



**Sun Valley General Improvement District  
Board Meeting Minutes of  
May 14, 2020**

**Board Members Present:**

Sandra Ainsworth	Chair
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
Chris Melton	SVGID, Public Works Director
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

**Other Members Present:**

Kelly Glenn	Roo Co
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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 (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.**  
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.**

Mr. Combs reported the Sun Valley General Improvement District will be flying the flag at half-staff Friday, May 15, 2020 in honor of Police Officers Memorial Day. He also reported the Sun Valley General Improvement District will be closed Monday, May 25, 2020 in observance of Memorial Day.

**Item# 7. Discussion and action to approve account payable for April 09, 2020.**

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

*Treasurer Ortiz made a motion to approve the accounts payable for April 09, 2020 in the total amount of \$79,540.53. Vice Chair Severt seconded the motion. After discussion the motion carried unanimously.*

There were no public comments.

**Item# 8. Discussion and action to approve account payable for April 23, 2020.**

Treasurer Ortiz gave a brief report of the accounts payables, customer refunds and payroll checks for April 23, 2020.

*Treasurer Ortiz made a motion to approve the accounts payable for April 23, 2020 in the total amount of \$226,546.01. Secretary Barstow seconded the motion. After discussion the motion carried unanimously.*

There were no public comments.

**Item# 9. Discussion and action to approve account payable for April 30, 2020.**

Treasurer Ortiz gave a brief report of the accounts payables, customer refunds and payroll checks for April 30, 2020.

*Treasurer Ortiz made a motion to approve the accounts payable for April 30, 2020 in the total amount of \$212,335.73. Vice Chair Severt seconded the motion. After discussion the motion carried unanimously.*

There were no public comments.

**Item# 10. Discussion and action to approve account payable for May 14, 2020.**

Treasurer Ortiz gave a brief report of the accounts payables, customer refunds and payroll checks for May 14, 2020.

*Treasurer Ortiz made a motion to approve the accounts payable for May 14, 2020 in the total amount of \$63,462.25. Trustee Rider seconded the motion. After discussion the motion carried unanimously.*

There were no public comments.

**Item# 11. Discussion and action to approve board meeting minutes of March 26, 2020.**

*Vice Chair Severt made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of March 26, 2020 as submitted. Secretary Barstow seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 12. Discussion and action to approve Interlocal Right of Way Agreement with the City of Sparks regarding the 5 Ridges Subdivision.**

Mr. Combs provided a final draft of the Interlocal Right of Way Agreement between the District and the City of Sparks regarding the 5 Ridges Subdivision. Mr. Combs reminded the Board the 5 Ridges Subdivision is located within the City of Sparks service boundaries; the District will be the water provider and all other services will be provided by the City of Sparks. The agreement waives penalties imposed by Sparks Municipal Code Chapter 12 for street cuts made by the District for emergency water repairs and maintenance. The District will perform its own street cuts and repairs. If repairs are not cost-effective for the District, the District will utilize a qualified licensed paving contractor to complete the street repairs. Mr. Combs reported that Agreement also requires the District to collect on behalf of the City of Sparks a Right-of-Way Fee based on the gross revenues derived by the District from the sale of water, including the base rate and water consumption charges. The Right-of-Way Fee shall be collected through a percentage surcharge to each of the District's customer located within the 5 Ridges Subdivision, including future subdivision properties, and shall be calculated based on the maximum statutory fee under NRS 354.59883 (currently capped at five percent of the District's Gross Revenues from customers located within the 5 Ridges Subdivision) surcharge will be collected by each customer's monthly water bill. The District will make quarterly payments to the City of Sparks for Right-of-Way Fee collected. Mr. Combs reported both the District and the City of Sparks agree that the 5 Ridges Subdivision was approved for annexation into the District solely for the provision of water services and that the subject property remains within the City of Sparks city limits. The District agrees that the City of Sparks will continue to have the right to levy and collect general ad valorem property taxes on the subject property. Both the District and the City of Sparks agree the District will recover its costs and any other fees or charges associated with the provision of water services to the subject property, in accordance with the District's tariff. The District is also not prohibited from imposing fees or other charges as may be approved through the District's tariff to fund the District's capital improvement program and ensure consistency in burden for that purpose with unincorporated District water service customers.

