



**Sun Valley General Improvement District
Board Meeting Minutes of
June 11, 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:

Jared Rossi	LP Insurance Services
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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, and Trustee Rider. A quorum was present.
- Item# 2. Pledge of Allegiance.**
Led by Vice Chair Severt
- Item# 3. Public comments for items not on the agenda.**
None

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.

Treasurer Ortiz arrived at 6:05 pm

Item# 6. Trustee/Manager's announcements, request for information, and statements relating to items not on the agenda.

Mr. Combs announced Washoe County Regional Animal Services canceled the June 20, 2020 Low Income Animal vaccination at the Sun Valley Community Park out of precaution for the health and safety of the public. The District opened the front office to the public on June 8, 2020, public attendance has been low. Mr. Combs also announced Washoe County Board of County Commissioners is scheduled to approve the District's Beautification Fund Donation to Washoe County Sheriff's Office to assist with removal of abandon vehicles on June 16, 2020.

Item# 7. Discussion and action to approve account payable for June 11, 2020.

Treasurer Ortiz gave a brief report of the accounts payables, customer refunds and payroll checks for June 11, 2020.

Treasurer Ortiz made a motion to approve the accounts payable for June 11, 2020 in the total amount of \$140,814.43. 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 28, 2020.

Trustee Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of May 28, 2020 as submitted. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Presentation by Nevada Public Agency Insurance and LP Insurance Services with possible acceptance of liability insurance renewal proposal for District facilities.

Mr. Rossi with LP Insurance briefly presented the deductibles and summary of coverage's for District facilities for 2020/2021. Last year the District took advantage of 2 educational grants totaling \$1,361.00 and 2 risk management grants totaling \$10,139.00. He reported the District's policy has a \$500 deductible for each and every loss that is reported. He reported the property limit is a blanket limit with a maximum limit of \$3M per loss for all members, \$150M aggregate for earthquake and flood, \$100M per loss for equipment breakdown, \$5M per loss for unintentional errors and omissions, \$10M for each liability event and general aggregate per member (liability included: auto, general, personal injury, employment practices, law enforcement and wrongful acts liability). He reported the cyber liability is its separate policy now with a \$3M aggregate per event. The District's Environmental Liability Coverage also known as pollution, is \$2M for each incident with a \$10M aggregate Coverage A – third party claims for bodily injury, property damage or remediation expense, Coverage B – first party remediation expense, Coverage C –

emergency response expense and Coverage D – business interruption (365 day limit with a 3 day deductible). The District's total program cost including all services for 2020/2021 is \$70,288.97 a 10% increase compared to last year's premiums. Mr. Rossi reported the premium increase reflects a 7% decrease in the District's payroll, a 7% increase to the District's property values and 7.1% in employee coverage.

Trustee Rider made a motion to renew LP Insurance renewal proposal in the amount of \$70,288.97 for the District's Liability Insurance. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Continued 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 staff consulted with the Fink Family regarding the various pool projects that their donation can be applied to. The Fink Family is in an agreement that the funds would be best utilized towards the painting of the pool building.

After further discussion Treasurer Ortiz made a motion to repurpose the Fink Family Donation of \$1,700 to be used towards painting the pool building. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Update by Public Works Director, Chris Melton regarding new development progress and potential new development.

Mr. Melton gave a brief progress report regarding development within Sun Valley. He reported not much has changed since his last report. Ladera Ranch was originally proposed by Silver Star Community as single family 3 phase development located at the top of West 7th Ave., with a total build out of 356 homes. In 2016 DR Horton purchased phase 1 and to date is currently under construction with 80 active services, with a total build out of 105 homes. The District has been approached by Summit Engineering representing Lansing Company (new developer) for phases 2 thru 6 for a total of 294 homes; this is 43 additional homes than originally proposed by Silver Star Community. Shaw Engineering, District's engineer, has completed the water model and staff is working with Truckee Meadows Water Authority regarding an additional emergency tie-in. The additional emergency tie-in is to provide a backup water source since the development currently has only one source of water supply.

