



**Sun Valley General Improvement District
Board Meeting Minutes of
June 23, 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	Public
Bo Ramsey	Public
Michael Revty	Public
Glenda Walls	Public
Stephen Romero	Nevada Public Agency Insurance
Jarrod Hickman	Nevada Public Agency Insurance
Jared Rossi	LP Insurance
Nancyann Leeder	SVGID, Legal Counsel

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 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.

Audience member Mr. Neumann announced Washoe County Commissioners will be considering the appeal request for the Chocolate Drive development on Tuesday, June 28, 2022; Sun Valley Citizen Advisory Board is in favor of housing instead of apartments for this neighborhood. He is working on getting fans donated to the seniors at the Sun Valley Senior Center. Lastly, he would like to request a future agenda item for consideration of use of the Sun Valley Neighborhood Center for 2023 Sun Valley Citizen Advisory Board Meetings.

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 1st Century Church Free Give Away Day is scheduled for Saturday, June 25th at the Sun Valley Neighborhood Center. Free Swim Day scheduled for Monday, July 4th sponsored by 5 Ridges. The District office will be closed Monday, July 4th in observance of Independence Day. The Sun Valley Citizen Advisory Board next meeting is scheduled for July 9th at Hobey's Casino.

Secretary Barstow attended Truckee Meadows Fire Protection District Committee meeting on how to prevent fires and educating the public about defensible space. It is extremely important that the public creates a defensible space around their home or structure for their safety and the fireman safety. If a structure poses a safety hazard, it creates difficulties trying to protect and/or save; the safety of the fireman come first. He stated the meeting was very informative and will be attending future meetings as a representative of Sun Valley.

Item# 7. Discussion and action to approve account payables for June 23, 2022.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for June 23, 2022.

Treasurer Ortiz made a motion to approve the account payables for June 23, 2022 in the total amount of \$840,949.36. Trustee Rider 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 June 9, 2022.

Vice Chair Severt made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of June 9, 2022 as submitted. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

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

Mr. Rossi with LP Insurance briefly presented the deductibles and summary of coverages for District facilities for 2022/2023. 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 \$300M per loss for all members. The District's Property Coverage includes \$5M per loss for accounts receivable, 10% up to \$24K per loss for arson reward, \$100K for mold/asbestos removal, \$150M aggregate for earthquake and flood, \$100M per loss for equipment breakdown, \$5M per loss for unintentional errors and omissions. He reported the District's Liability Coverage limit is \$10M; liability included: auto, general, personal injury, employment practices, law enforcement and wrongful acts liability. He reported the cyber liability aggregate is \$3M aggregate per event up to \$15M aggregate for all POOL Members combined. 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 2022/2023 is \$77,445.92.

Mr. Hickman with Nevada Public Agency Insurance reported the overall market conditions for exposure was a 12% increase to the POOL; the District's increase was 6% based on current payroll and total insured values. Mr. Hickman reported briefly on the various Pool/Pact member benefits and resources that are available to the District. Pool/Pact offers a variety of services and coverages that include; Property, Cyber, Casualty coverage, Risk Management, and Human Resources services. He reported Pool/Pact Risk Management offers a wide range of trainings and programs either in person or online to help reduce liability exposures to help mitigate/eliminate risk to employees and liability exposure. It also provides Loss Control grants to its members. Members can apply up to five \$2,000 risk management grants per year. He reported there is an increase in cyber-attacks against large companies, but no company is exempt from cyber-attacks. Pool/Pact offers to its members a subscription to KnowBe4, this is Cyber Security training to help establish good practice guidelines when reviewing emails and other online services. He briefly reported on Pool/Pact Human Resources that the District is currently taking advantage of. These services include a variety of trainings in person or online. Pool/Pact will assist with making sure the District's Personnel Manual is in compliance based on newly adopted and/or updated laws.

Mr. Romero with Nevada Public Agency Insurance reported on POOL PACT's risk management grant; grants are awarded to members who perform improvements that reduce risk; the District has utilized this program multiple times. He also thanked Vice Chair Severt who represents the District on the POOL PACT Board, she is a great resource and has a lot of input that benefits all members.

Audience member Mr. Ramsey inquired why the Cyber Risk Coverage Retroactive date reflects July 1, 2013; inquired if there was anything outstanding or newer coverage available.

Mr. Romero responded, July 1, 2013 is actually the date when POOL PACT adopted the Cyber Ricker Coverage Policy for all members.

After further discussion Vice Chair Severt made a motion to renew Nevada Public Agency and LP Insurance renewal proposal in the amount of \$77,445.92 for the District's liability insurance for 2022/2023. Trustee Rider seconded the motion. The motion carried unanimously.

