



**Sun Valley General Improvement District
Board Meeting Minutes of
May 28, 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
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Kelly Glenn	Roo Co
-------------	--------

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 Secretary Barstow
- Item# 3. Public comments for items not on the agenda.**
None

Item# 4. Motion to approve the agenda.

Mr. Combs requested to move agenda item 15 after agenda item 8.

Secretary Barstow made a motion to approve the agenda as amended. Vice Chair Severt 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 State of Nevada Phase Two Reopening begins Friday, May 29, 2020 and briefly reviewed Phase Two guidelines. State offices may resume some services where necessary, but online services are encouraged. All employees will continue to wear face coverings. Public and private gatherings are limited to 50 or less at any given time. Water parks at 50 percent capacity with social distancing. Swimming pools may reopen, but locker rooms will not be allowed to reopen and facilities will be limited to 50 percent capacity. Some youth sports and recreation will be able to resume under the guidelines from Nevada Athletic Commission.

Item# 7. Discussion and action to approve account payable for May 28, 2020.

Trustee Rider gave a brief report of the accounts payables, customer refunds and payroll checks for May 28, 2020.

Trustee Rider made a motion to approve the accounts payable for May 28, 2020 in the total amount of \$240,785.11. Vice Chair Severt 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 May 14, 2020.

Secretary Barstow made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of May 14, 2020 as submitted. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 15. Discussion regarding District's 2020 Recreation/Pool Season with possible direction to staff.

Mr. Combs reported staff has been waiting to see what the Governor's Phase Two Directive included to help determine whether or not the District could open the Sun Valley Pool. He stated he made the difficult decision to not open the pool this year based on the Governor's Phase Two Directive that requires the locker rooms to remain closed to the public, 50 percent occupancy and difficulty securing lifeguards. Mr. Combs reminded the Board that Washoe County already announced they will not be opening Bower's Mansion or any of the splash and play parks this year. City of Reno is opening Northwest Pool for aquatic fitness and lap swim and Idle Wild Pool for lap swim only. City of Sparks has not decided whether or not they are opening Alf Sorenson's and Deer Park Pool; they are also having difficulties securing lifeguards.

Discussion ensued regarding the support of the General Manager's decision to cancel the pool season. The Board of Trustees all commented it would be difficult to open the pool with limited staffing and no locker rooms where the restrooms are located. They all agree to put the health and safety of the community and District staff first and help reduce the spread of the coronavirus.

Secretary Barstow made a motion to ratify the District's General Manager's action to not open the Sun Valley Pool for the 2020 pool season in efforts to reduce the spread of the coronavirus. Vice Chairperson Ainsworth seconded the motion. The motion carried unanimously.

At 6:14 pm the Public Meeting closed for a Public Hearing

Item# 9. Public Hearing discussion and hearing regarding delinquent balances on closed customer accounts per NRS 318.201 and possible adoption of resolution regarding same for inclusion on assessment roll.

Chairperson Ainsworth read into the record the Order of Procedure for the District's Public Hearing. Secretary Barstow provided proof of publication for the Public Hearing.

Ms. Dowling provided a Report of Collection on the Washoe County Tax Roll of delinquent balances on closed customer accounts as of February 29, 2020. She stated an account with less than \$1 owing is not reflected on the report. The final report includes 27 closed customer accounts with a total of \$3,738.36 of unpaid delinquent balances. Ms. Dowling reported the District has notified all property owners with closed accounts with delinquent balances by mail. After the report has been filed with the Washoe County Treasurer the District is no longer able to collect from customers, it must be collected by the Washoe County Treasurer via the Tax Roll. She stated if the Board would like to proceed without changes to the report, then the motion would be to adopt the attached Report of Collection on the County Tax Roll and adoption of Resolution 2002. If the Board decides to amend/change the report, the motion would be to direct staff of the recommended amendments/changes to the report and the resolution brought back reflecting said amendments/changes at the next meeting.

There were no public comments.

Chairperson closed the Public Hearing at 6:20 pm

Vice Chair Severt made a motion to adopt Resolution 2002 and approve Report for Collection on the Washoe County Tax Roll of delinquent balances on closed customer accounts without any changes. Trustee Rider seconded the motion. The motion carried unanimously.

At 6:23 pm the Public Meeting closed for a Public Hearing

Item# 10. Public Hearing discussion and action on the Sun Valley General Improvement District Tentative Budget; as well as possible changes to the adoption of the Final Budget for Fiscal Year 2020/2021.

Chairperson Ainsworth read into the record the Order of Procedure for the District's Public Hearing. Secretary Barstow provided proof of publication for the Public Hearing.

