



**Sun Valley General Improvement District
Board Meeting Minutes of
June 13, 2019**

Board Members Present:

Sandra Ainsworth	Chair
Susan Severt	Vice Chair
Garth Elliott	Secretary
Carmen Ortiz	Treasurer
Joseph Barstow	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:

Carol Burns	Audience
Glenda Walls	Audience
Brenda Costello	Family Resource Center
Ashley Cabera	United Way of Northern Nevada
Jennifer Willett	University Reno Nevada

The meeting of the Sun Valley General Improvement District was called to order by Chairperson 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 Elliott, Treasurer Ortiz, and Trustee Barstow. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Vice Chair Severt

Item# 3. Public comments for items not on the agenda.

Ms. Burns expressed her concern and disappointment regarding the abandonment of multiple vehicles in her neighborhood. This is a growing problem within the community and hopes awareness could be done to help eliminate the problem.

Mr. Elliott commented on abandoned vehicles within Sun Valley. He believes that it will take a change in Nevada Law to ultimately make any difference on who should be held liable for abandoning a vehicle. He strongly suggests the District consider budgeting funds to help with this growing problem in place of donating to Keep Truckee Meadows Beautiful that only cleans up open space.

Item# 4. Motion to approve the agenda.

Vice Chair Severt made a motion to approve the agenda. Secretary Elliott 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 Saturday, June 15th is a Free Swim Day at the Sun Valley Pool sponsored by the Fink Family. Sun Valley Citizen Advisory Board Meeting scheduled for June 17, 2019 has been canceled. He also announced the District received a letter from Family Resource Center requesting to terminate their lease agreement at the Sun Valley Neighborhood Center. Family Resource Center will be moving to the new middle school at the beginning of the school year. Mr. Combs thanked Family Resource Center for their service provided at the Neighborhood Center and wished them success at their new location.

Chairperson Ainsworth thanked staff for their hard work organizing the Movie in the Park. She did not believe it to be as successful as year's past due to the cold weather. She had suggested next year's event be scheduled later in the summer.

Secretary Elliott commented he has been monitoring how other pools operate in comparison to the District's own pool. He has several ideas he would like to share with the District's Aquatic Supervisor for consideration. He also commented he would like to cover the pool one day.

Item# 7. Discussion and action to approve accounts payable and customer refunds for June 13, 2019.

Treasurer Ortiz gave a brief report of the accounts payable for June 13, 2019.

Treasurer Ortiz made a motion to approve the accounts payable for June 13, 2019 in the total amount of \$305,654.97. Vice Chair Severt seconded the motion. After discussion the motion carried unanimously.

Treasurer Ortiz gave a brief report of the customer refunds for June 13, 2019.

Treasurer Ortiz made a motion to approve customer refunds for June 13, 2019 in the total amount of \$1,429.75. Trustee 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 23, 2019.

Vice Chair Severt made a motion to approve the Board Meeting Minutes of May 23, 2019 as submitted. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Request to partner with Family Resource Center and United Way of Northern Nevada for use of the Sun Valley Neighborhood Center to host a Family Health Festival for student immunizations.

Mr. Melton reported the District was recently contacted by Family Resource Center and United Way of Northern Nevada for the use of the Sun Valley Neighborhood Center July 27, 2019 from 9am until noon to host a Family Health Festival for student immunizations. Family Resource Center and United Way of Northern Nevada is requesting waiver of the Rental Fee of \$50 per hour for this public event. Family Resource Center and United Way of Northern Nevada would still be required to provide the following: Completed rental application, \$500 Security Deposit and Certificate of Insurance in the amount of \$1M.

Ms. Costello with Family Resource Center stated Sun Valley has hosted the Family Health Festival several times in years past and has always been well received by the community.

Ms. Cabera with United Way of Northern Nevada stated the Family Health Festival will host multiple agency vendors that the public can speak with regarding available resources. She anticipates the public would visit vendors first, followed by students entering kindergarten and 7th grade, receive their immunization and ending with the public visiting the Northern Nevada Food Bank Mobile Harvest Truck to receive free food. She stated due to the size of the event, they will also need use of the Community Park Soccer Field in addition to the Neighborhood Center. The Center will be set up for immunizations while all other vendors will be outside. She also requested waiver of the District providing security in exchange for the Washoe County Community Emergency Response Team to monitor the event.

