daly's father in-law originally had a track located in Hidden Valley. When Hidden Valley was under development, an agreement was made between Mr. Daly and Washoe County to move the BMX track from Hidden Valley to Sun Valley. With this agreement, Mr. Daly at the time only had to pay \$1 per rider; today Ms. Daly is paying \$10 per rider which is a significant increase to the program and wondered if there was any opportunity to negotiate the rider fee. After speaking with other Track Operators around the nation, none of them are subject to a \$10 rider fee.

Chairperson Ainsworth stated the District's League player fee is \$15 per player; the District lowered the player fee to \$10 per rider to BMX to help the program continue to grow.

Ms. Daly reported she has been in contact with Washoe County to discuss moving the track to one of the Washoe County facilities. She stated Washoe County shows in their last agreement the rider fee was and is only \$1 per rider.

Chairperson Ainsworth responded she does not disagree that the original agreement with Washoe County may have been \$1 per rider. When Sun Valley General Improvement District acquired the parks, the agreement we received from Washoe County was not a \$1 per rider.

Vice Chair Severt stated Ms. Daly signed the agreement; the agreement provided how much the fees were and when they were due. If that was something that Ms. Daly couldn't abide by, she shouldn't have signed the agreement. When Ms. Daly came before the Board of Trustees requesting to take over the track, Ms. Daly never brought up anything about not being able to pay the fees. Vice Chair Severt also inquired why it takes District staff to send

letters of breach of contract to get Ms. Daly to communicate/respond to staff including getting payment. She stated this is extremely concerning and it becomes a trust issue with her. The BMX rider fees don't just go into the District bank account as profit, those fees pay for the daily operation and maintenance of the BMX track and Sun Valley parks.

Ms. Daly responded when she requested to take over the track, she was unaware of all the expenses she would endure, especially the cost of trophies. She has had to find other vendors to help cut her operational expenses. Ms. Daly also stated that she came before the Board of Trustees in August to explain why she couldn't make the first payment per the Agreement and the Board graciously granted her an extension. Ms. Daly recently learned how the prior Track Operator was able to pay the District's its fees, Mr. Crabtree had a major sponsor who helped with expenses with the track. Ms. Daly has been offered the same deal from the major sponsor, they agreed to help pay for trophies if she continues to operate the BMX track. She stated trophies cost her between \$300 up to \$600 per week, this is a huge savings to her that she can put towards other expenses and/or improvements at the track. Ms. Daly stated if the District does not want to work with her, she would like for the District to provide her with the ninety written notice to terminate the Agreement and she will continue her discussions with Washoe County about moving the track. If the District wants to continue its partnership with her, she is requesting for District staff to remove the lock so she can continue to operate the BMX program per her Agreement through the end of March.

Chairperson Ainsworth inquired if the Agreement states that the District has to give Ms. Daly ninety days written notice to terminate the Agreement. She also inquired if Ms. Daly was in good standing with USA BMX.

Ms. Shipman responded the Agreement is not clear as to a separate termination for breach. The Agreement is a one year contract ending March 29, 2020. The Agreement does provide a ninety day termination notice, including within that ninety days Ms. Daly has a thirty day curing period. This particular agenda item was only to provide a status report on the lease agreement and track operations. The Board will have the opportunity to discuss and potentially take any action on the next agenda item.

Ms. Daly responded her Track Operator license is good through 2021; she currently owes USA BMX one payment and she is set up on a payment plan with USA BMX.

Additional discussion ensued regarding locking of the track to preserve the integrity of the property due to weather conditions and the track construction performance.

Audience member Mr. Severt commented since 1987 the Sun Valley Community Park has hosted the BMX track, over the course of thirty three years it has gone through many changes with various Track Operators, design and location. Through all the changes it has been an anchor to the Sun Valley community and helping the youth of northern Nevada. It has created world champions for BMX and business professionals within our community; BMX program provides life lessons. The facility has had its ups and downs due to flooding and elements of dirty politics and mishandling, yet it has always survived and continues to be a pillar of the community. Mr. Severt has been involved with the BMX track since 1987 when it moved from Hidden Valley. He has personally witnessed the highs and the lows of the successes and failures. The successes come with strong leadership and volunteerism; the failures come from lack of leadership, lack of communication and the disrespect of volunteerism. He stated over the last eight months the track has divided the BMX community, this is very disconcerting for him and a lot of other users of the BMX track. He

has removed his involvement with the BMX track the past year to pursue his own personal interests. Over the past three months he has received multiple messages regarding the current Track Operator. He has always responded to those concerned individuals to give it time and let it work itself out. He believes if he offered his input/assistance at the track with the current Track Operator, it would not be welcomed. He stated it is not easy to say, on behalf of other BMX patrons and him, if something can't be worked out, he would suggest shutting the BMX track down until an experienced Track Operator can take over the BMX track. Mr. Severt stated he has been informed that USA BMX has expressed interest in operating the Sun Valley BMX track.

