



**Sun Valley General Improvement District
Board Meeting Minutes of
June 24, 2021**

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
Brandon Lacow	SVGID, Aquatic Supervisor
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Mark Neumann	Public
Wayne Carlson	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 Mr. Melton

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

Pastor Barstow with Hope Church Nazarene commented the Sun Valley Food Pantry is scheduled to open on July 24, 2021 followed by distribution every other Saturday.

Item# 4. Motion to approve the agenda.

Trustee Rider made a motion to approve the agenda. 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 the District's movie in the park is scheduled for Friday, June 25th at the Sun Valley Community Park featuring the Secret Life of Pets 2; movie will start at dusk. He announced the District office will be closed Monday, July 5th in observance of Independence Day. He also reported State of Nevada Department of Taxation has reviewed and approved the District's final budget for 2021/2022.

Item# 7. Discussion and action to approve account payables for June 10, 2021.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for June 10, 2021.

Treasurer Ortiz made a motion to approve the account payables for June 10, 2021 in the total amount of \$334,619.05. Trustee Rider seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve account payables for June 24, 2021.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for June 24, 2021.

Treasurer Ortiz made a motion to approve the account payables for June 24, 2021 in the total amount of \$855,591.81. Secretary Barstow seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 9. Discussion and action to approve board meeting minutes of May 27, 2021.

Treasurer Ortiz made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of May 27, 2021 as submitted. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Sun Valley Pool update by Aquatic Supervisor with possible direction to staff.

Mr. Lacow reported this year's lifeguard recruiting has been challenging and that the pool staff are doing a great job and stepping up to make sure the pool and patrons needs are being met. This year the Pool has 8 lifeguards, four new and for returned lifeguards; with a potential of four additional lifeguards pending their training and certification test scheduled next week.

Mr. Lacow reported due to the staffing shortage, he had to implement a maximum capacity for the safety of the patrons; patrons have been very understanding. When they are at capacity, staff takes their name and phone number and gets back with them when there is

an opening. In addition, staff also offers a free otter pop, they appreciate the gesture. He reported on opening day there was a total of 94 patrons. The first weekend there was a total of 326 patrons. The first full week there was a total of 875 patrons; this total includes the Fink Family Free Swim day a total of 247 patrons.

The Board of Trustees and staff thanked Mr. Lacow for his update and acknowledged his hard work making this pool season happen with a staffing shortage.

There were no public comments.

Item# 11. Discussion and action to approve renewal of Nancyann Leeder 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 per hour, plus cost if any. The Agreement commences on July 1, 2021 and is valid through June 30, 2022.

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

There were no public comments.

Item# 12. 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. Mr. Rossi provided a brief overview of the District's coverage for 2021/2022. 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 aggregate is \$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 2021/2022 is \$73,142. Mr. Rossi reported there is a minimal premium increase; increase is being driven by several years of catastrophic losses and combined property carrier loss, as well as, the uncertainty surrounding the pandemic.

Mr. Carlson with Nevada Public Agency Insurance briefly reported on 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 and 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.

After further discussion Vice Chair Severt made a motion to renew Nevada Public Agency and LP Insurance renewal proposal in the amount of \$73,142 for the District's liability insurance for 2021/2022. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Review and action to approve final 2021 Summer Pipeline Newsletter.

Mr. Melton provided a final copy of the 2021 summer newsletter. The newsletter is scheduled for distribution beginning in July.

Secretary Barstow made a motion to approve the 2021 summer newsletter as presented. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Presentation by Public Works Director of the District's 2021 Water Quality Report.

Mr. Melton provided a copy of the District's 2021 Water Quality Report. He was pleased to announce the District's 2021 Water Quality Report meets all State and Federal requirements. The District is in compliance with Washoe County Health and Nevada Division of Environmental Protection. The Water Quality Report is available online and in the District office both in English and Spanish. He reported the District will be conducting its Lead and Copper sampling this summer; as required every three years.

There were no public comments.