After further discussion Treasurer Ortiz made a motion to approve Family Resource Center and United Way of Northern Nevada request for the use of the Sun Valley Community Park Saturday, July 27, 2019 as presented by staff with the waiver of park rental fee and security. Trustee Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Presentation by University of Nevada and AmeriCorps regarding Sun Valley Youth Scientist sidewalk projects with possible direction to staff.

Ms. Willett with University Nevada Reno gave a brief presentation regarding building sidewalks in Sun Valley with the partnership of AmeriCorps. The project background is to engage local high school students to document a need within their community. The need identified is more sidewalks within Sun Valley and an alternate project would be the removal of abandon vehicles. The students and University of Nevada Reno are responsible of performing all of the research while AmeriCorps would provide all the labor. AmeriCorps can provide teams of 10 (young adults) to work on identified projects 40 hours a week up to 10 weeks. She stated there is a need to partner with an entity, preferable a government agency within the project site community, to house the grant for the project. Commissioner Jung had suggested the Sun Valley General Improvement District to apply for a grant and develop the necessary partnerships for this project. Other partners would assist with housing needs, supplies, supervision and potential alternate funding source. These partners would need a

main point of contact and an agency to oversee the project as a leader; she requested the Sun Valley General Improvement District to consider housing the grant and act as the main point of contact. Ms. Willett continued and briefly went over the timeframe for the project. The application for grant funding would need to be submitted by July with the hopes work beginning in November and completing in January. They could potentially request for an extension if needed.

Secretary Elliott stated he had the opportunity to work with the AmeriCorps in the past cleaning up the Black Rock Desert. He complimented AmeriCorps for their services and quality of work that was performed by their members.

Mr. Combs reported the District does not have the power authority to install and maintain sidewalks. Based on the location of the project site would determine what agency has authority to install sidewalks. If the project site is located on the Sun Valley Boulevard the proper agency would be Regional Transportation Commission; which already has a pedestrian safety design that includes installation of sidewalks. If the project site is on the residential streets then the appropriate agency would be Washoe County Roads Department. He would provide Ms. Willett with point of contacts for both agencies. The District could assist by providing information regarding the locations of water and wastewater facilities that would need to be planned around.

Vice Chair Severt commented the District does not have the jurisdiction and it becomes convoluted depending on ownership of the road and ownership of the various utilities under or around the road. She encouraged contacting Regional Transportation Commission regarding this project since they have some plans already in design stage. The proposed safety improvements on Sun Valley Boulevard can be viewed at www.sunvalleyblvd.org.

After further discussion the Board of Trustees thanked Ms. Willett for her presentation.

There were no public comments.

Item# 11. Review and action to approve the 2019 Summer Pipeline.

Ms. Merritt provided a copy of the final draft of the 2019 Summer Pipeline for review and approval. The newsletter is scheduled to be distributed with the monthly bills beginning July 1, 2019.

Both Chairperson Ainsworth and Trustee Barstow requested to bold the "Thank You" in the smoke & Vape Free graphic.

Ms. Merritt responded the graphic is the actual graphic design for the sign. The design was performed by Washoe County, she will see if the District could enhance "Thank You" internally for publication purposes.

Vice Chair Severt requested to change the article title for Recreating in Sun Valley to something more inviting. She also suggested bolding article deadline dates and important contact numbers.

After further discussion Vice Chair Severt made a motion to approve the 2019 Summer Pipeline as submitted with the corrections noted. Trustee Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Recap by staff regarding the Dive Into Summer Event.

Mr. Melton gave recap of the Dive Into Summer Event. He reported the event overall was a success even with the low attendance due to weather. The event began with the opening of the Robert and Norma Fink Pool with approximately 150 patrons. Followed by Sun Valley Cal Ripken hosting a BBQ, various local programs had tables set up to promote their program, raffling various prizes and ending with the free viewing of Hotel Transylvania 3. There were approximately 75 patrons in the beginning of the event and by the end of the movie there were approximately 35 patrons, again due to the weather. Mr. Melton reported the District promoted the event through multiple media outlets via Public Service Announcements prepared by Nancy Eklof Public Relations, Alice 96.5, and flyer's throughout Sun Valley, District website, Facebook page, spring newsletter and front lobby. This year Washoe County School District changed their communication policy restricting the District from being able to provide flyer's for all the student folders; however there were four schools that promoted the event with their daily announcements during the last week of school.

