



## Sun Valley General Improvement District Board Meeting Minutes of March 12, 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
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

### **Other Members Present:**

Veronica Cortes	Audience
Charles Stockford	Audience
Terry Daly	Battle Born BMX

**The meeting of the Sun Valley General Improvement District was called to order by Chair Ainsworth at 6:02 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 Ms. Dowling

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

Mr. Stockford commented on the abandoned vehicle problem. There are multiple vehicles that have been abandoned on Sidehill Dr. and on the sidewalks. This is a concern for the safety of the children going to and from school. He has reported it to Washoe County Sheriff's Office but they haven't been able to do anything about it. Mr. Stockford is requesting the Board of Trustees to help with this problem by speaking with other elected officials and educate them about our community and this growing problem.

**Item# 4. Motion to approve the agenda.**

*Vice Chair Severt 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.**

Mr. Combs announced March 13, 2020 is the last day to register with the Washoe County Registrar of Voters for the upcoming election. He also reported Truckee Meadows Water Reclamation Facility appointed council member Bonnie Weber to the Western Region Water Commission.

**Item# 7. Discussion and action to approve account payable for March 12, 2020.**

Treasurer Ortiz gave a brief report of the accounts payables, customer refunds and payroll checks for March 12, 2020.

*Treasurer Ortiz made a motion to approve the accounts payable for March 12, 2020 in the total amount of \$87,893.10. Chairperson Ainsworth 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 27, 2020.**

*Treasurer Ortiz made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of February 27, 2020 as submitted. Trustee Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 9. Staff request to waive rental and security fees for Summit Church for the use of the Sun Valley Community Park to host a Sun Valley Cleanup Day; with possible direction to staff.**

Mr. Melton reported staff is requesting to waive rental fees and security fees for Summit Church for the use of the Sun Valley Community Park. Summit Church is partnership with Truckee Meadows Fire Protection District and would like to host a Sun Valley Cleanup Day at the Sun Valley Community Park. He stated suggested projects would include parking lot striping, general trash/debris removal, brush removal in the detention basin, weed abatement and possible improvements of the Highland Ranch Park horseshoe pits and volleyball court. He reported the amount to be considered to be waived is \$300 for park rental fees and \$375 for security fees a grand total of \$675. Summit Church would still be subject to providing the \$500 cleaning/security deposit and general liability insurance.

*Treasurer Ortiz made a motion to approve staffs request to waive the Park Rental Fee and Security Fee for a total of \$675 for Summit Church to host a Sun Valley Cleanup Day May 16, 2020; Summit Church will be responsible for the cleaning and security deposit and insurance. Trustee Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 10. Staff report regarding action plan how to prevent workplace exposure to viruses and/or diseases.**

Mr. Melton reported the District is referring to the Center of Disease Control and Prevention (CDC) and Washoe County Health advisories and guidelines for businesses. The District is encouraging sick employees to stay home until they are free of a fever for at least 24 hours. Separate sick employees from others by sending sick employees home immediately. Emphasizing coughing and sneezing etiquette as well as hand hygiene. He stated all employees received a Coronavirus Guidance for Businesses and Employers that lists recommend strategies for employers, planning considerations and guidelines for an infectious disease outbreak. Staff has currently instituted routine disinfectant cleaning of all workstations, countertops, and doorknobs multiple times throughout the day. Staff has also been provided with disposable wipes for their commonly used surfaces, keyboards, mice, phones, and etc. The District's Customer Service Department have been provided gloves to use while handling customer transactions. He also reported staff is considering having additional cleaning performed by the District's janitorial service. The janitor is using disinfectant solutions with every cleaning service.

Mr. Melton reported management will monitor and respond to an increase in absenteeism due to illness. All District staff is cross-trained to perform essential functions so that the District is able to continue daily operations, even if key staff members are absent. The District is prepared to change business practices, if needed, to maintain critical service and/or operation. He reported the recommendations are changing daily and the District is adjusting to new recommendations provided by the CDC and Washoe County Health. One of the recommendations is to reduce public gatherings. The District will monitor the guideline closely due to potential conference cancellations and scheduled gatherings within the Sun Valley Parks. Staff has temporarily suspended new park rentals or neighborhood center rentals until the end month, again this will be monitored closely.