Item# 10. Discussion and action to approve renewal of Nancyann Leeder backup Legal Service Agreement.

Ms. Leeder reported she is the District's legal backup as needed. She provided a copy of her Legal Service Agreement for review and consideration. She reported she is honoring her current service rate of \$150.00 per hour, plus cost if any. The Agreement commences on July 1, 2022 and is valid through June 30, 2023.

Secretary Barstow made a motion to approve Nancyann Leeder's renewal for legal services as the District's legal backup. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Marketing update by Kelly Glenn with Roo Co.

Postponed

Item# 12. Review and action to approve final 2022 Summer Pipeline Newsletter.

Ms. Dowling provided a final copy of the 2022 summer newsletter. The newsletter is scheduled for distribution beginning in July.

Treasurer Ortiz thanked staff for adding the Washoe County Envision 2040 Survey article; she requested that the website be included in addition to the QR Code.

Treasurer Ortiz made a motion to approve the 2022 summer newsletter as presented with the addition as requested. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Discussion and possible action to update District Personnel Policy 6 – Benefits; regarding health insurance eligibility and uniform reimbursement.

Ms. Dowling provided a draft copy of the District's revised Personnel Policy 6 regarding health insurance eligibility and uniform reimbursement for consideration. She noted at the last meeting the Board approved managements recommendation to amend the District's health insurance coverage for medical, dental, and vision; this was part of the salary and benefit comparison for retention and recruiting. Section 6.6 reflects regular employees who work 30 or more hours per week are eligible for health insurance. Spouse or domestic partners are eligible for coverage as a dependent of the employee if she/he is not eligible for employer-based group healthcare coverage through their current employer. The District will

cover 100% of employee's first dependent and 50% for any additional dependents. Ms. Dowling provided a copy of the District's new Spousal/Registered Domestic Partner Carve Out Declaration that will determine whether or not the employee's spouse or domestic partners is eligible for District healthcare coverage. Lastly, Ms. Dowling reported Section 6.10 regarding Uniforms was minor housekeeping; staff removed boots from 6.10 "a" as it is covered under 6.10 "b".

Trustee Rider made a motion to approve District Personnel Policy 6 – Benefits regarding health insurance eligibility and uniform reimbursement as presented by staff. Chair Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Discussion and possible action per District personnel policy 9.3.1; Board determination of percentages for potential staff wage increase and/or consideration of alternative incentives.

Mr. Melton reported the District's Personnel Manual Section 9 "Performance Management" subsection 9.3.1 "Frequency of Performance Appraisals" states "During June of each year, the Board will determine the percentage calculations on which raises are to be based. Evaluation scores as set by the manager/supervisor will determine the individual employee's raise." Per the policy the board votes on the percentage to be used for At Expectation performance. For the 2022/2023 budget, the board approved a 6% increase to the compensation line items within the budget. All employees of the District are compensated from the water and sewer operations funds. The approved water operations fund total operating expenses are \$3,658,538.00 and the sewer operations fund total operating expenses are \$3,117,337.00 respectively; the combined total being \$6,775,875.00. The approved budget amount from both these funds for both office and field employee compensation and benefits is \$1,518,462.00 or 22.4% of the total operating expenses for both these funds.

Mr. Melton provided a brief overview of the District's past annual increases and provided a copy of the District's 2021/2022 accomplishments and provided an agency compensation comparison report. He stated staff has had an excellent year with maintaining and/or improving efficiencies in business operations; while keeping spending at or below last year's budget levels. District staff is dedicated competent professionals. He reported management is recommending a 5% compensation increase to employee's that scored At Expectations on their annual evaluation.

Vice Chair Severt made a motion to approve management's recommendation of 5% compensation increase for employee's that scored At Expectations, including the merit multiplier. Trustee Rider seconded the motion. The motion carried unanimously

There were no public comments.

Item# 15. Review and discussion regarding General Manager salary; comparison of General Manager salary with similar agencies with possible action to consider adjusting District's General Manager salary.

Mr. Melton reported staff was directed to perform a salary/wage survey using the approved list of general improvement district and other liked agencies. The Board approved managements recommendations regarding salary/wage reclassifications for the District's Service Technician positions. During the initial review of the various salary/wage comparison, management evaluated all District positions. Based on the survey results, he is

recommending an adjustment to the General Manager's salary to be more in-line with the average salary with other general improvement districts and other liked agencies; any adjustment would become effective September 2022 after he completes his introductory period.

Trustee Rider inquired how many powers do the other general improvement districts have and which general improvement district is the most comparable to the District.

Mr. Melton responded Incline Village General Improvement District is the most comparable general improvement district to the District when comparing powers.

Chair Ainsworth commented the Board prefers not to compare to Incline Village General Improvement District when it is related to salary/wages; they have a significantly different income structure compared to the District.