Mr. Combs provided a final revised copy of the District's Fiscal Year 2020/2021 budget for review. He reported on the final revisions include corrections to both the Water and Sewer Fund for Office Health Insurance. The correct amount should be \$72,225; the District did not receive an increase in its renewal premiums. He also reported there will be a reallocation for Computer Services/Supplies and Computer Hardware/Software Contracts; several invoices were coded to the wrong GL last year; this has been corrected. He also reported that the District's line item for SCADA appears to be over budget in this current fiscal year due to the new SCADA system that was installed last year; but he is confident going forward the District budgeted enough for repairs and maintenance.

Mr. Combs also provided a Version B for the District's Recreation Fund based on the recent decision to close the pool for this year. The Recreation Fund Version B includes a revenue decrease of \$40,100 The Recreation Fund Version B also includes a decrease in pool expenses of \$117,570, providing a total net savings of \$77,470 from the original tentative budget. Staff's recommendation is to focus on pool repairs this year while the pool is closed. The District will use a portion of the District's monthly Recreation Fee to help pay for the repairs.

Mr. Combs reported there is a need to increase the District's Acquisition Fund to include \$25,000 in each Water and Sewer Capital Improvements for an office remodel. Staff would like to construct a new office for the Accounting Department. Staff also increased the Recreation Capital Improvements; Main Pool Resurfacing line item from \$30,000 to \$130,000. The new revised total for the Acquisition fund for total expenses is \$1,699,000 for all identified 2020/2021 capital improvement projects for water, sewer and recreation.

There were no public comments

Chairperson closed the Public Hearing at 6:38 pm

Chairperson Ainsworth inquired how will the proposed pool repairs impact the District's variance regarding the baby pool.

Mr. Combs responded the proposed repairs will not have an effect on the baby pool variance. The variance will be voided if there are any major repairs to the pool deck.

Vice Chair Severt acknowledged the various improvements on the Recreation capital improvement project list and inquired if all of the improvements will be completed this calendar year.

Mr. Combs responded the goal is to have the identified recreation improvements completed within the fiscal year 2020/2021.

Trustee Rider inquired how the new 2020/2021 budget compares to the 2019/2020 budget and taking in account any losses due to COVID-19.

Mr. Combs responded the 2019/2020 and 2020/2021 budgets are very similar. The biggest change is to the District's Recreation budget; the loss of pool revenue is offset by the savings in pool expenses. There will be some loss revenue for park use permits. As for the other District funds, the only significant increase is the Truckee Meadows Water Authority rate increase; however that has been postponed due to COVID-19. The District will not see a significant loss in revenue for water or sewer. District customers are still responsible for paying their bills and any uncollected balances are moved to the property tax role for collection. The only minimal loss in revenue will be from the District's Reconnection Fees

and Credit/Debit Card Service Fee that both have been temporarily suspended due to COVID-19. Mr. Combs stated the District is projected to come under what was approved for in the Fiscal Year 2019/2020 budget. District staff is diligent with the District's funds and are trying to find savings whenever possible.

Secretary Barstow commented he appreciated Mr. Combs recommendation regarding the use of the Recreation Fee pertaining to the pool repairs. He inquired if there were any other suggested uses for the Recreation Fee.

Mr. Combs responded the Recreation Fee is split between Parks and the Pool. This District will only be using the Pool portion of the Recreation Fee for the identified repairs. The District is not allowed to use those funds anywhere else than originally intended.

Vice Chair Severt made a motion to adopt the District's final budget for Fiscal Year 2020/2021 that includes District's Recreation Fund Version B. Secretary Barstow seconded the motion. The motion carried unanimously.

Item# 11. Review and discussion regarding renewal option(s) for Sun Valley General Improvement District Health Insurance with action to approve option renewal.

Mr. Combs provided a copy of the District's Health Insurance renewal prepared by LP Insurance. He is proud to report there is no increase to the District's Health Insurance and there is an actual savings of \$300 for this year's premiums; there is an overall savings of \$28,000 after employee/retiree contributions are taken into consideration. Mr. Combs reported LP Insurance provided additional health coverage options for consideration, but reminded the Board that the District is subject to the Health Care Act that requires the District to offer insurance to District employees once they are eligible for retirement. At this time Hometown Health is the only carrier that permits continued coverage for retired employees.