Trustee Rider inquired if the District is encouraging customers to pay their monthly utility bills online rather than in person. He stated he has started receiving notifications from various agencies with this message. He inquired what media platforms would the District use to get a message to the customers.

Mr. Melton responded staff has been discussing various options for customer payment methods to reduce public contact.

Ms. Dowling responded staff is seeking direction form the Board if they would like for staff to start encouraging customers to use alternative payment methods. Staff could display signs in the main office lobby, at the front doors, District's website and Facebook page, and a message on the monthly statements. The Board could also consider temporarily suspend the credit/debit card service fee.

Vice Chair Severt thanked Mr. Melton for his report on current actions that have been implemtnd to help prevent the spread of the coronavirus. She suggested that any employee who has traveled or is feeling ill should really consider quarantine themselves and as management should encourage staff to do so. She also suggested for one employee to work with customer transactions at a time to reduce public interaction. She would like for the District to work with customers who may be impacted by the coronavirus, sick and can't work or potential law offs; there could be an increase in customers who may not be able to pay their bill. She also stated the Board should come up with a plan and give staff direction if the District has to close because of the coronavirus. Lastly, the District will need to closely monitor upcoming events and cancel them as needed, including opening of the Sun Valley

Pool.

Treasurer Ortiz thanked Mr. Melton for his thorough report and all of staff's efforts to help implement health and safety measures for the public and employees. She has some reservations temporarily suspending the credit/debit card service fee, it could cause for confusion with the customers. She also inquired if the District would refund any current Neighborhood Center or Park rentals if they decided to cancel out of concern.

Mr. Combs responded the District will provide a full refund to any current paid rental applicant for the neighborhood center or park rentals.

Audience member Ms. Daly commented during the Bird-Flu she worked for a grocery store. The store provided masks for customers; she suggested offering masks to District customers as well as getting inexpensive pens that customers can use for their transactions, but also, they could take that pen with them so it is not reused.

The Board of Trustees thanked staff for the update regarding preventative measures being taken for the coronavirus and directed staff to implement signage as needed and encourage customers to contact the District by phone for service inquiries.

**Item# 11. Review of Sun Valley General Improvement District Tariff, including certain rule clarifications and possible rate and fee adjustments; with possible direction to staff to amend/finalize language and proceed with hearings per NRS Chapter 318.**

Mr. Combs reported staff is recommending review of multiple District Tariff Rules for possible amendments for clarification and/or updates, consideration of pass through increase, and potential increase and/or addition of other facility damage fees. He reported staff will present each Tariff Rule that is being considered and is seeking direction from the Board of Trustees if they would like to proceed with a Tariff Hearing, if so, what Rules to be brought back. Staff recommends scheduling the Tariff Hearing for May 14, 2020, should the Board decide to proceed with one.

Mr. Combs reported District's Tariff Rule 1 – Definitions needs to be reviewed for any new definitions, amend current definitions and/or clarification of definitions.

Ms. Merritt reported District's Tariff Rule 2 – Description and Limitations on Service needs to be amended to update Exhibit B and Exhibit C regarding water right dedication requirements. She reported Truckee Meadows Water Authority recently had a hearing and approved to change their allocation requirements from .12 acre foot per unit to .11 acre foot per unit for family services a difference of .01 acre foot per unit. The District also needs to amend Rule 2 to amend the language of Truckee Meadows Water Authority meter retrofit fee; Truckee Meadows Water Authority meter retrofit program has been completed now that they are fully metered. Truckee Meadows Water Authority repurposed that fee that was originally being collected and is now applied towards their water resource sustainability fund that is used for existing water infrastructure improvements. She also stated to comply with the approved and executed Wholesale Agreement, the District and/or developers are required to deed water rights to Truckee Meadows Water Authority for the various development project. Additional filing fees and Will Serve letter fee is required at the time of dedication and/or purchase of water rights. Staff would like these fees to be the responsibility of the developer in efforts to continue to have growth pay for growth.