*Vice Chair Severt made a motion to approve the Agreement for the Grant of Rights of Way between the District and the City of Sparks for the 5 Ridges Subdivision. Chairperson Ainsworth seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 13. Discussion and approval to ratify General Manager's actions approving USA BMX as the 2020 BMX Track Operator and commencement of BMX Track Lease Agreement effective May 1, 2020.**

Mr. Combs reported in April of 2020, he used his emergency powers granted to him by the Board of Trustees, and approved USA BMX as the Track Operator and commencement of the BMX Lease Agreement effective May 1, 2020. Mr. Combs believes making this decision was in the best interest for the District, BMX Program and for those who participate with the BMX activities. USA BMX is a National Organization and will be the Lease holder, USA BMX

has appointed Shawn Buck as their local Track Operator to operate and handle the BMX activities at the Sun Valley BMX Track. District staff will work directly with USA BMX and the appointed Track Operator regarding track improvements, maintenance and other lease related items. He also reported the prior Track Operator has removed all of their personal property from the track and all new locks and keys have been issued.

*Vice Chair Severt made a motion to ratify the District's General Manager's action approving USA BMX as the 2020 BMX Track Operator and commencement of the BMX Track Lease Agreement effective May 1, 2020. Trustee Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 14. Discussion and action to appoint a replacement alternate board member to represent Sun Valley General Improvement District on the POOL/PACT Board.**

Mr. Combs reported Vice Chair Severt is the District's appointed representative for the POOL/PACT Board and Trustee Garth Elliott was the District's alternate. The District needs to appoint a replacement alternate board member due to the passing of Mr. Elliott.

Vice Chair Severt reported she attended the 2020 POOL/PACT annual board meeting; this year's meeting was a virtual meeting using Zoom. Any POOL/PACT member can attend their annual board meeting; each POOL/PACT member gets to have a voting member. The voting member and/or the alternate voting member will be able to vote on the POOL/PACT new insurance rates.

*After further discussion Vice Chair Severt appointed Carmen Ortiz as the District's alternate representative to the POOL/PACT Board. Chairperson Ainsworth seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 15. Review of Sun Valley General Improvement District's tentative budget for fiscal year 2020/2021 with direction to staff.**

Mr. Combs reported the only changes to the District's approved tentative budget for fiscal year 2020/2021 is the District's Health Insurance and Liability Insurance. The District received the Hometown Health Insurance renewal and there is no increase to the District's current health insurance plan. The renewal rate is actually a savings of (\$314) over last year's premiums. He also reported the District's Liability Insurance is projected to have a 10% increase. After reviewing the approved tentative budget and applying the increase, there is still a savings of (\$134) to the 2020/2021 budget due to the premium savings the District received last year. Mr. Combs reported Waste Management just initiated a rate increase; staff will adjust the budget if needed prior to the approval of the final budget.

Additional discussion ensued regarding new equipment purchases and other capital improvements.

Trustee Rider inquired what potential budget impacts will occur to the budget due to COVID.

Mr. Combs responded the District will see some impacts to this year's fiscal budget and next fiscal budget. The District has temporarily suspended the credit/debit card service fee, and nonpayment disconnects. Revenue from these two services will reflect majority on this

year's fiscal budget. Depending on the Governor's directives regarding opening of the District's parks for group use and the pool; there will be significant change to next year's fiscal budget. Any loss in revenue from park and pool users will be offset with the savings in expenses in the District's Recreation budget.

Mr. Melton also responded the District also will have minimal increase in expenses for purchases made to provide additional personal protective equipment for District staff.

The Board thanked Mr. Combs for budget update and providing a detailed budget making it easy to read and understand.

There were no public comments.

**Item# 16. Update regarding District actions regarding the COVID-19 and preventative measures taken and/or needed.**

Mr. Melton reported the District continues to refer to the Center for Disease Control and Prevention Guidance for businesses and employers as well as Washoe County Health Department to plan and respond to Coronavirus disease. This guide has been distributed to all District employees for their review and acknowledgement. Center for Disease Control and Prevention recommended the following strategies for employers to use now to help prevent and or spread Coronavirus. Mandate sick employees to stay home until they are cleared by a doctor and provide a note. Send sick employees home immediately. Emphasize coughing and sneezing etiquette as well as hand hygiene. Instruct employees to clean their hands often with hand sanitizer, or wash hands with soap and warm water for at least 20 seconds. Perform routine environmental cleaning, such as workstations countertops and doorknobs (this is done twice daily). District staff has provided personal protective equipment as well as disinfect spray to each employee and their workstation. All employees' temperatures are taken each morning as they arrive for their shift and masks are required while in District Office common areas. He also reported field staff is currently driving separate vehicles, sanitizing all equipment used at the end of every day and required to wear masks when entering places of business or unable maintain social distancing.