Mr. Melton reported the District received over \$2,500 in numerous donations from various businesses in support of the event. These donations were raffled throughout the event. The District also received \$1,950 in cash donations from various local businesses. These donations help offset event expenses. The District raised \$637 from concessions and raffles tickets. The total event cost was \$2,454 (excluding staff time); expenses include purchase of concessions, health and event permits, security service, movie license, popcorn machine rental and live radio remote. He reported there was a total of 53 hours of staff time. Two of the employees are salary employees.

Trustee Barstow commented he had heard from various community members that they were not interested in the movie itself, Hotel Transylvania 3. This also could have been a factor with the low attendance.

Treasurer Ortiz commented despite the weather, she enjoyed the event. Everyone was enjoying themselves and the raffle prizes were well received.

There were not public comments.

Item# 13. Discussion and authorization to General Manager to fill the District's vacant accounting position.

Mr. Combs requested permission to fill the District's existing vacant Accounting Specialist position. Staff has posted the position internally and on the District's website per the recommendation of Pool/Pact human resource consultant. Staff is recommending hiring Ms. James, the District's temporary Accounting Specialist, as the District's permanent full time Accounting Specialist. If approved, staff is also requesting approval to buyout Ms. James contract with Account Temps; the buyout amount is \$9,984. He reported Ms. James has done a great job filling the vacant position for the past five months. She has been able to help get the District current on multiple tasks that were backlogged and/or done incorrectly. She has been doing a good job keeping the District current while learning the District's payable, receivable and banking operating system. Ms. James has proven herself to be very

capable and professional to become a permanent employee with the District.

Secretary Elliott stated he hopes that Ms. James is made aware of who she reports to. District's prior Accounting Specialist was very unclear who she was to report to at times. He appreciates Mr. Combs' recommendation and appreciates promoting within in, especially with the amount of time that has already been invested.

Mr. Combs responded he has made it very clear to Ms. James that the Accounting Specialist only reports to the General Manager. He also reported for informational purposes the Account Temps contract buyout amount is less than what it would cost the District to pay a consultant to perform a search for applicants.

Vice Chair Severt made a motion to approve Mr. Combs recommendation to fill the District's vacant Accounting Specialist position including approval of the Account Temps payout for Ms. James. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Discussion and possible action regarding Trustee Elliott's request for Board of Trustee monthly compensation to be paid on the 1st of each month in place of the first scheduled pay period.

Secretary Elliott stated his request for discussion to consider moving the pay date was not self-serving, but as a clarification and authorization by the Board as a policy change. He stated 5 years ago the Board of Trustees began receiving their monthly compensation on the 1st of every month, this was never reviewed or approved by the Board, and it was implemented by the District's prior Accounting Specialist. As of January 2019 the Board of Trustees has been getting paid at the same time as the employees, during the first pay period of the month. He had concerns with this change since it was a change by staff with no prior notification.

Mr. Combs responded the original pay date was changed by the District's prior Accounting Specialist without approval of the Board of Trustees. Prior to this unapproved change, the Board of Trustees were scheduled to be paid on the first pay period as the employees. He has multiple conversations with Secretary Elliott regarding why current staff changed the pay date back to the original pay period. He reported payroll requires a series of steps that are much more complex than just issuing a check. The District uses Quick Books for its payroll system. Each time an employee and/or board member is paid there are payroll liabilities that also have to be paid and reports that need to be run followed by manually entering each transaction into the District's Springbrook system for accounting and financial purposes. The District is required to report all payroll transactions to PERS, Feds, Workers Comp and Deferred Comp, thus the District having to pay those agencies within an established time period to avoid incurring penalties. When prior personnel changed the pay period for board members it essentially created additional work load on staff by having to perform an additional payroll(s). Mr. Combs stated he is not making any recommendations at this time when board members should be paid; staff will perform any duties that are directed by the Board of Trustees.

Both Treasurer Ortiz and Trustee Barstow don't have a problem with being paid on the first pay period same as District employees.

Chairperson Ainsworth stated with the amount of work that the District's temporary Accounting Specialist is currently doing, she believes it would be beneficial to staff to streamline the process and have the board members get paid at the same time as the District employees during the first pay period of the month.

