



**Sun Valley General Improvement District
Board Meeting Minutes of
June 09, 2022**

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:

Chris Melton	SVGID, General Manager
Brad Baeckel	SVGID, Public Works Director
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Mark Neumann	Audience
Bo Ramsey	Audience
Michael Revty	Audience
Michael Drinkwater	City of Sparks

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; Chair Ainsworth, Vice Chair Severt, Secretary Barstow, Treasurer Ortiz, 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.

Mr. Neumann commented at the recent Sun Valley Citizen Advisory Board Meeting, members of Bureau Land Management were present to give a presentation on target shooting and open space. Bureau Land Management, along with, Washoe County and the Forest Service are conducting a community survey regarding Target Shooting Opportunities.

The survey can be found at <https://forms.office.com/g/xuvAMipzus>.

Item# 4. Motion to approve the agenda.

Trustee Rider made a motion to approve the agenda. Secretary Barstow 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. Melton announced Food Bank of Northern Nevada is offering free summer lunch meals at Gepford Park beginning June 13, 2022 thru August 10, 2022 to those that are two to eighteen years of age. The Robert and Norma Fink "Sun Valley" Pool is scheduled to open June 10, 2022 at noon. The District is hosting its annual Movie in the Park June 17, 2022 at the Sun Valley Community Park, featuring The Croods. Lastly, June 18, 2022 is a Free Swim Day sponsored by the Fink Family.

Trustee Rider reported Sun Valley Cal Ripken Baseball finished with their baseball season, they will be hosting a picnic on June 11, 2022 at Gepford Park.

Item# 7. Discussion and action to approve account payables for June 09, 2022.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for June 09, 2022.

Treasurer Ortiz made a motion to approve the account payables June 09, 2022 in the total amount of \$147,783.25. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve board meeting minutes of May 26, 2022.

Trustee Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of May 26, 2022 as submitted. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Presentation by Michael Drinkwater with City of Sparks Truckee Meadows Water Reclamation Facility regarding existing and future Capital Improvement Projects.

Mr. Drinkwater with City of Sparks Truckee Meadows Water Reclamation Facility (TMWRF) gave a brief update regarding TMWRF business activities. The District has an agreement with the City of Sparks for a maximum of 2.1M gallons daily flow of wastewater delivery to the treatment plant. The District's average daily flow varies between 1.2M up to 1.3M gallons per day. Currently the City of Sparks is working with Washoe County to renew their lease capacity; this is a separate agreement from the District's lease agreement.

Mr. Drinkwater reported the City of Sparks prides themselves on workplace safety; he was proud to announce there are no serious work-related injuries. However, there was an incident of employee avoiding a potential fall that could have led to a more serious injury.

This particular incident made the City of Sparks look at their current safety protocols and take appropriate actions and adjust safety protocols to avoid future incidents. Mr. Drinkwater reported City of Sparks rehabilitated one of their nitrification tower's summer of 2020. The tower was working good, but during the winter of 2021 the performance was degrading; City of Sparks took corrective actions to get it back to regular performance. Unfortunately, in early 2022 the nitrification tower failed causing significant loads on the system. There was no explanation why the tower failed; the City of Sparks, City of Reno and Nevada Division of Environmental Protection met in April to discuss the tower failure and corrective actions and procedures implemented. City of Sparks is currently operating below the daily Nitrogen levels within their permitted limit set by Nevada Division of Environmental Protection. He was pleased to announce other compliances are will within permitted limits. He reported the reclaimed water reuse was slightly down in May due to the weather, expects it to increase throughout the summer. With the recent precipitation in May, Truckee Meadows Water Authority Water Supply Supervisor, Bill Hauck, anticipates regular Truckee River flows through September possibly into October.

