



Sun Valley General Improvement District Board Meeting Minutes of March 26, 2020

Board Members Present:

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

Board Members Not Present:

Staff Present:

Jon Combs	SVGID, General Manager
Jennifer Merritt	SVGID, Administrative Assistant

Other Members Present:

The meeting of the Sun Valley General Improvement District was called to order by Vice Chair Severt 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 (teleconference), Vice Chair Severt, Secretary Barstow, Treasurer Ortiz (teleconference) 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.

Mr. Combs reported the District received one public comment via email. Sun Valley resident, Ms. Walls, wanted to say thank you to the District for their service and for what the District does for the community. She will miss attending the board meeting; if we all stick together we will get through this critical time. She looks forward to seeing the District's Service Technician's driving by every day. Blessings go out to all the District Trustees, staff members and family members.

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.

Mr. Combs made the following announcements; March 22, 2020 Governor Sisolak signed an Emergency Directive regarding public meetings. The directive suspends in-person public participation. The District is required to remain transparent by providing an agenda, access to any staff reports, and alternative method for the public to provide comments such as telephonic or by email. The District has met these requirements by posting the agenda and staff reports on the District's website. The agenda also provides a public notice giving the public the option to provide public comments in writing and/or email prior to the Board Meeting; this complies with the Emergency Directive and NRS 241.020. Mr. Combs reported Western Regional Water Commission, Northern Nevada Water Planning Commission and Washoe County Board of County Commission have tentatively canceled their meetings until April 16, 2020. Meetings might be conducted under the new Emergency Directive regarding public meetings. Mr. Combs also reported on the following event cancelations; Sun Valley Easter Egg Hunt scheduled for April 11, 2020 and Sun Valley General Improvement District's E-Waste Recycling Event scheduled for April 18, 2020 has been canceled. Keep Truckee Meadows Beautiful Great Community Cleanup event scheduled for May 9, 2020 has been canceled, but will be rescheduled for later this year.

Trustee Rider announced the Sun Valley Cal Ripken Baseball League has canceled their Opening Day Ceremonies and baseball season has been postponed. He will report more once the shutdown order has been lifted and baseball season details are provided.

Item# 7. Discussion and action to approve account payable for March 26, 2020.

Treasurer Ortiz gave a brief report of the accounts payables, customer refunds and payroll checks for March 26, 2020.

Treasurer Ortiz made a motion to approve the accounts payable for March 26, 2020 in the total amount of \$200,887.22. 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 March 12, 2020.

Secretary Barstow made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of March 12, 2020 as submitted. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Adopt Resolution Declaring State of Emergency for COVID-19 and authorizing the General Manager to take actions requiring Board of Trustee approval in consultation with the Chair/Vice-Chair during emergency.

Mr. Combs reported the District's counsel advised the District to declare a COVID-19 State of Emergency in efforts to keep the District in full operation. Staff is requesting for approval of the provided Resolution that authorizes the General Manager, or designee, with regard to matters normally requiring Board of Trustee approval, to conduct the business of the District in consultation with the Board Chair, or in the Chair's absence or inability to act, with the Vice Chair.

Trustee Rider made a motion to adopt Resolution No. 2020-01 Declaring a State of Emergency for COVID-19 and authorizing General Manager to take actions requiring Board Trustee approval in consultation with the District's Chair and/or Vice Chair during emergency. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Update regarding District's action regarding the COVID-19 and preventative measures taken with possible authorization/direction to staff.

Mr. Combs reported on the following preventative measures taken by District staff. District field staff travels in separate vehicles, stay out of the office as much as possible, keep 6 ft. distance from other employees and the public as much as possible, no entering of dwellings and wipe down and sanitize their vehicles. Field meetings are being conducted outdoors when possible. He reported the management closed the District office to public as a preventative measure, health and safety, for the public as well as District employees. Forms are available to the public at the front door and the customers can make their payments online, over the phone or with a check/money order via mail or by using the District's drop box. The District has also increased its professional cleaning and staff is wiping/spraying disinfectant on all door handles, kitchen appliances and commonly used office equipment throughout the day. All staff is required to wash and/or sanitize their hands as much as possible, avoid touching their face, wipe down and sanitize their individual workstations and stay home if sick. Management is being flexible with staff that has younger children that can't attend school. Management will also implement staggering of lunches and shifts if needed.