Audience member Mr. Daly commented the BMX program is about the kids and not anyone else.

Audience member Mr. Lester commented his girlfriend has disabilities; her kids also ride at the BMX track. His family operates the BMX track, through their generosity they provided his girlfriend's family full scholarships for all the races, provided bikes and provided them with riding gear. They also help other kids with mental disabilities and prepare them to be comfortable with the track. He stated the current Track Operators are set on doing what's right for the community. They are promoting and providing a positive outlet for the youth.

Audience member Ms. McCallum commented her family joined the BMX program in 2014; her family's first BMX experience was at the Fernley track. Her family has traveled to experience other tracks all over, the one place they feel at home is at the Sun Valley BMX track and not because it is close to home; because of Mr. and Mrs. Daly and others who participate with the program. She stated the last eight months have been the best experience for her and her sons compared to prior years. The Daly's have done so much for the community providing bikes to those in need and paying for membership fees in exchange for volunteering at the track. It has been profound to watch; they have made her and her sons want to give more. Her experience with the Daly's and the BMX patrons has inspired her and she now races with her sons. She is unaware of any of the politics and rumors going around; it never makes its way to the track. The track is family oriented and she is proud to be a part of it. Ms. McCallum stated Mr. and Mrs. Daly both have given so much to the BMX program and for the community.

Treasurer Ortiz stated she loves kids; she works with kids in her profession. She is a longtime resident and whatever happens with the BMX track should be for the youth and the greater good of the Sun Valley community.

Chairperson Ainsworth requested clarification regarding Ms. Daly's statement about moving the BMX track. She inquired if the track and the resources provided belong to the District.

Mr. Combs reported the Sun Valley BMX track belongs to the District including all of the resources at the track that is provided to Ms. Daly for the use of the BMX program. Ms. Daly can take her Track Operator's license and operate at a different location, but she would have to secure a new location and equipment for the new site.

The Board of Trustees thanked staff and Ms. Daly for the update.

Item# 11. Consideration to advertise for Request for Proposal for USA BMX Track Operator or continue with current BMX Track Operator, Terry Daly, for 2020 BMX race season. Chairperson Ainsworth inquired when the 2020 BMX season opens and when does Ms. Daly's Lease Agreement expire.

Ms. Daly responded the USA BMX season opens on January 1st and ends on December 15th of every year. She stated her Agreement with the District is good through the end of March 2020.

Mr. Melton reported staff's recommendation is to advertise for a BMX Track Operator for the 2020 BMX season. He stated Ms. Daly is invited to submit her request to operate the track and the Board could approve her again as long as she is in good standing with USA BMX.

Mr. Combs reported the BMX season will be in mid-season when the Board of Trustees vote to renew Ms. Daly's contract or approve a new Track Operator.

Ms. Shipman commented there was sufficient discussion showing that there were areas of breach during the year according to the Agreement. She strongly recommends the Lease Agreement be revised prior to advertising for a Track Operator. The Agreement needs to address areas of concern to make the Agreement very clear on what actions can be taken by the Lessor as well as requirements of the Lessee. Ms. Daly can continue as the current Track Operator under the existing Lease Agreement until it expires. Ms. Daly can review the revised Agreement to consider if she would like to apply for the remainder of the 2020 BMX season.

Chairperson Ainsworth stated she has concerns regarding the lock-out now that Ms. Daly has paid the District and is in compliance with the existing Agreement and has not received an official termination notice.

Trustee Rider stated he strongly agrees the Agreement needs to be revised for the benefit of both parties to avoid any future misinterpretation. Ms. Daly shall be given the opportunity to review the new Agreement after it has been revised and approved by the Board of Trustees to determine if she would like to submit to continue as the Sun Valley BMX Track Operator. He agrees the District should advertise for the 2020 BMX Track Operator for multiple reasons including if Ms. Daly decides not to renew with the District. He also stated he recognizes the areas of breach; because of the multiple areas of un-clarity of the Agreement, he is not in favor of issuing a termination notice to Ms. Daly.

Secretary Barstow inquired if the Board of Trustees is able to take action regarding the lock-out. He agrees there will be the need to advertise to see who will be able to agree to the terms of the new Lease Agreement, with Ms. Daly having the option to submit her request to continue as the Track Operator.