Mr. Drinkwater gave a brief over view of fiscal year 2022 budget to actual unaudited TMWRF operations costs. TMWRF approved a \$23.6M budget for operations and capital improvement projects; he anticipates they will expense 100% of the approved budget. They too are experiencing product increases, even with the bulk quantity purchases of processed chemicals. They are also experiencing a delay in chemical deliveries. Keeping chemicals in stock is a priority, because they need chemicals to remain compliant with Nitrogen levels. He does not anticipate chemical costs to come down for 2023, their fiscal year 2023 reflects an increase in chemical expenses. He gave brief overview of TMWRF Five-Year Capital Improvement Program; 2023 capital improvement projects total \$14.4M in various projects. TMWRF has budgeted for a study of UV Disinfection/Filter Building Bypass System. The purpose of the UV Disinfection is to treat the effluent with UV and reduce the amount of hypochlorite and completely remove sodium bisulfite from the disinfection process. The TMWRF de-watering building is 40 years old and needs considerable amount of rehabilitation. They are currently performing a study whether to rehab the building or construct a new de-watering building.

Lastly, Mr. Drinkwater reported on TMWRF reclaimed water; their reclaimed water is very successful. There is current study to provide reclaimed water to Palomino Farms for irrigation along with Truckee Meadows Water Authority using reclaimed water for recharging Spanish Springs aquifers. The Tahoe Industrial Park pipeline should be completed early next year. It is estimated to provide 3.5M gallon per day of reclaimed water. For more information on TMWRF individuals can visit the City of Sparks website www.cityofsparks.us/your_government/departments/water_reclamation_facility to learn more about TMWRF and take a virtual tour.

The Board of Trustees thanked Mr. Drinkwater for the informative presentation.

There were no public comments.

Item# 10. Discussion and possible action regarding salary/wages comparison with similar agencies; for consideration of reclassification of field positions: Service Technician Entry Level, Service Technician Grade I, Service Technician Grade II, and Service Technician Grade III effective July 1, 2022.

Mr. Melton reported the District's last Salary Survey Study was performed in 2006; the study was performed by Larry Beller and Associates. The District Board adopted Larry Beller and Associates Job Classification and Compensation Range Schedule. The schedule was designed to have the ranges increase annually based on the Consumer Price Index – Western Region. The District recently has had a difficult time retaining and recruiting employees over the past year. Management and staff performed a salary survey with the approved list of general improvement districts; staff also included other public agencies. Staff did their best to provide the most comparable salary ranges for all of the District's positions. Based on the survey results, management recommends reclassifying four of the District field positions. Recommendation to reclass Service Technician Entry Level from a grade 8 to a grade 10, Service Technician I from grade 10 to grade 11, Service Technician II from grade 12 to grade 13, Service Technician III from grade 14 to grade 15. Mr. Melton reported by reclassifying these positions, this is creating room for current employees and assist with recruiting new employees.

Chair Ainsworth commented she has reviewed the report and the comparison extensively; she supports management's recommendation. The District needs to be able recruit qualified candidates and retain them. The District has always been a stepping stone for service technicians; individuals obtain their training and certifications through the District and then move on. She wants to curb this from happening in the future, she would like to more longevity service technicians. It is not only a benefit for the District, but to the employee as well.

Trustee Rider inquired if approving the recommended reclassifications, how will it impact the budget. He supports management's recommendation; the District needs to cut back on the expense on training employees then losing them to other agencies; if you have a competitive compensation package it reduces turn over.

Mr. Melton responded, he does not believe it will impact the budget. He is not asking for any increases for exiting employees; the budget was approved with the assumption of a full field staff, six service technicians. The District currently has three service technicians, one certified and two entry level and three vacant positions. He would like to recruit individuals with existing certifications, but most likely they will be entry level.

Vice Chair commented there has always been controversy regarding who to compare the District to. Other general improvement districts have similar powers but not the same number of service connections. She is glad to see management provide a comparison including City of Sparks, City of Reno, Washoe County, and Truckee Meadows Water Authority. These are the agencies within our local geographical area and those are the

agencies the District is competing with. She supports managements recommendation, the District has to do what it takes to help recruit employees, especially during the employee shortage. The District still has a responsibility of providing clean/safe drinking water, collection of the wastewater, and continue to provide good customer service; these services are not cheap to provide.

Secretary Barstow commented he wants to make sure the District rate payers need to be protected with any decision that is made by the District Board.

Additional discussion ensued regarding the difficulties of recruiting and retaining employees.

Audience member Mr. Ramsey commented he is glad to see the District performing a compensation survey to remain competitive within the industry market, and not impacting the budget. He encouraged the District to also evaluate the District's benefit package to help with retention.