Mr. Combs reported the District has canceled non-payment disconnects and waived the District's credit card service fee during the COVID-19 State of Emergency. The Sun Valley Neighborhood Center is closed and not accepting any rental reservations, all programs have been cancelled, with the exception of Washoe County Senior take-out meals. All Sun Valley sport programs have been canceled until further notice. Mr. Combs reported Management is closely monitoring daily updates and/or orders from Washoe County Health Department, Center of Disease Control and Prevention, and Governor Sisolak.

Trustee Rider, Chairperson Ainsworth, Secretary Barstow and Treasurer Ortiz thanked Mr. Combs for the detailed report and thanked staff for all their efforts during this time.

Vice Chair Severt inquired if staff is ok with the preventative measures and if any staff will be impacted by the closure of schools.

Mr. Combs responded staff has adapted to the preventative measures and not too many employees will be impacted by the school closure. Management will continue to be flexible to all employees that might need time off due to the school closure.

There were no public comments.

Item# 11. Discussion and action to temporarily waive credit/debit card service fee to assist District customers and limit public interaction.

Mr. Combs reported after consulting with Chairperson Ainsworth and a few other Trustees, he implemented waiving the District's credit/debit card service fee effective March 18, 2020 to assist District customers and to limit public interactions.

After further discussion Secretary Barstow made a motion to approve Mr. Combs March 18, 2020 decision to temporarily waive the District's credit/debit card service fee to assist District customers and limit public interactions. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Discussion and action to approve CliftonLarsonAllen, LLP as the Sun Valley General Improvement District auditor for the fiscal year ending June 30, 2020.

Mr. Combs reported staff is requesting approval to designate CliftonLarsonAllen, LLP as the District's auditor. He provided a copy of CliftonLarsonAllen, LLP proposal to perform the District's audit for fiscal year 2019/2020 ending June 30, 2020. The proposal for auditing services is for the total amount of \$33,500 an increase of \$500 from last year's audit. He stated this year's increase is less than last year's increase and he contributes that to Ms. James work and cleaning up the District's books and having material prepared for the auditor. He stated he would like to request for auditor proposals next year to ensure the District is paying a competitive amount for auditing services, this has nothing to do with CliftonLarsonAllen, LLP performance; he thinks they do a great job.

Secretary Barstow commented he doesn't think there should have been an increase if District staff is making it easier for them to perform the District's audit. He agrees with Mr. Combs and would like to see additional proposals for next year's auditing services.

Treasurer Ortiz commented she thinks CliftonLarsonAllen, LLP is doing a good job for the District and thinks they will continue to do a good job.

Trustee Rider made a motion to approve CliftonLarsonAllen, LLP proposal of \$33,500 to perform the District's audit for fiscal year ending June 30, 2020. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Request by Washoe County Sheriff's Office, in amount of up to \$25,000, to provide assistance with removal of abandoned vehicles in Sun Valley with possible action to approve request of donation from Sun Valley General Improvement District's Garbage Fund for the upcoming 2020/2021 fiscal year.

Mr. Combs reported the District received a request from Sheriff Balaam with Washoe County Sheriff's Office for assistance with the removal of abandoned vehicles. Mr. Balaam is requesting for District's Beautification Funds, up to \$25,000, to assist with the expense with the removal process. The funding would allow the Sheriff's Office the ability to work with Department of Motor Vehicles, Keep Truckee Meadows Beautiful, Waste Management, Tow

company's and other community partners to address the growing number of abandoned vehicles, RV's, boats and illegally dumped garbage in the Sun Valley area. A report was provided by the Sheriff's Office regarding the average cost per vehicle/motorhome removal, number of vehicles that have been removed in fiscal year 2018/2019 and through February of 2019/2020. The vehicles creating most of the issues in Sun Valley are vehicles that are abandoned on a roadway not maintained by Washoe County; portions of the roadway are recognized as private property as part of someone's parcel. The Sheriff's Office would like to assist those individuals getting rid of those vehicles and it would be at cost. Sheriff Balaam is trying to get County space and legal opinions on the Sheriff's Office authority to tow. If approved the Sheriff's Office will provide quarterly reports identifying the number of removals and associated expenses strictly for the Sun Valley area. Mr. Combs reported he is requesting approval to add to the District's 2020/2021 proposed budget; a line item be added to the District's Garbage Fund, under Beautification \$25,000 for Washoe County Sheriff's Office abandoned vehicle removal program.