Chairperson Ainsworth responded, the action for consideration is to renew Ms. Daly for the remainder of the 2020 BMX season or advertise for a Track Operator for the remainder of the 2020 BMX season. The Board can give staff direction regarding the lock-out.

Treasurer Ortiz agrees with Trustee Rider's comments and believes the Agreement needs to be revised; Ms. Daly shall have the opportunity to consider the new Agreement prior to Advertising for a Track Operator. Ms. Ortiz would like to defer to Ms. Shipman to handle the Agreement revisions.

Secretary Barstow made a motion for legal and staff to revise the BMX Lease Agreement and have it brought back before the Board for review and approval prior to advertising for a BMX Track Operator for the remainder of the 2020 BMX season commencing on or after April 2020. Trustee Rider seconded the motion.

During discussion both Chairperson Ainsworth and Vice Chair Severt all agree the BMX Lease Agreement needs to be revised prior to advertising.

Ms. Daly agreed that the BMX Lease Agreement needs to be revised prior to her or anyone else wanting to apply for the Track Operator position, the Agreement needs to be well defined.

After some discussion the motion carried unanimously.

Chairperson Ainsworth inquired if Ms. Daly is able to continue to operate the Sun Valley BMX track per her Agreement that is valid through the end of March 2020.

Ms. Shipman responded Ms. Daly can request for access to the BMX track through District staff for the remainder of her Agreement.

Ms. Daly inquired if District staff will be provided to her to open and close the BMX track on days she holds practices, races and clinics. She disagrees with this practice; this is not how the Agreement is written. She inquired is she can continue to operate the BMX track per the Agreement now that she has paid her fees in full or if she needs to obtain an attorney to get the remainder of her belongings from the track.

Ms. Shipman recommended Ms. Daly and District staff to meet to come up with an agreement to provide Ms. Daly access to the BMX track and to allow her to continue with the duration of her Agreement as Track Operator.

Audience member Ms. Irwin commented her daughter's race at the Sun Valley BMX track, she suggests if the District is going to honor Ms. Daly's Agreement through the end of March the District should unlock the track and let Ms. Daly have access to the track per the Agreement. This will allow for the locals to continue racing.

Audience member Ms. Higgins commented her family race BMX and the Sun Valley BMX track is her home track. She agrees if you're going to honor Ms. Daly's Agreement through March, please open the track. She has paid her BMX membership fees and all the BMX riders want to race regardless who the Track Operator is. Currently BMX riders have to travel to California to race because the local track is locked out for no reason.

Audience member Mr. Johnson commented he and his kids race at the Sun Valley BMX track. If the Agreement is valid through March 2020, please open the track for practices and races. The District can work on a new Agreement while Ms. Daly continues out her Agreement.

Audience member Ms. McCallum commented she works with property contracts and the District did not provide proper notice to Ms. Daly and legally cannot lock Ms. Daly out. She stated the lock needs to be removed because there is nothing in the Agreement regarding lock-out and a ninety day notice has not been given.

Vice Chair Severt wanted to clarify that the District's concerns is not because of one late payment. Ms. Daly had failed to provide monthly moto sheets; staff has to compel Ms. Daly to respond back to any written correspondence and to make a payment. The Board of Trustees graciously gave her more time to make her original payment. Ms. Daly has received multiple letters from the District and the only time the Board of Trustees has seen Ms. Daly is when she requested for an extension for her July payment. If there were other issues regarding the Agreement or with staff, Ms. Daly could have attended any of the District's board meetings to address any concerns and/or issues. By Ms. Daly not ever addressing the Board of Trustees or responding to staff's letters, causes a trust issue with Ms. Daly. Ms. Severt stated as a Trustee, she has to make sure the District's customers money is being spent correctly. The District collects a fee from all of its customers and all the leagues and invests that money back into the parks. Ms. Severt also requested for staff to provide a report to the Board of Trustees showing that Ms. Daly is in compliance according to the Agreement, a report from USA BMX regarding Ms. Daly's status, a copy of any ongoing/future construction plans with timeline.

After further discussion, staff was directed to meet with Ms. Daly to resolve all non-compliant concerns/issues regarding the Agreement and arrange to unlock the gates for Ms. Daly to continue as the BMX Track Operator.

Item# 12. Truckee Meadows Water Authority Standing Advisory Committee update with action to appoint a Sun Valley General Improvement District representative and alternate for two year term commencing, retroactive, on January 1, 2020.