Mr. Melton reported management is monitoring and has responded to absenteeism due to this illness. 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 has closed the office to the public. All business is conducted via phone, website/internet and or drop box. The District has also limited its phone hours from 11am – 5pm (all emergencies are transferred to District's On-Call phone) to help with the current shortage with front office staff. He also commented on how proud he is of how the District staff has responded to this pandemic.

Mr. Melton reported staff is working with a vendor to purchase and install a barrier for the customer service counter. Staff will provide temporary barriers if the permanent barrier is not installed prior to reopening to the public. He also acknowledged how proud he is of all District staff for adhering to the new protocols, come together to help keep each other safe as well as continue to provide the community with water and wastewater services that they can depend on.

Chairperson Ainsworth is pleased with the safeguard the District has implemented to help keep District staff safe.

Trustee Rider inquired about public feedback.

Mr. Melton responded majority of the feedback from the public has been positive. It has helped customers by providing forms outside for customer pickup as well as providing all the forms on the website, including some electronically. Customers have been patient with the temporary phone hours. There are a few customers that have been disgruntled with the doors being locked.

Mr. Combs reported the District had two cases within seven days from each other; this is partially why the District temporarily modified the phone hours. Staff has disinfected and sanitized the District office and board room for everyone's health and safety. Both Ms. Pickens and Ms. Merritt has been helping with phones and taking payments. He thanked all the staff members for their hard work and continuing to work together during this time.

Secretary Barstow received positive feedback from a customer; they said the District is doing a great job with helping the community during this time.

There were no public comments.

**Item# 17. Discussion regarding District's approved 2020 Recreation and Event calendar with possible direction to staff.**

Mr. Combs provided a copy of the District's approved 2020 Recreation and Event calendar; multiple events have been canceled for April and May due to COVID-19. Staff has been monitoring other agencies recreation reopening; Washoe County has canceled their pool season and will not be opening their splash-in-play parks this year. City of Sparks pool season is pending additional Governor Directives and City of Reno will open their pool for lap swim only this season. He reported swim lessons have been cancelled by all agencies. He stated staff is requesting approval to cancel this year's Dive into Summer event scheduled for June 26, 2020 due to large group restrictions. Staff will continue to monitor Governor Directives to determine if the District can hold a pool season this year. Staff is requesting approval to cancel swim lessons, free swim days and private pool rentals to help with control large group restrictions. He also reported the District is having a difficult time hiring pool staff at this time, and it could continue to be a problem for the next several months.

Mr. Melton reported the City of Sparks and City of Reno are also having a difficult time hiring pool staff. With the lack of staffing could potentially limit pool hours, if able to open.

Chairperson Ainsworth stated this year pool season will be a difficult one if the District is able to open the pool. The pool is required to have a minimum amount of lifeguards on deck per swimmer; additional staff will be required to monitor social distancing on the deck, as well as, perform additional sanitizing procedures. She stated she thinks the District should follow Washoe County, City of Sparks and City of Reno's lead regarding this year's pool season. She is afraid if the Sun Valley Pool is the only one open, it could be overcrowded and difficult to monitor.

Secretary Barstow stated he would like to put safety first when considering a pool season.

Vice Chair Severt agrees with staff recommendation to cancel the Dive into Summer event due to large group restrictions. She would like to wait until the next meeting to potentially decide on the pool season; she agrees with Chairperson Ainsworth concerns regarding over

crowdedness if the Sun Valley Pool is the only pool open this summer. She also commented on the additional health and safety protocols that would need to be implemented if the District is able to open the pool.

Treasurer Ortiz suggested the District should consider an alternative use of donation funds if the District is not able to have a pool season. She would like to inquire if the free swim day donors would be open to repurposing their donation to be used towards scholarships to Sun Valley graduating seniors.

Mr. Melton reported staff's recreation recommendation is to continue with Senior, Martial Arts, Zumba and New Revival Church programs in Phase 2 and implementing Governor directives/guidelines with group gatherings. Each group will be required to submit to the District health and safety protocols, (providing the Governor allows for governments to open community centers). Staff recommends no neighborhood center private rentals until Phase 3 and limit pavilion rentals only to groups 50 or less. Mr. Melton also reported on several league cancelations; other leagues are waiting on Phase 2 Governor directives to determine if they will cancel their season.