Trustee Rider inquired if the District can support the \$25,000 request within its Garbage Fund.

Mr. Combs responded the District's Garbage Fund can support the request; it would be paid from the Garbage Franchise Fees for Beautification.

Secretary Barstow inquired if the funds will assist with the removal of the vehicles quicker. He would also like to know if the Sheriff's Office will be researching and going after the last owner on title of a vehicle; and if any money is recouped how it will be applied back towards the program.

Mr. Combs responded if approved, the District would be donating the funds to the Sheriff's Office at the beginning of the new fiscal year 2020/2021, July 1 of 2020. The funds will only be spent within Sun Valley. He would like to have a meeting with Sheriff Balaam regarding the removal program and the structure of the program. He is hoping the District, as a partner, can identify abandoned vehicles and report their locations to the Sheriff's Office for possible removal.

Chairperson Ainsworth is in favor of the District approving the request and being able to help with this growing problem.

Vice Chair Severt would like to see the structure of the program; the reporting process and the removal process and its timeline. She believes it is important that the District advertises its partnership with the Sheriff's Office regarding the program and how the District customers Garbage Franchise Fees are being spent. She also would like to see the Sheriff's Office use cameras at popular dumping locations to assist with finding/identifying individuals.

After further discussion Trustee Rider made a motion to approve Washoe County Sheriff's Office request and add to the District's Garbage Fund 2020/2021 Budget, \$25,000 from Beautification, for the purpose of removal of abandoned vehicles within Sun Valley. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Discussion and consideration to appropriate the E-Waste Recycling Event approved funds for the 2019/2020 fiscal year to be donated to Washoe County Sheriff's Office for the removal of abandoned vehicles in Sun Valley.

Mr. Combs reported staff is requesting approval to re-appropriate \$9,000 from the District's approved 2019/2020 budget that was intended to be used for the District's E-Waste Recycling Event. Due to the COVID-19 pandemic, the District had to cancel its event scheduled for April 18, 2020 and will not be able to reschedule the event within the current fiscal year. Mr. Combs would like to re-appropriate those funds, \$9,000 from the Garbage Fund, and have the funds used by Washoe County Sheriff's Office for removal of abandoned vehicles within Sun Valley this current fiscal year. He reported abandoned vehicles are a community wide problem and thinks this would be the perfect use of these funds to help beautify the community.

Secretary Barstow made a motion to appropriate the District's E-Waste Recycling Event 2019/2020 budget of \$9,000 from the District's Garbage Fund to Washoe County Sheriff's Office to be used towards the removal of abandoned vehicles. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 15. Legal report by Maddy Shipman.

None

Item# 16. Manager report by Jon Combs.

Mr. Combs reported on the following items;

- The District is in full operation and performing all its regular duties; staff has had to make several modification for the safety and protection of District customers and staff related to COVID-19. He is extremely proud of staff for their suggestions and implementation of new procedures and continuing to work during this time to carry out the District's goals and mission.

Item# 17. Public Comments.

None

Item# 18. Board Comments.

Trustee Rider thanked District staff for all their hard work. He recognizes how much was involved to change its normal procedure and still be available to help customers with payments and service inquiries.

Secretary Barstow appreciates District staff for stepping up and continuing to come to work and assist the District during this time.

Chairperson Ainsworth thanked District staff and the Trustees fully support them and are very proud of their work; especially knowing that the District is an essential business and staff is working hard to continue its operations. She is praying for all the staff and family members for their health and safety.

Treasurer Ortiz agrees with all of the Trustees comments and thanked District staff for their hard work.

Vice Chair Severt commented this is an historical time for everyone; she believes we will all come out a lot stronger. The District will have procedures in place and staff will be capable of working together. As a community, the community is working together and helping others.

Item# 19. Future Agenda Items.

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

- Review and approval of District's 2020/2021 tentative budget

Vice Chair Severt suggested a 2020/2021 budget workshop, if needed, if any changes were needed between the tentative budget and the final budget.

Item# 20. Adjournment.

Secretary Barstow made a motion to adjourn at 6:43 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on May 14, 2020.

Minutes Prepared by:

Jennifer Merritt, Administrative Assistant