Ms. Dowling reported District's Tariff Rule 5 – Rendering of Payment of Bills needs to be amended to add language for customers who have notes on their account of 1 or more return checks for non-sufficient funds, they potentially could be restricted from paying with checks for a period of time and be subject to a penalty fee. Staff would also like to add language regarding disputed credit/debit card payments, similar to the non-sufficient funds for checks, staff has dealt with customers paying their bills then several days later call their banks and claim it was an unauthorized transaction. She stated there needs to be a penalty to the customer for falsely disputed credit/debit card payments.

Mr. Combs reported District's Tariff Rule 7 – Information Available to the Public needs to be amended to include a statement/announcement referencing the District's Public Records Request Policy.

Ms. Dowling reported District's Tariff Rule 12 – Deposit potentially needs to be amended for consideration to increase the District's deposit. Based on statistical data, the \$170 deposit is no longer sufficient. The average winter bill is \$78 and the average summer bill is \$94 per month. Typically, when someone gets disconnected for nonpayment, the \$170 deposit has not been able to cover the outstanding balance. The District receives a lot of inquiries and/or suggestions regarding the current deposit amount and would like to see it increased so that the landowner and/or new account applicants are not responsible for the outstanding balance. The Tariff also states that anyone who signs up for new service is responsible for paying any outstanding balance; this could be the property owner and/or the tenant. Staff suggests increasing the deposit to \$200.

Mr. Melton reported District's Tariff Rule 15 – Water Service Connection and Customer's Facilities needs to be amended for consideration to increase the District's backflow inspections from \$35 to \$50 per inspection. The \$35 inspection fee has been in place since 2008. He also stated he investigated other agencies regarding their backflow inspection fees and it varies from \$60 up to \$100 per inspection.

Chairperson Ainsworth inquired when the District performs backflow inspections.

Mr. Combs responded the District performs backflow inspections annually, typically in April and May after they have been turned on. Staff would also like to move the inspection fee to the District's Fee Schedule so it can be reviewed and modified by the Board of Trustees, as needed, without having to hold a Tariff hearing.

Mr. Melton also reported staff is requesting to move fees associated with facility damage to the District's Fee Schedule. Prices change regularly for various parts and staff's recommendation is to implement a minimum amount of \$250 for damaged facilities. A facility could be a meter pit, meter, angle meter valve, etc.

Mr. Combs reported the most damaged facility is the lock placed on a meter for nonpayment disconnect. The District currently charges \$25 per lock. Typically, a customer will cut the lock and restore their own water service because paying the \$25 lock fee is cheaper than paying a staff member to perform an after-hour service call to restore water. Staff's recommendation is to increase the lock fee to \$100 to cover office/field staff time and parts.

Mr. Combs reported District's Tariff Rule 17 – District Service Boundary needs to be amended to update the District service boundary to include any approved annexations from 2017 to current.

Mr. Combs reported on District's Tariff Rule 21 – Water Service Rules, Fees, Charges and Rates needs to be amended. Mr. Combs reported Truckee Meadows Water Authority recently approved a 2.5% rate increase, the increase is effective May 1, 2020. Staff is requesting a pass-through increase of 2.5% on consumption only, since the last two District increases have been on the base rate. This is a benefit for customers who are on a fixed income and conserve water on a regular basis; the average increase will be \$0.06 per month. He also reported the District has not had a rate increase since 2017; since 2017 Truckee Meadows Water Authority has implemented two 3% rate increases and this upcoming increase will be their third increase with the potential of two more approved 2.5% increases over the next two years.

Ms. Dowling reported staff would like to request the removal of the after hour \$15 installation fee for new services and remove the language regarding new service installations. District's current practice does not include after hour installs for new services; new service installs are only performed during regular business hours.