Sun Mesa originally proposed by Sun Mesa LLC, Landmark developer as a single family 4 phase development located at the top of East 5th Ave., with a total build out of 206 homes. Phase 1 and 2 are complete, with a total of 104 homes built with active service. Landstar Sun Mesa LLC developer purchased phases 3 and 4. Plans have been submitted to the District, Washoe County Building, and Washoe County Health Department. Washoe County Health Department has approved the District's Water Project for phase 3 with a total build out of 45 homes. Staff has collected a third of the Water and Sewer Facilities Fees and has issued a Will Serve Letter for this project. No construction start date to report at this time. Valle Vista, Landbank Development Co., is proposed as a single family 75 home development. This development is located at the corner of East 4th Ave. and Lupin Dr., next to the LDS church. Plans and water project have been submitted to Washoe County Health

Department, approval is pending. This is in the early planning stage and there is no timeline to start construction.

5 Ridges, S3 Development Co., is a proposed development multi phased with 1,216 single family homes and multi-family lots. This potential development is located at the bottom of Highland Ranch Blvd (old Granite pit) outside of the District's service boundary and is in the design phase. The District recently approved annexation request for water service at the January 23, 2020 board meeting. Based on the discoveries, the District would only provide water service; other services such as wastewater will be provided by the City of Sparks and parks will be provided by the City of Sparks or HOA. The District Board approved and adopted the Interlocal Government Agreement with the City of Sparks to be recognized as the water purveyor for this development.

Highland Village, HR Parkway LLC, is proposed as a single family housing development. This potential development is located on the north east side of Lifestyle Homes. This development is also in the preliminary stage and was presented and discussed at the Sun Valley Citizens Advisory Board meeting on January 21, 2020. The recommendation by the Citizen Advisory Board was to rezone the property to MDS, 3 units per acre. The developer is requesting to have the property rezoned to HDS that would allow up to 7 units per acre, but will only be developing 4.2 units per acre. Shaw Engineering, District's engineer, performed a water and sewer discovery for this potential development. The District has shared the draft water and sewer discovery with the developer for review and consideration. The development will be considered by the Washoe County Board of Commissioners. Tentative map has not been submitted at this time.

Harmony Mesa, Hero Land Holdings LLC., is proposed as a single family 18 home development. This potential development is located on Marilyn Dr. between Harmony Ln. and Quartz Ln. Proposed development was approved by Washoe County Planning Commission June 2, 2020. Tentative map has not been submitted at this time.

Treasurer Ortiz inquired about the proposed Development Agreement for Highland Village. The Development Agreement is valid for ten years, she inquired if after ten years will the property be reverted back to seven units per acre as recognized in the Sun Valley Master Plan for HDS.

Mr. Melton responded if Washoe County Board of Commissioners approve the request for HDS and the Development Agreement, then yes, if the construction never happens then the next developer potentially can develop up to seven units per acre. If HR Parkway LLC develops the property within the ten years, then they would only be allowed up to 4.2 units per acre.

Mr. Combs responded HR Parkway LLC and Washoe County Planning Commission mutually agreed on the Development Agreement. The Agreement will hold HR Parkway LLC to the 4.2 units per acre. Mr. Combs also reported the Harmony Mesa Development Water and Sewer Facilities Fees were prepaid in 2005.

Item# 12. Discussion and reconsideration of Personnel Policy 4.12 Career Incentive with possible action to revert policy back to original Career Incentive benefit, for qualified employees, prior to September 23, 2014.

Mr. Combs reported the District Board of Trustees amended the District's Career Incentive for new employees that were hired after September 23, 2014. The amendment recognized employees for their longevity; employees recognized every five years with an award and issuance of \$1,000 for every ten years. Mr. Combs requested for consideration to reinstate the District's Personnel Policy 4.12 Career Incentive back to the original Career Incentive

benefit plan based on increment scale beginning after five years of service. Mr. Combs believes that Longevity encourages employees to not only stay with the District longer but encourages them to excel in their job performance, in order to receive the Longevity pay. Each employee is eligible after five years of service and must be evaluated at target each year. The District invests a lot of time and educational training for the employees to assist them with their job performance. Having long term employees the District saves money by not having to retrain new employees and helps the District function more efficiently. Mr. Combs reported the current cost to the District for Longevity is \$5,000 every six months, this cost fluctuates up and down depending on when long-term employees retire or employees resign. Longevity pay is dispersed twice a year; June 1st and December 1st. He reported there is currently one employee who just reached their five year anniversary that would be eligible for Longevity; should the Board reinstate the previous policy that employee would receive a Longevity check beginning in December.