Vice Chair Severt made a motion to approve reclass Service Technician Entry Level from a grade 8 to a grade 10, Service Technician I from grade 10 to grade 11, Service Technician II from grade 12 to grade 13, Service Technician III from grade 14 to grade 15 effective July 1, 2022 as presented by staff. Trustee Rider seconded the motion.

During discussion, Chair Ainsworth inquired how will the survey effect the compensation for the office positions; will the board be reviewing the office compensation in the future.

Mr. Melton responded, management reviewed the office positions during this survey process, majority of the office positions are within the comparable range without having to make any adjustments. There are some positions that are questionable and were left off because they are upper management positions; those positions will be evaluated and considered in the future.

After discussion the motion carried unanimously.

Item# 11. Discussion and possible action regarding health insurance benefit comparison with similar agencies; for consideration to amend dependent coverage effective July 1, 2022.

Mr. Melton reported as part of the compensation survey, there was a health insurance comparison performed. Currently, the District offers 100% coverage for regular full-time employees and dependents hired prior to September 23, 2014. In 2014 the District modified who was eligible for 100% health insurance covered by the District; all regular full-time employees hired after September 23, 2014 were 100% covered and 50% for dependents. Health Insurance coverage is a factor that helps with retaining employees, as well as, recruiting. The comparison survey shows that the District is comparable with the other agencies health insurance coverage. The survey results show that several of the other general improvement district cover 100% employee and dependents; this is something the

District cannot due at this time. The District wants to remain competitive in the employment market, he provided two options for consideration. Option 1 – 100% coverage for regular full-time employees and 75% for dependents. Option 2 – 100% coverage for regular full-time employees, 100% coverage for the first dependent, and 50% for any additional dependents. The District budgeted \$278,463.00 for health insurance; based on the District current employees Option 1 would increase the budget \$3,984.00 and Option 2 would increase the budget \$7,968.00 annually. He provided a report that reflects the employee cost-share expense for health insurance per dependent for each option. Mr. Melton stated managements recommendation is Option 2; this would include all new employees and all employees hired after September 23, 2014. This option will not only be attractive for new hires, it would provide some relief to existing employees the District would like to retain. He stated this option is not the cheapest option because the District's health insurance premiums are based on age; the District has no control over employee's age and the age of their dependents, if any.

Vice Chair Severt commented she led the effort back in 2014 to help the District cut costs on health insurance coverage; back in 2013 and 2014 premiums were extremely high due to the roll out of the Affordable Care Act. She, at the time, encouraged the District to consider cost-share of the premiums to help reduce District costs; since then, the premiums have stabilized. She disagrees that public agencies have to use an age band health policy to determine premiums instead of using the private sector model for premiums, non-age band. She supports managements Option 2 recommendation to help with recruiting and provide some relief for existing employees.

Secretary Barstow inquired if health insurance benefit could be considered as a step incentive; employee receiving 100% insurance coverage at time of eligibility, 50% coverage for spouse and dependent, and after a set number of years 100% coverage for spouse and dependent. This could be an incentive for the employee to stay with the District.

Mr. Melton responded it is a possibility, but he is not sure if it will make a huge difference. Most applicants are looking for most cost-effective insurance and immediate coverage. He stated during one of the recent interviews, the applicant declined the job offer because of the employee's cost of dependent coverage. It all depends on the individual and their current lifestyle.

Chair Ainsworth commented she agreed the District had to make a change in 2014 to help reduce costs that the District was experiencing at that time. Today is different, and the District needs to remain competitive to recruit and retain employees.

Trustee Rider commented as a business owner it is never an easy decision, but if you want good workers and want to keep them employed it unfortunately comes at a price. Employees want a health insurance package, or at least an affordable health insurance package. This is an incentive to retain long-term employees.

Mr. Melton commented staff is currently investigating a spousal carve-out option; if the District's employee's spouse has health insurance through his/her employment, they would not be eligible to join the District's health insurance. This will be brought back at a future meeting.

Audience member Mr. Ramsey commented most companies have a similar spousal carve-out policy. However, if the employee still want to add their spouse for dual coverage, the employee would be responsible for paying a set amount to offset the District's expenses to have the spousal coverage.