Mr. Combs reported Fred Schmidt with Holland & Hart is the District representative for the Truckee Meadows Water Authority Standing Advisory Committee since its inception in 2005. The Standing Advisory Committee is an oversight committee that reviews TMWA's rates and budgets. Mr. Schmidt has recently informed the District of his intentions to scale back and prepare for his upcoming retirement. He stated Mr. Schmidt has agreed to remain as the District's representative for the Standing Advisory Committee for an interim period to provide training to the District's appointed alternate.

Mr. Combs reported staff is requesting approval to appoint Mr. Schmidt as the District's representative for the Standing Advisory Committee (per his existing pro-bono agreement) and appoint District Public Works Director, Chris Melton as Mr. Schmidt's alternate for a two year term commencing on January 1, 2020.

Vice Chair Severt made a motion to appoint Mr. Schmidt as the District's representative and appoint District's Public Works Director, Mr. Melton as the alternate for the Truckee Meadows Water Authority Standing Advisory Committee. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Review of Sun Valley General Improvement District's loan with the City of Sparks for District's ownership interest in the Sparks Sewer Treatment Plant; consideration and possible action to pay off portion of debt.

Mr. Combs reported the District has three loans with the City of Sparks regarding the District's ownership of the Sparks Treatment Plant. Staff is requesting to pay off our loan for Fix & Finish; the payoff amount is \$394,856.87. Staff recommends paying this loan off early to save the District additional interest fees totaling \$14,051.99 over the next six years. Mr. Combs provided a copy of the District's cash and reserves, debt analysis for quarter ending

December 31, 2019.

Vice Chair Severt made a motion to approve the District to pay off its loan with City of Sparks for Fix & Finish of the Sewer Treatment Plant as presented by staff. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Financial update regarding District's reserve account with Umpqua Bank; consideration of closing and transferring a portion of reserves to District's Heritage Bank O&M account to reimburse City of Sparks loan payoff and consideration of transferring the remainder to the District's US Bank account into CD's for investment purposes.

Mr. Combs reported the District has a bank account with Umpqua that currently has a balance of \$515,745.43. When this account was originally opened the District was guaranteed an interest rate of 0.75%, however the District is only receiving an interest rate of 0.0015%, this equates to approximately \$700.00 per year in interest. Staff is requesting to close the Umpqua bank account and transfer the funds to the District's Heritage O&M bank account to pay the District back for City of Sparks Fix & Finish loan payoff for the Sewer Treatment Plant. Staff would like to deposit the remaining balance of \$120,000.00 into the District's US Bank Account to be invested in a higher yield CD for investment purposes.

Vice Chair Severt made a motion to approve staff's request to close District's Umpqua account and distribute funds as presented. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 15. Action to approve renewal of Sun Valley General Improvement District Workers Comp Insurance.

Mr. Combs requested approval to renew the Sun Valley General Improvement District's Workers Comp Insurance for all employees, trustees and volunteers. He stated due to the renewal date and the District's board meeting schedule, management signed the renewal to avoid any laps in coverage. The District's 2020 renewal proposal for Workers Comp is \$11,463.00 an increase of \$1,319.00 over last year's premium. The District's premium is based on the 2019 paid compensation for all employees and trustees.

Treasurer Ortiz made a motion to renew the District's Workers Comp Insurance for 2020 as presented by staff. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 16. Discussion and possible action to approve sending up to 3 employees to the Springbrook National User Group Annual Conference May 11, 2020 thru May 13, 2020 in Portland, OR.

Ms. Dowling requested permission to send up to three office members to the upcoming Springbrook National User Group Annual Conference May 11, 2020 thru May 13, 2020 in Portland, Oregon. She reported she and the District's Billing Representative attended the conference last year and it was very informative and provided a lot of training for staff to apply towards daily operations. Attending the conference is an essential way to gain additional training and knowledge of the Springbrook software. The tentative schedule offers

multiple modules related to SVGID daily business; utility billing, cash receipts, accounts payable, and accounts receivable. All training would be shared with other office employees. She gave a brief break down of the cost to attend the conference and the total estimated cost for three employees to attend is \$4,215.00 up to \$4,450.00 depending on transportation.

Ms. Dowling reported staff is recommending the District's Accountant and a Customer Service Representative to attend the conference and have the option to send one more office employee pending on the needs to the District.

Secretary Barstow made a motion to approve staffs request to send up to three District employees to attend the 2020 Springbrook National User Group Annual Conference as presented by staff. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 17. Consideration of request by Washoe County Registrar of Voters for the use of the Sun Valley Neighborhood Center as a voting location for the 2020 primary elections, general elections and early voting at no charge.