Trustee Rider agrees with Mr. Combs, incentives helps retain employees long term and employees should be recognized for their longevity with a company.

Both Chair Ainsworth and Vice Chair Severt both agree employees should be recognized for their longevity.

Vice Chair Severt made a motion to revert the District's Personnel Policy 4.12 Career Incentives back to the original Career Incentive benefit prior to September 23, 2014. Treasurer Ortiz seconded motion. The motion carried unanimously.

There were no public comments.

Item# 13. 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.

Mr. Melton reported the District opened to the public on June 8, 2020. The District has installed sneeze guards in the front office to protect the public and staff, hand sanitizer is available for public use, and disposable pens will be provided to the public. A routine cleaning schedule will be performed throughout the day in the front lobby to ensure the District continues with disinfecting surfaces. Staff has also posted lobby guidelines outside for the public before entering the building.

Mr. Melton reported all Neighborhood Center Program Instructors have been notified that they can resume their programs at a limited capacity, must practice social distancing and provide the District with their own set of health and safety protocols to help reduce the spread of the virus. Protocols must be reviewed and approved by the District prior to programs resuming.

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;

- Regional Transportation Commission will begin construction on the Sun Valley Blvd. Pedestrian Improvements on June 22, 2020.
- He has been trying to acquire pool repair quotes; it has been challenging due to the lack of local businesses that work on large public pools.
- Staff is collecting quotes to reseal and stripe the Highland Ranch Park, Gepford Park, Sun Mesa Park and the Boundary Tank access road.
- Staff is continuing to work on the walking path around the soccer field. Staff is removing the areas of concern due to tree roots and will repave sections of the path.

Item# 18. Manager report by Jon Combs.

Mr. Combs reported on the following items;

- The District had one of its backup pumps in the main pump station fail due to normal wear and tear over time. Staff will be performing a rebuild only at this time; this is estimated to cost \$10,000.00. The District has smaller alternative pumps that are being used in the absence of the one pump. He reminded the Board that part of the District facility improvements for 5 Ridges, is replacing the main pump station.
- The District's has enough funds from "Pool" portion of the Recreation Fee and the Acquisition Account to proceed with the identified pool repairs this year.
- Truckee Meadows Water Authority postponed their May approved rate increase until September. The District was scheduled for a Tariff Hearing in March to consider a pass through rate increase, but due to COVID-19 the District postponed its own Tariff Hearing. This is something that will be brought back for consideration this fall.

Item# 19. Public Comments.

None

Item# 20. Board Comments.

Trustee Rider thanked District staff for providing the requested updates.

Vice Chair Severt stated she is happy that the District is able to perform improvements in the parks whenever possible, especially this year. She requested the District to be transparent and provide public updates how the customers' funds are being used.

Treasurer Ortiz thanked all the District staff for all their work and thanked Vice Chair Severt for representing the District giving an interview with KOLO News regarding the pool closer.

Secretary Barstow stated he likes to see long term employees and is in favor of rewarding employees for their dedication.

Chairperson Ainsworth stated she agrees providing incentives to employees for their hard work and dedication. She also stated COVID-19 is not over and appreciates all the safety measures the District has taken to keep staff safe as well as taking safety precautions for the community.

Item# 21. Future Agenda Items.

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

- Renewal of Nancyann Leeder Legal Service Agreement
- Presentation of the 2020 Water Quality Report
- Action to proclaim July as Recreation Month
- Discussion and consideration of percentage for employee increases
- Board of Trustees evaluation of the General Manager
- Possible approval of Pool Repair Bid(s)
- Covid-19 Update

Item# 22. Adjournment.

Secretary Barstow made a motion to adjourn at 6:49 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on June 25, 2020.

Minutes Prepared by:

Jennifer Merritt, Administrative Assistant