Mr. Combs briefly explained the differences between each health coverage options for consideration. He reported the District's existing plan has no increase to the District but there are minimal increases to the employees out of pocket expenses. As a reminder the District offers two plans PPO and HMO. The District wanted to give the employees an option for insurance, especially for those who pay full/portion of their health insurance. Staff is recommending approval of the District's current Hometown Health PPO 500 and Hometown Health HMO 500 insurance plans.

After further discussion Trustee Rider made a motion to approve renewal of the District's health insurance; Hometown Health PPO 500 & Hometown Health HMO 500. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Review and discussion regarding Sun Valley General Improvement District Summer Newsletter.

Ms. Merritt reported the District never issued the approved Spring Newsletter due to the current health crisis. Due to so many events being canceled staff recommended issuing out a new newsletter that would give an update on District business related to COVID, promote Water Conservation and recommended watering days, District's 2020 Water Quality Report, Illegal Dumping, Community Service Award Nominations, Photo Contest and Important Dates. Ms. Merritt stated if approved the newsletter will be distributed through the month of June to all District customers.

Vice Chair Severt suggested making the District logo bigger and to bold the phone numbers in the Illegal Dumping article. She also suggested a future article promoting the pool repairs; the District can share how funds were spent and provide before and after pictures.

Trustee Rider would like to see a future article promoting its partnership with Washoe County Sheriff's Office regarding abandoned vehicles.

Vice Chair Severt made a motion to approve the District 2020 Summer Newsletter with suggested changes. Secretary Barstow seconded the motion. The Motion carried unanimously.

There were no public comments.

Item# 13. Discussion regarding repurposing of the Fink Family Donation of \$1,700 for a free swim day to be used towards community aid in honor of Robert and Norma Fink.

Mr. Melton reported due to the current health pandemic, 2020 free swim days were canceled. The Fink Family would like to repurpose their original donation of \$1,700 for a free swim day to be used towards community aid in honor of Robert and Norma Fink. He stated staff compiled a list of ideas for consideration how the donation could be used to benefit the community as a whole. Those ideas include the following: Scholarships for Sun Valley student(s) suggested by Treasurer Ortiz, District bill relief for Sun Valley customers affected by COVID-19, paint pool building (estimated cost \$15,000), resurface interior main pool (estimated cost \$110,000), replace pool cover (estimated cost \$10,000), replace pool boiler/hot water heater (estimated cost \$10,000). Mr. Melton briefly commented on each idea for consideration. He reported a set of guidelines would have to be established for a scholarship including who is eligible, how many students would be awarded and to what educational institution; this could create a lot of oversight by staff. Another idea for community aid was consideration of a relief fund for customers impacted by COVID-19. The more staff discussed this idea it would be difficult to determine who truly was impacted by COVID-19 and deciding which customers would receive the assistance without disfavoring other customers in need of assistance. Mr. Melton stated staff's recommendation to give back to the community as a whole is to use the funds towards improvements/repairs of the Sun Valley Robert and Norma Fink Pool Complex. There are multiple repairs and/or improvements needed for the pool complex; Fink Family donation will not cover the cost of one particular item, but it could be used towards an improvement/repair to help with the expense.

Treasurer Ortiz stated she was hoping there was a way the District could offer a scholarship to Sun Valley high school seniors; after listening to Mr. Melton's presentation she supports staff's recommendation.

Mr. Combs reported whatever direction the Board would like to take, staff would like to get final input from the Fink Family since it is their donation.

Trustee Rider agrees with Mr. Combs, the Fink Family should have input how the funds should be used for the Sun Valley community.

Chairperson Ainsworth stated she likes the idea of a scholarship fund, but has concerns regarding who would administrate the scholarship program and overseeing of the funds; she doesn't want to add anymore tasks on District staff at this time. She stated the Sun Valley

Pool is a community pool and the community would benefit from any financial assistance towards the pool improvement/repair expenses that have been identified. She recommends the Fink Family donation be used towards the painting of the pool building.

Vice Chair Severt agrees the pool building is in need to be preserved and painted; this does not take away from the other ideas that are just as valuable to the community. She too would like to get the Fink Family input prior to formal approval.

Secretary Barstow stated he would like to have the donation go towards painting the pool building; this would show the community that the District is trying to beautify the community. He also thinks staff should also have a say in setting the priority list of improvements/repairs since they have the best knowledge what needs to be completed to help reduce future repairs.

Audience member Ms. Glenn suggested a mural painted on a portion of the pool building. It has been proven that murals decrease the chance of vandalism. She stated a mural could potentially pay homage to the Fink Family.

After further discussion the Board of Trustees directed staff to meet with the Fink Family and discuss their donation being used towards the painting of the pool building.