Vice Chair Severt concurred with Chair Ainsworth comments and she is open to re-evaluating the process after six months. She stated the new permanent employee might have other tasks that could potentially be streamlined.

After further discussion Secretary Elliott made a motion to have Board of Trustees be paid during the first pay period of the month along with District employees. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 15. 2019 Legislative Session update with possible direction to staff.

Ms. Shipman stated the Board received the updated legislative report from the District's lobbyist regarding all the bills of interest. She reported a lot of the changes were related to procedural and not major substance this legislative session. She commented on the "Purchasing" bill; this bill had the most significant change that pertains to the District; The District only has to advertise for bids/quotes if the service exceeds \$100,000, otherwise less than \$100,000 the District is only responsible for obtaining two qualified bids/quotes. She also reported the "Public Record" bill could affect any entity with fines if the entity does not abide by the guidelines. The "Open Meeting Law" bill had minor changes and don't necessarily affect the District.

Vice Chair Severt inquired about the definition of "Waiver Granted". She also stated she saw that the bill was passed that prohibits employers from using test result for marijuana during the hiring process. This is true except for safety sensitive positions which the District has several safety sensitive positions.

Ms. Shipman responded and stated "Waiver Granted" means to be put at the end of session for further discussion and vote. Several of the bills on the report that have the waiver granted status did not pass or were lumped with another bill at the last minute.

Discussion ensued regarding AB 95 regarding water right allocation/restrictions for well services.

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's JT Project just received substantial completion and is operational. The District is holding 5% retention for this project until full completion has been awarded.
- The District's new SCADA Project is still ongoing; all tanks have been upgraded to the new system and TESCO and District field staff continue to install new equipment at all other facility sites. The old and new SCADA System will be parallel and operate simultaneously until the District is confident to turn off the old system.

- The electrical is completed for the emergency generator; final inspection and start up is pending.

Item# 18. Manager's report by Jon Combs.

Mr. Combs reported on the following items;

- He spoke with Pool/Pact regarding the recent bill that passed regarding marijuana testing for new hires. The District's Human Resource consultant stated safety sensitive positions are exempt from this ruling. Mr. Combs commented he considers all of the District's field staff and lifeguards to be safety sensitive positions. The other exemption would be any employee who operates a company vehicle. He reported the District has adopted a No Drug Tolerance Policy.
- He continues to work with Washoe County Assistant Manager Mr. Solaro regarding the replacement playground equipment for Gepford Park.
- He complimented staff for working diligently and very hard over the past year with all of the internal changes, as well as, the new construction within the community. He believes the District has a very strong team and works well together.

Item# 19. Public Comments.

Mr. Elliott reported a Facebook page has been created to share stories about the old Reindeer Lodge.

Item# 20. Board Comments.

Trustee Barstow had the opportunity to watch the field crew make a repair in his neighborhood.

Vice Chair Severt thanked staff for their hard work with the opening of the pool and the movie in the park. She stated community members need to address their neighbors if they know who is abandoning vehicles; everyone needs to call in if they witness a vehicle being abandoned. She also stated as a community member, she is disappointed that Washoe County continues to cancel the Citizen Advisory Board meetings. She encouraged everyone to contact their County Commissioner and express their own concerns regarding this matter.

Secretary Elliott agrees with Vice Chair Severt's disappointment regarding the lack of Citizen Advisory Board meetings. The community needs to speak with the Commissioners to help bring the Citizen Advisory Board back to discuss other community topics/concerns not just development topics.

Treasurer Ortiz reported she will be absent from the next two board meetings due to prior obligations.

Chairperson Ainsworth stated she recently spoke with a citizen regarding their concerns on the illegal dumping of vehicles near Chimney. Ms. Ainsworth responded that it was recently cleaned up by Keep Truckee Meadows Beautiful. The citizen corrected Ms. Ainsworth and stated this activity happened after the cleanup.

Item# 21. Future Agenda Items.

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

- Presentation by Truckee Meadows Fire Protection
- Presentation by LP Insurance and renewal of District's liability insurance
- Consideration of employees annual increase
- General Manager Evaluation
- 2019 Legislative final report

Vice Chair Severt requested a future update regarding the District's water sampling and safety committee update.

Item# 22. Adjournment.

Trustee Barstow made a motion to adjourn at 7:39 pm. Treasure Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on June 27, 2019.

Minutes Prepared by:
Jennifer Merritt, Administrative Assistant