Mr. Combs reported Washoe County Registrar of Voters submitted a request for the use of the Sun Valley Neighborhood Center East Room as a early voting location May 23rd thru June 5th, 2020 and October 17th thru October 20th, 2020; and the Grand Room for both the Primary Election June 9, 2020 and General Election November 3, 2020. Washoe County Registrar of Voters will be responsible for their own set up and clean up. The District will provide tables and chairs for their staff and volunteer members. The District will also issue a key to a Washoe County employee to open and close the Sun Valley Neighborhood Center. Mr. Combs reported staff recommends approval of Washoe County Registrar of Voters request, the waiver of rental fees, cleaning/security deposit and consideration of waiving security fees. Washoe County Registrar of Voters would still be subject to insurance, keep in mind Washoe County is self-insured.

Treasurer Ortiz made a motion to approve Washoe County Registrar of Voters request for the use of the Sun Valley Neighborhood Center for the upcoming early voting, primary election and general election; waiving rentals fees, cleaning/security deposit and security fees. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 18. Discussion and possible action to pay Jon Combs for unused accrued vacation time for calendar year 2019, not to exceed 37.24 hours.

Chairperson Ainsworth inquired for clarification if the requested 37.24 of accrued vacation time for Mr. Combs is over what an employee can carry over into the new calendar year.

Mr. Combs responded yes, it is the difference of what he is not able to carry over. He attempted to use all of his time, but due to the District's needs, he was not able to.

Trustee Rider thanked Mr. Combs for his dedication to the District.

Vice Chair Severt thanked Mr. Combs for his hard work and dedication and would like to see Mr. Combs manage his time so he can use his vacation time throughout the year.

Treasurer Ortiz made a motion to approve to pay Mr. Combs for his unused accrued vacation for calendar year 2019, not to exceed 37.24 hours. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 19. Legal report by Maddy Shipman.

Ms. Shipman provided for informational purposes a handout for Trustees to use as a guideline for Trustee disclosures and abstentions for District business.

Item# 20. Field report by Chris Melton.

Mr. Melton reported on the following items;

- He reported staff has been working on removal of the old dugouts at Gepford Park and will be installing new dugouts to help gut down on vandalism.
- The Sun Valley Citizen Advisory Board will be reviewing and discussing a proposed development adjacent to Highland Ranch Parkway. This particular development is known as Highland Village and not to be confused with 5 Ridges that is located north east of Highland Ranch Parkway.

Item# 21. Office report by Erin Dowling.

Ms. Dowling reported on the following items;

- The District signed a contract with Coast to Coast for the District's ink toner. They are able to provide the District with exceptional rates for manufactured (HP) toners.
- She has been working diligently with customers regarding their Garbage Assistance renewals.

Item# 22. Manager report by Jon Combs.

Mr. Combs reported on the following items;

- The District just received notification from Washoe County that the District will no longer be able to perform its own street cut repairs. He will be meeting with the Assistant County Manager to discuss this matter further.
- He is scheduled to meet with City of Sparks Manager Mr. Martini to discuss the draft agreement between the City of Sparks and the District for water service for 5 Ridges Subdivision that is zoned within City of Sparks.

Item# 23. Public Comments.

None

Item# 24. Board Comments.

Secretary Barstow apologized to staff for having to deal with Ms. Daly's behavior. He also stated he fully supports staffs decisions regarding the BMX track operations.

Chairperson Ainsworth commented she wished the agenda item was clearer and gave the Board the opportunity to address the lock-out situation. She also commented that there is a misunderstanding, Ms. Daly can't just move the Sun Valley BMX Track and take the resources that belong with the track; Ms. Daly can open a new track and acquire all new necessary resources to operate the track.

Item# 25. Future Agenda Items.

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

- Request from 1st Century Church for the use of the Neighborhood Center at no charge for their annual Give Away Day Event
- Public Hearing for request of annexation for the 5 Ridges Development
- Request to attend the Nevada Rural Water Conference
- Consideration to schedule an electronic/appliance recycling day
- Review and adoption of the District's Public Records Request Policy
- Possible consideration to revise the District's Credit/Debit Card Service Fee
- Consideration to adjust the Ad Valorem percentage collected by Washoe County Treasurer

Trustee Rider requested review of the revised BMX Lease Agreement prior to March.

Item# 26. Adjournment.

Secretary Barstow made a motion to adjourn at 8:11pm. Trustee Rider seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on February 13, 2020.

Minutes Prepared by:
Jennifer Merritt, Administrative Assistant