Item# 14. Update regarding District's actions regarding the COVID-19 and preventative measures taken and/or needed.

Mr. Melton reported the District continues to follow all the guidelines issued by Washoe County Health and Center for Disease Control. Management continues to require all employees to social distance from each other while working, wear masks within the building, take temperatures when arriving to work and requiring employees to stay home when sick. Management also continues to emphasize coughing and sneezing etiquette as well as hand hygiene. Mr. Melton was proud to announce there have been no more new cases reported and all employees have returned back to work.

Mr. Melton reported Nevada is entering Phase Two of Reopening and the District will be allowing the following to resume. The District office will be able to open to the public with limited capacity. The District will open to the public once the safety barriers have been installed in the lobby area to protect the District customers and staff. He reported the Sun Valley Neighborhood Center will open back up to lease use only for recreation programs. Each program instructor will be required to provide the District with a Health and Safety Plan that will be used to help reduce the spread of the coronavirus. Park amenities will open back up for individual use only. The District will not be accepting any reservations for the Neighborhood Center, Park Pavilions or Field Use until Phase Three, pending governor issued directives.

There were no public comments.

Item# 16. Legal report by Maddy Shipman.

None

Item# 17. Field report by Chris Melton.

Mr. Melton reported on the following items;

- The District has seen an increase in pumping for this time of year; this is due to the warmer weather and with everyone being mandated to stay home. This time last year the District was averaging 1.7 MGD and this year the District used 2.2 MGD.
- The pool was drained and cleaned in anticipation of the pool season, that's when it was noticed that there are multiple tiles missing and deterioration of the plaster. Staff is requesting quotes for repairs and will bring them to the Board for formal approval.

Item# 18. Office report by Erin Dowling.

None

Item# 19. Manager report by Jon Combs.

Mr. Combs reported on the following items;

- The District will begin notifying customers in June via the newsletter, monthly statements, website, Facebook and front lobby of its intentions to resume back to regular business functions starting July. Customers with past due balances are encouraged to contact the Customer Service Department to make a reasonable payment arrangement to get them caught up.
- He gave an update on office staffing; part-time Customer Service Representative is currently working two days a week due to childcare restrictions, Customer Service Representative I is back to working full time and the Customer Service Representative II will be back to full time beginning next week. Phones will resume back to regular hours on June 1st.
- The District office will remain closed to the public until the safety barriers are installed; this is for the safety of our customers and staff.
- Closing the pool is very disappointing; but using a portion of the Recreation Fee collected from the rate payers will be applied towards the resurfacing of the main pool for next season. The District will share with its customers how and where their Recreation Fee goes and gives back to the community.

Item# 20. Public Comments.

None

Item# 21. Board Comments.

Trustee Rider thanked Mr. Combs, Mr. Melton and the rest of the staff for everything they have been doing including helping make tough decisions for the safety of the Sun Valley community and staff. He supports all the decisions Mr. Combs has had to make during the Emergency Directive and continues to keep the budget expenses down. He also requested the pool improvements/repairs be used as a public relations article and to be transparent with the customers how the District spends its rate payers money. He also stated Sun Valley Cal Ripken is hoping to have an official fall ball season this year, governor permitting.

Vice Chair Severt agrees with Trustee Rider, the District needs to be transparent with its customers regarding the pool improvements/repairs. She would also like to have an article to share with the customers how the District will be saving money from the recent changes to the irrigation system at the Community Park baseball field. She thanked field staff for working under these current conditions and continuing to stay safe during this time. She also thanked office staff for all of their hard work and filling in for the vacancies the District recently experienced; great leadership has gotten the District through this challenging time.

Treasurer Ortiz concurred with Trustee Rider's and Vice Chair Severt's statements. She also would like to know if a portion of the beautification funds provided to Washoe County Sheriff's Office can be used towards signage regarding illegal dumping.

Both Chairperson Ainsworth and Secretary Barstow both concurred with Trustee's statements and thanked staff for their hard work.

Item# 22. Future Agenda Items.

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

- Presentation by POOL/PACT and LP Insurance with action to renew the District's Liability Insurance
- Possible approval of Pool Repair Bid(s)
- Continued Discussion regarding Fink Family Donation.
- Covid-19 Update

Trustee Rider requested a development update.

Vice Chair Sever requested an update from Washoe County Sheriff's Office regarding abandoned vehicles.

Item# 23. Adjournment.

Secretary Barstow made a motion to adjourn at 7:31 pm. Trustee Rider seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on June 11, 2020.

Minutes Prepared by:
Jennifer Merritt, Administrative Assistant