Trustee Rider commented Sun Valley Cal Ripken has not decided yet whether to cancel their season or postpone it. With other leagues cancelling it could limit the number of games scheduled with no outside teams to play.

*After further discussion Trustee Rider made a motion to approve District General Manager to make the decision on the 2020 pool season, cancelation of the Dive into Summer event and approve staff's recreation structure recommendations. Vice Chair Severt seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 18. Legal report by Maddy Shipman.**

None

**Item# 19. Field report by Chris Melton.**

Mr. Melton reported on the following items;

- RTC will be performing storm drain improvements on Sun Valley Blvd. from Leon to 7<sup>th</sup> Ave., construction to start early to mid-June.
- Field staff has been working on locating and raising water valves on all non-Washoe County maintained dirt roads.
- Field staff has devoted a tremendous amount of time cleaning and removing debris from the wastewater system due to the uptick in use of non-flushable items.
- The District is working with an irrigation specialist from Nevada Outdoor to resolve the sprinkler issues at the Sun Valley Community Park baseball field and surrounding area. They were able to model the coverage and identify deficiencies and provide cost effective solutions. They were able to correct the coverage by changing the nozzle sizes and some sprinkler heads. It has also been determined the District no longer has a need for the booster pump for irrigation, this will be a cost savings of \$475 annually in power and \$300 to \$500 annually in water. The total cost for this irrigation project was \$3,000.
- Mr. Melton thanked his staff for all their hard work especially through these last few months. They are all working hard to make sure the customers are getting the

service that they deserve and rely on.

**Item# 20. Office report by Erin Dowling.**

Mr. Combs reported on the following items on behalf of Ms. Dowling;

- The District's online forms and new electronic forms have been very helpful while the District's lobby has been closed.
- Customer feedback includes: positive comments regarding waiving the credit/debit card service fee. Negative comments regarding the late fees and how they should not be charged during this time. Mr. Combs reported the District is tracking the amount of late fees being assessed and the total amount of late fees being waived by the District for final reporting purposes. As a reminder there are no non-payment disconnects performed during this time. Staff has been waiving the late fee for customers who call in and request for assistance.
- Office staff has been performing additional duties while they are missing 2 full time employees and 1 part time employee. A big thank you to Ms. Pickens who has been covering for the absent employees and Ms. Merritt helping with the phones.
- There is a high volume of phone calls; it has been challenging to assist Spanish speaking customers; 60% of phone calls are for credit/debit card payments.
- There is an increase in drop box and mail payments as the office is closed to the public.
- Staff has had to delay some of its quarterly and monthly reporting due to office shortage.
- There are a total of 291 customers that have not been disconnected for non-payment since suspending disconnects, the past due balances range from \$100 up to \$550.

**Item# 21. Manager report by Jon Combs.**

None

**Item# 22. Public Comments.**

None

**Item# 23. Board Comments.**

Chairperson complimented staff for doing a great job under these temporary circumstances, covering the office shortage and thanked them for their hard work.

Trustee Rider commented District staff is doing a tremendous job. He is happy to hear the positive feedback from customers. He recommends an article explaining why the District has to continue charging the late fee for reporting purposes.

Vice Chair Severt gave high praise for District staff and for Mr. Combs' leading staff during this time. She is proud the District has continued to provide safe drinking water and a functional wastewater system with no interruptions. She also commented on a group of UNR students who she has been working with regarding pedestrian safety in Sun Valley. The students worked on a sidewalk project titled, Where the Sidewalk Ends. The project identifies pedestrian deficiencies and potential improvements for consideration by various governmental agencies. A copy of the project report and students vision quest was provided for information purposes.



**Item# 24. Future Agenda Items.**

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

- Public Hearing for the District's 2020/2021 tentative budget
- Public Hearing for District's Delinquent Balances on closed accounts
- Review and approval of Newsletter
- Review and approval of District's Health Insurance renewal
- Covid-19 Update

Treasurer Ortiz requested discussion regarding repurposing Free Swim Day Donations.

**Item# 25. Adjournment.**

*Secretary Barstow made a motion to adjourn at 7:26 pm. Chairperson Ainsworth seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on May 28, 2020.

Minutes Prepared by:

Jennifer Merritt, Administrative Assistant