Mr. Melton reported staff is requesting to increase the District's after hour service/emergency calls from \$30 to \$40; the last time this fee has been adjust was in 2008.

Mr. Combs reported the District needs to add new language to its Tariff to comply with the Interlocal Agreement between the District and the City of Sparks regarding water service to properties within the City of Sparks service boundaries. The District is required to collect on its monthly bills a 5% Toll Fee for Right-of-Way to customers only within this territory (5 Ridges Subdivision). This Toll fee will be collected by the District on behalf the City of Sparks; the District would be responsible for paying the City of Sparks the fee collected on a monthly and/or quarterly basis. He stated Truckee Meadows Water Authority is subject to collecting the 5% Toll Fee for all of its customers within the City of Sparks service territory.

Ms. Dowling reported District's Rule 22 – Sewer Service Rules, Fees, Charges and Rates needs to be amended to remove the after hour \$15 installation fee for new services and remove the language regarding new service installations. District's current practice does not include after hour installs for new services; new service installs are only performed during regular business hours. Staff is also requesting to increase the District's after hour service/emergency calls from \$30 to \$40.

Mr. Combs reported District's Rule 23 – Additional Charges needs to be amended for consideration to pass-through the 2.5% increase for the District's bulk water (construction water).

Ms. Dowling reported staff is also recommending removing the various fees for cut locks, backflow inspections, return check fees, and facility damage fees to the District's approved Fee Schedule so staff and the Board of Trustees can modify these fees as needed with having a hearing.

Mr. Melton reported staff is requesting approval of an administrative fee associated with development studies. A lot of staff time is being used with collecting deposits from developers to hold on the District books and be used to pay engineering expenses, requiring monthly reconciliation of funds on an ongoing basis until all funds have been used and/or refunded back to the developer.

Mr. Combs reported District's Rule 24 – Annexation needs to be amended for clarification purposes stating the annexation applicants are responsible for all fees associated with the annexation such as advertising fees and updating District service territory map after each approved annexation.

Mr. Combs reported District's Rule 28 – Recreation needs to be amended to include new language that any property receiving service from the District (water, sewer or garbage) will be subject to the District's Recreation fee. This is being implemented because the District will be providing a service to the 5 Ridges Subdivision and those customers should be assessed the same fee as the District's current customers. Both the developer and the City of Sparks have to disclose to new buyer(s) they are subject to the District's Recreation Fee so that there is no future disputing what the fee is for, this should also be disclosed during title quotes. He also stated staff is recommending adding a section referencing the District's Naming of Recreation Facilities Policy.

*After further discussion Vice Chair Severt made a motion to approve staff to proceed with scheduling a Public Hearing for May 14, 2020 to review and consider all Tariff Rules amendments as presented by staff. Secretary Barstow seconded the motion. The motion carried unanimously.*

There were no public comments.

**STANDING ITEM:**

**Item# 12. Update regarding Battle Born BMX activities and Lease Agreement compliance with possible action and/or direction to staff.**

Mr. Melton gave a brief update regarding Battle Born BMX activities and lease agreement compliance. Mr. Melton reported on February 24, 2020 USA BMX sent out 450 emails to BMX members advertising the District's Request for Proposals for a BMX Track Operator for the Sun Valley BMX Track. The District is currently in receipt of one proposal and there have been multiple phone calls from interested members. The proposal submittal deadline is Friday, March 13, 2020. The Board of Trustees will have the opportunity to review all proposals and approve a Track Operator during the District's March 26, 2020 board meeting. Staff has requested from Ms. Daly the February race/moto sheets, at this time Ms. Daly cannot provide them due to computer issues.

Audience member Ms. Cortes commented she is a longtime Sun Valley citizen and referenced her accomplishments and awards to justify that she is a good character witness. She commented that her children are participants at the BMX Track and she complimented Track Operator, Ms. Daly, for her professionalism and dedication working with everyone that participates at the track. She commented she would like to volunteer her time to help solicit funding to assist with the program regardless who operates the track.