Secretary Barstow inquired if Truckee Meadows Water Authority salary/wage was provided as part of the comparison.

Mr. Melton responded, Truckee Meadows Water Authority, Washoe County, City of Sparks, and City of Reno were provided as a separate comparison from the general improvement districts. Mr. Melton reported he is not asking the Board to consider these agencies for the general manager comparison; he would only like to focus on the comparison of the other general improvement districts. He stated when he was asked to perform an overall comparison, you have to look at the comparison from the top to the bottom. If adjustments are not made periodically, then compression sets in and there is no room to move, within some positions.

Treasurer Ortiz inquired if Mr. Melton was requesting for the Board to create a minimum and a maximum for the General Manager's position.

Mr. Melton responded he is salary, there is not a minimum and maximum for the General Manager position. He is requesting that the General Manager's salary be brought up to the average salary based on the general improvement district comparison.

Trustee Rider commented the General Manager is just as important, if not more important, than the rest of the District employees. The position should be just as protected as other positions when it comes to salary/wage. The District should offer a competitive salary to assist with employee retention.

Audience member Mr. Neumann encouraged the District to expand its comparison to include other general improvement districts similar in size.

Audience member Mr. Ramsey commented he thinks the Board is going to be amazed to see what Mr. Melton was able to accomplish during his introductory period; especially during a time that is considered the District's peak season. Mr. Melton was faced with a lot of employment challenges during this challenging hiring market.

Trustee Rider made a motion to approve to set a salary range of \$62.00 as minimum hourly and \$69.00 as maximum for the District General Manager position. The motion died for the lack of a second.

Additional discussion ensued regarding adjusting the General Manager's salary. The Board all agrees the General Manager's salary needs to be adjusted. The Board directed staff to obtain additional information (historical District General Manager comparison, revise average pay excluding Incline Village General Improvement District, number of powers, number of employees, and budget comparison) from the other general improvement district to assist with determining a salary adjustment for the District's General Manager's position.

Item# 16. Legal report by Maddy Shipman.

None

Item# 17. Field report by Brad Baeckel.

None

Item# 18. Office report by Erin Dowling.

Ms. Dowling reported on the following items:

- The District held its annual Movie in the Park, attendance was low possibly due to cooler temps and breezy. She thanked Washoe County Sheriff's Department for their participation. The event expenses (not including staff time) was \$2,172.93 and the District received \$1,897.00 in sponsorship donations, raffle, and concessions. The overall event was considered a success.
- The District's part-time Customer Service Representative resigned; the District is going postpone filling the position until there is a need to fill it.

Item# 19. Manager report by Chris Melton.

Mr. Melton reported on the following:

- The District Field Supervisor resigned; his last day is June 24, 2022. The District has four new Service Technicians; he and Brad will be performing majority of the training. The District has also hired a new Field Supervisor; he will start mid-July.
- Washoe County Commissioners approved Commissioner Jung's request to use her special District Funds in Sun Valley; \$8,400.00 for Speed Alert Monitor on Sun Valley Boulevard, \$13,913.00 for cleanup and disposal of debris along Sun Valley Boulevard, and \$35,172.00 for replacement solar panels for the Sun Valley Pool Pump Building.

Item# 20. Public Comments.

Audience member Mr. Neumann commented Commissioner Jung also dedicated \$6,015.00 for the purchase of audio/visual equipment that will allow the Sun Valley Citizens Advisor Board to conduct hybrid meetings, in-person and Zoom.

Pastor Barstow with H.O.P.E. Church Nazarene announced there will be a 70th Anniversary celebration for H.O.P.E. Church Nazarene August 20, 2022 at 3pm.

Item# 21. Board Comments.

Vice Chair Severt commented she attended the Movie in the Park, she thanked Kelly Glenn with Roo Co for Emceeing the event. It was a great event even with the low attendance.

Trustee Rider commented he attended the end-of-year picnic for Sun Valley Cal Ripken. There picnic attendance was low this year in comparison to prior years, pre-pandemic. He also announced Sun Valley Cal Ripken received enough donations to have the score board remote replaced for the Sun Valley Community Park.

Chair Ainsworth commented she has noticed more than usual brown spots at the Sun Valley Community Park and asked staff to investigate.

Item# 22. Future Agenda Items.

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

- Proclaim July as Recreation Month
- Presentation of 2022 Water Quality Report

Trustee Rider requested a development update.

Vice Chair Severt requested discussion regarding Juneteenth as a holiday.

Item# 23. Adjournment.

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

(There was technology difficulties with recording equipment)

Approved by the SVGID Board of Trustees on July 14, 2022
Minutes Prepared by: Jennifer Merritt, Administrative Assistant