Ms. Dowling responded the District would have the employee sign a spousal carve-out authorization agreement; confirming their spouse has their own insurance or if the District needs to have the employee cover a portion of the spouse insurance premiums. She complimented Mr. Melton recommending Option 2; it is the fairest to the employees. A single employee has the same opportunity to have one of their dependents covered at 100% vs. having a spouse covered at 100%.

Audience member Mr. Neumann commented he has seen some families were both parents work and both have their employer paid insurance, but cost share on the dependents. Both parents can elect to have their dependents covered so the child is covered 100%.

Vice Chair Severt made a motion to approve Option 2 – 100% coverage for regular full-time employees, 100% coverage for the first dependent, and 50% for any additional dependents as presented by staff effective July 1, 2022. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Item# 12. Update regarding Robert & Norma Fink Pool Complex recruiting and pool operations; with possible direction to staff.

Mr. Melton gave an update regarding lifeguard recruiting and opening of the pool. He reported he made the decision to increase the lifeguard pay from \$11.50 to \$13.00, this was announced during the interview with KOLO News. Since then, the District has recruited ten lifeguards. The aquatic supervisor had scheduled time off, so Mr. Melton contracted a prior lead lifeguard instructor to conduct lifeguard training in the absence of the aquatic supervisor. He also reported all the pool permits have been approved by Washoe County Health Department.

There were no public comments.

Item# 13. Legal report by Maddy Shipman.

None

Item# 14. Field report by Brad Baeckel.

Mr. Baeckel reported on the following:

- The basketball courts at Gepford Park and Highland Ranch Park are finished, he is pleased with the contractor's work.
- The District is sending out a little over 100 2nd notices to commercial customers regarding backflow inspection requirement.

Item# 15. Office report by Erin Dowling.

Ms. Dowling reported on the following:

- The District received a plaque recognizing the District's successful completion of the POOL/PACT Human Resources HR Assessment Phase I Program for 2021.
- The Washoe County Sheriff Department and the Truckee Meadows Fire Protection District will be present at the Movie in the Park, providing there are no community emergencies.
- Washoe County Health Department purchased 500 pool vouchers to pass out during a July event.

Item# 16. Manager report by Chris Melton.

Mr. Melton reported on the following:

- Commissioner Jung is requesting approval of \$35,172.00 for the Pool Solar Panel replacement.
- He recently sent Washoe County Assistant Manager a list of recreation programs and projects with a not to exceed amount of \$250K that would be funded by an ARPA Grant. The grant application has been submitted and approval can take up to three months.
- The District final budget has been reviewed and approved by the Nevada Department of Taxation.

Item# 17. Public Comments.

Mr. Neumann commented he would like to recognize Hobey's Casino as a Sun Valley Community Service Award recipient.

Sun Valley Citizen Advisory Board Chair Ortiz commented they had a great CAB meeting and had good community participation. Sun Valley Citizen Advisory Board next scheduled meeting is July 9, 2022. She also wanted to thank Hobey's Casino for their hospitality. Lastly, she met with Washoe County Envision 2040 Advisory Committee, they are conducting a second community survey and would like to request the District to include it in the newsletter if possible.

Pastor Barstow with H.O.P.E. Church commented a lot of backflow contractors are booked several weeks/months out; and inquired if the District will work with customers with the backflow inspection deadline.

Mr. Melton responded the District will work with any customer who needs additional time with their backflow inspection, as long as, it is arranged with the District Public Works Director.

Item# 18. Board Comments.

Trustee Rider commented he has received a lot of compliments regarding the Gepford Park basketball court.

Vice Chair Severt commented June 19th is a double holiday, it is Juneteenth Day and Father's Day. She also thanked District staff for the donation in her mother's name. She appreciated all those who attended the Celebration of Life.

Item# 19. Future Agenda Items.

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

- Presentation by LP Insurance with approval to renew liability insurance
- Marketing update
- Review and approval of summer newsletter
- Review and approval of Nancyann Leeder Legal Agreement
- Possible update of Personnel Policy # 6 (Benefit Coverage)
- Approval of At-Target % for employee raises

Item# 20. Adjournment.

Secretary Barstow made a motion to adjourn at 7:18 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on June 23, 2022
Minutes Prepared by: Jennifer Merritt, Administrative Assistant