



**Sun Valley General Improvement District
Board Meeting Minutes of
February 27, 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
Brad Baeckel	SVGID, Field Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Glenda Walls	Audience
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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 Treasurer Ortiz
- Item# 3. Public comments for items not on the agenda.**
None
- Item# 4. Motion to approve the agenda.**
Secretary Barstow made a motion to approve the agenda. Trustee Rider 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.

None

Item# 7. Discussion and action to approve account payable for February 27, 2020.

Treasurer Ortiz gave a brief report of the accounts payables, customer refunds and payroll checks for February 27, 2020.

Treasurer Ortiz made a motion to approve the accounts payable for February 27, 2020 in the total amount of \$201,392.71. Secretary Barstow seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve board meeting minutes of February 13, 2020.

Trustee Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of February 13, 2020 as submitted. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Sun Valley General Improvement District Safety Committee update by Field Supervisor Brad Baeckel.

Mr. Baeckel gave a brief update regarding the Sun Valley General Improvement District Safety Committee. He reported the District's Safety Committee has consistently held their bi-monthly meetings; meeting minutes are posted in the hub and discussed at employee meetings. The committee reviews and updates current safety programs and procedures, implement safety lessons for the office and field, provided various trainings including CPR, trench safety, and applicator training. The field staff holds monthly tailgate meetings; some of the recent topics include Backhoe Safety, Confined Space Entry, Welding Safety, Gate Valve Safety and Traffic Control Safety. He reported the District recently had a mock OSHA audit performed by LP Insurance. The District scored a 91.3% for the shop and yard. The inspector had 73 positive and only 7 negative findings; all of which have been corrected and addressed. The inspector was overall impressed with the cleanliness and safety of the District's shop and yard.

Mr. Baeckel reported the committee has created an incentive for employee participation of the safety committee; each committee member will be presented with a certificate and gift card for their participation. The incentive is a way to thank employees for their participation and also create interest to serve the committee.

Vice Chair Severt inquired what kind of negative findings were found during the mock OSHA audit.

Mr. Baeckel responded one of the findings was outdoor electrical outlets that were not waterproof and old extension cords; these all have since been replaced.

There were no public comments.

Item# 10. Discussion and possible action to approve sending up to two employees to the CA-NV-AWWA Annual Spring Conference scheduled for April 6, 2020 thru April 9, 2020 in Anaheim, CA.

Mr. Baeckel requested permission to send two field members to the upcoming CA-NV American Water Works Association Conference. The conference is scheduled for April 6, 2020 thru April 9, 2020 in Anaheim, CA. The District has been a member and an active participant with the CA-NV American Water Works Association for many years. He gave a brief break down of the cost of the conference registrations. The total cost, per person, to attend the conference with flying as form of transportation is \$2,123.00 or \$1,973.00 with driving a company vehicle.

Mr. Baeckel reported the CA-NV American Water Works Association Conference is always well attended by other water agencies and is a great opportunity to gain knowledge with the provided technical sessions. Receiving continued training is essential to maintaining technical expertise and earning required Continued Education Units for the State of Nevada Water Operator certifications. He reported State of Nevada recently increased the number of Continued Education Units required for renewal of water certifications.

Both Treasurer Ortiz and Vice Chair Severt support staffs request to fly as a form of transportation.

After further discussion Vice Chair Severt made a motion to approve staffs request to approve two filed members attending the CA-NV American Water Works Association conference as presented by staff. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Discussion and possible action to approve sending one Board of Trustee to the Nevada Recreation and Parks Society Annual Conference scheduled for March 31, 2020 thru April 2, 2020 in Las Vegas, NV.

Mr. Baeckel requested permission to send one Trustee to the upcoming Nevada Recreation and Parks Society Conference. The conference is scheduled for March 30, 2020 thru April 2, 2020 in Las Vegas. He gave a brief break down of the cost of the conference registrations. The total cost, per person, to attend the conference with flying as form of transportation is \$1,077.00. Mr. Baeckel reported staff is respectfully requesting limiting approval to one Trustee to attend the conference due to minimal funding reserved for seminars/trainings.

Mr. Combs reported due to limited funding in the Recreation Fund, there is no line item in the Recreation Budget for seminars/trainings; all recreation training is paid from the District's Water Fund for seminars/trainings.

Treasurer Ortiz requested to attend the conference and would like to attend the L.E.A.D. Training. She also respectfully requested to drive herself and be reimbursed for mileage.

After further discussion Vice Chair Severt made a motion to approve sending Treasurer Ortiz the Nevada Recreation and Parks Society Conference in Las Vegas, NV with a not to exceed amount of \$1,077.00. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Discussion and possible action regarding Sun Valley General Improvement District's Ad Valorem Tax percentage collected by Washoe County Treasurer via property taxes.

Mr. Combs reported the District is required each year to review its Washoe County tax rate (Ad Valorem) and vote to set the amount to be collected by Washoe County via property taxes. The District's current rate being collected for Sun Valley General Improvement District is .1928%; this has been the same rate for the past 4 years. He reported Washoe County's preliminary tax rate calculations show there is room to raise the rate from .1928% up to .3065%. Staff is advising the Board of Trustees to raise the Ad Valorem from .1928% to .2112%, a minimal increase of .0184%. Mr. Combs reported the District's Ad Valorem is applied towards its Capital Improvement Projects for infrastructure improvements and repairs. He also reported the District does not get the full amount collected, a portion of the Ad Valorem is held by State Department of Taxation in an emergency fund for Sun Valley General Improvement District; the District currently has \$250,000 in reserves.