Battle Born BMX Track Operator, Ms. Daly, gave a brief update regarding the Battle Born BMX activities. USA BMX announced they are canceling indoor arena events only at this time, most other tracks are following state closures. She stated her volunteers are spraying all loaner helmets with Lysol after each use, including wiping down the outside with Clorox wipes in efforts to prevent the spread of the coronavirus. She regularly sprays Lysol throughout the registration booth and the concession booth and limits it to one person only inside both booths. She reported one of the bollard poles near the BMX Track was removed and a witness saw the individuals were going to use it to break a window. Authorities were

called and no vandalism/damage was done. She reported she has developed various fundraising opportunities to help with the upcoming BMX season. She will be submitting her proposal to continue as the Track Operator for the Sun Valley BMX Track, she is waiting on endorsement letters to be submitted along with her proposal. She also acknowledged District's request for race/moto sheets for February; as indicated her computer is broke at this time and will submit them as soon as possible.

**Item# 13. Legal report by Maddy Shipman.**

None

**Item# 14. Field report by Chris Melton.**

Mr. Melton reported on the following items;

- District staff is working with Sun Valley Cal Ripken and Job Corp with improvement projects at Gepford Park. Both organizations will paint all the buildings so everything is uniform and the District will provide all the paint. They will also be replacing all the siding on the old restrooms and the District will provide all the materials. He stated later this year he would like to construct a pitched roof over the old restroom building to help prevent leaks. He is thankful for the partnership.

**Item# 15. Office report by Erin Dowling.**

Ms. Dowling reported on the following items;

- The District's winter evaluation ends March 31, 2020; customer's winter evaluation forms need to be submitted no later than June of 2020.
- E-Waste Event flyers are being sent with the monthly billings advertising the event.
- Both she and Mr. Melton are working with Pool/Pact regarding the District's Human Resource Compliance Assessment, Phase 1. Staff is reviewing all of the employee files and making sure they are current and in compliance with regulations and review of job descriptions. A report will be provided to the District within the next several months with any proposed recommendations by Pool/Pact.

**Item# 16. Manager report by Jon Combs.**

Mr. Combs reported on the following items;

- The District advertised for a part time AP/Payroll Accountant, he was happy to announce Rolynda Williams has accepted the District's employment offer and she will start on Monday.
- He provided for informational purposes a sample report of what the District's new accounts payable report will look like going forward. To streamline processes, staff will be using system generated reports instead of duplicating it in Excel; this is a significant time saver for the accounting department.
- He provided for informational purposes a sample report of what the District's budget report will look like going forward. The new report is system generated and it mirrors the same budget report format that is required to be submitted to the State; this is a significant time saver for the accounting department.

**Item# 17. Public Comments.**

Audience member Mr. Stockford commented he understands the Sun Valley General Improvement District is not responsible for the removal of abandoned vehicles, he would like to request the assistance of the District to work with other governmental agencies to get the vehicles removed before it becomes a greater problem than it already is.

**Item# 18. Board Comments.**

Trustee Rider will contact Sun Valley Cal Ripken and find out what cancelations, if any, will be done to reduce large public gatherings at the parks.

**Item# 19. Future Agenda Items.**

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

- Review and approval of the District's spring newsletter
- Approval of Auditor's Engagement Letter for the 2019/2020 fiscal year
- Review of BMX Track Operator proposals and approval of a Track Operator
- Possible review and approval of District's 2020/2021 tentative budget

Trustee Rider requested a standing item regarding COVID-19 to provide the Board of updates as needed. He would also like to have discussion to use District Beautification Funds to be used to assist with removal of abandoned vehicles.

**Item# 20. Adjournment.**

*Secretary Barstow made a motion to adjourn at 7:32 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on March 26, 2020.

Minutes Prepared by:

Jennifer Merritt, Administrative Assistant