Treasurer Ortiz inquired how the increase will impact the customers.

Mr. Combs responded the increase will not affect the resident's property taxes because Washoe County is already collecting the capped amount for property taxes. The amount collected by Washoe County will be recalculated and distributed among the various governmental agencies.

Secretary Barstow made a motion to approve an increase to the Sun Valley General Improvement District's tax rate (Ad Valorem) from .1928% to .2112% for 2020/20201. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Review and action to adopt Sun Valley General Improvement District Record Retention Policy.

Mr. Combs reported per NRS 239 the Sun Valley General Improvement District is required to adopt a formal Records Retention Policy. A committee was formed to develop a formal policy for the District. The proposed retention schedule was created using the guidelines from the State of Nevada Library, Achieves and Public Records. Enclosed is a copy of the Sun Valley General Improvement District Records Retention Policy including a recommended schedule for consideration.

After further discussion Trustee Rider made a motion to adopt the Sun Valley General Improvement District Records Retention Policy as presented by staff. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

STANDING ITEM:

Item# 14. Update regarding Battle Born BMX activities and Lease Agreement compliance with possible action and/or direction to staff.

Mr. Combs reported Ms. Daly is still in compliance with the District per the Lease Agreement. Mr. Combs stated the District has advertised for Request for Proposals for a BMX Track Operator with the assistance of USA BMX. There have been several inquiries regarding advertisement. Staff will bring all proposals for review and consideration at the District's March 26, 2020 board meeting. Mr. Combs also reported an inquiry has been made with USA BMX and there is an outstanding balance due for Ms. Daly with USA BMX. The District has been assured that Ms. Daly is still authorized to act as a certified Track Operator and still has her sanction at this time.

Mr. Combs reported Ms. Daly requested for water to be turned on at the BMX Track. He denied the request because staff would have to install the backflow device at the track. Due to the unforeseen weather patterns, the District typically does not install the BMX backflow device until late March or early April; otherwise staff would have to monitor the device and continuously turn it on and off with low temperatures. He did offer to Ms. Daly construction water if she has a water truck/trailer that she could use in the interim.

There were no public comments.

Item# 15. Legal report by Maddy Shipman.

None

Item# 16. Field report by Brad Baeckel.

Mr. Baeckel reported on the following items;

- Field staff completed the construction of the new baseball dugouts at Gepford Park.
- Field staff is working on pruning trees and shrubs at the Sun Valley Community Park. Field staff continuously performs daily maintenance to the District's water and wastewater system.

Item# 17. Manager report by Jon Combs.

Mr. Combs reported on the following items;

- He is working with the District's IT Consultants regarding the need to replace District computers and upgrade to Windows 10.
- He is still waiting to hear back from the City of Sparks regarding the proposed Interlocal Agreement to provide water service for the 5 Ridges Subdivision.
- The developer for Sun Mesa Phase 3 is proceeding with the development and has made a payment towards their water/sewer facilities fees. The District was holding onto water rights for this development; staff has deeded a portion of those water rights to Truckee Meadows Water Authority per the Wholesale Agreement.

Item# 18. Public Comments.

None

Item# 19. Board Comments.

Trustee Rider commented the Opening Day for Sun Valley Cal Ripken is scheduled for April 4, 2020 at Gepford Park. He also commented the Sun Valley Cal Ripken is appreciative of the new dugouts and would like to request for canvas shade for the top of the dugouts. He can assist the District with this since he already has the specifications and the District can obtain them through a contractor or other outside source.

Vice Chair Severt commented she attended the Family Resource Center Council meeting. Family Resource Center is seeing an increase in families in need of services due to the increase in rental rates. She reported Family Resource Center has a NV Energy Assistance Program to assist those in need, no income requirements needed. She also commented there is huge support to bring back and/or extend the RTC bus route to the Middle School. RTC has committed to providing a bus stop towards the Middle School, but has not provided what times and how many times per day. This is considered a big win for Sun Valley and a benefit for the entire community.

Chairperson Ainsworth commented she attended the Truckee Meadows Water Authority meeting followed by the Western Regional Water Commission. The Western Regional Water Commission had the opportunity to tour the A Plus Water facility, she was extremely impressed with the filtration process.

Item# 20. Future Agenda Items.

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

- Request from Summit Church for the use of the Sun Valley Community Park to host a Sun Valley Cleanup Day in the park
- Potential review of Tariff Rules and consideration of Tariff Hearing
- Standing item regarding BMX Track and review of revised BMX Agreement

Vice Chair Severt request an update regarding graffiti, vandalism and illegal dumping with the parks and any cost associated with abatement. She would also like to review and discuss a Business Continuity Plan for potential public health crises.

Item# 21. Adjournment.

Secretary Barstow made a motion to adjourn at 6:41 pm. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on March 12, 2020.

Minutes Prepared by:
Jennifer Merritt, Administrative Assistant