Item# 15. Discussion and action to approve up to two District field staff members to attend the Tri-State Conference.

Mr. Melton reported staff is requesting permission to send two field employees, himself and a service technician, to the upcoming Tri-State Conference. This conference will be held in Las Vegas, NV from August 9th thru August 12th. He stated the District has never attended the Tri-State Conference; it provides a variety of technical sessions for water, wastewater, health/safety and storm water. He gave a per person cost breakdown; it would approximately cost \$782 per person with driving to the conference and \$996 per person with flying to the conference. He stated conferences are always well attended by other water

purveyors. Attending conferences is a great opportunity to obtain knowledge from the technical sessions and is essential to maintaining technical expertise and earning the required CEU's for State of Nevada Water Operator certification. The conference expense would be paid from the District's seminar/training water and sewer budget.

Audience member Mr. Nuemann inquired if the two employees would be able to attend all the sessions that are listed in the conference guide.

Mr. Melton responded the intent is to attend as many technical sessions related to District operations.

Trustee Rider made a motion to approve staff's request for two field employees to attend the Tri-State Conference with the option to fly; with a not to exceed amount of \$996 per person. Vice Chair Severt seconded the motion. The motion carried unanimously.

Item# 16. Discussion and action to proclaim July as Recreation Month.

Mr. Combs reported the District is participating in celebrating Park and Recreation Month, an initiative of the National Recreation and Park Association. The initiative invites and encourages everyone to explore A Lifetime Discovery at the Sun Valley local park and recreation facilities. He stated the District had been supporting Park and Recreation Month for several years and requested approval to proclaim July as Recreation Month.

Vice Chair Severt made a motion to adopt Proclamation designating July as Park and Recreation Month. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 17. Review of Administrative Assistant I and Administrative Assistant II Job Descriptions with possible adoption of job descriptions.

Mr. Combs reported as directed by the Board, staff developed two job descriptions for the Administrative Assistance positions. He provided a draft copy of the Administrative Assistant I and Administrative Assistant II for review and consideration. He reported the Administrative Assistant I is more of an entry level position and the Administrative Assistant II would be for the more experienced level.

Vice Chair Severt made a motion to adopt the Administrative Assistant I and II job descriptions as written. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 18. 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. Combs 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 2021/2022 budget, the board approved a 5% 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 \$3,463,561 and the sewer operations fund total operating expenses are \$2,948,061 respectively; the combined total being \$6,411,622. The approved budget amount from both these funds for both office and field employee compensation and benefits is \$1,445,578 or 22.5% of the total operating expenses for both these funds.

Mr. Combs gave a brief overview of the District's past annual increases and provided a copy of the District's 2020/2021 accomplishments and provided a 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 acknowledged staff's hard work over this past year during the pandemic; staff continued performing District business while taking extra safety measures keeping staff and public protected from COVID-19. He reported management is recommending a 4% compensation increase to employee's that scored At Expectations on their annual evaluation.

Vice Chair Severt thanked Mr. Combs for provided an agency comparison report.

Chair Ainsworth agrees with Mr. Combs statement, everyone went above and beyond; staff worked together during the pandemic as well as having to cover some positions for those who contracted the virus. She appreciates all the hard work by staff to keep District operations running smoothly and efficiently during the pandemic.

Trustee Rider commented he continues to be impressed by staff staying within the approved budget and was quick to adjust business practices during the pandemic. He thanked District staff for all their hard work.

Trustee Rider made a motion to approve management's recommendation of 4% compensation increase for employee's that scored At Expectations. Vice Chair Severt seconded the motion. The motion carried unanimously

There were no public comments.

Item# 19. Discussion and possible action per the District personnel policy 9.3.1' Board evaluation of the General Manager.

Chairperson Ainsworth reported she has received all of the Trustees' evaluations for Mr. Combs and he scored a 4.726 Above Expectations on his evaluation.

There were no public comments.

Item# 20. Final report of the 2021 Legislative update report provided by Holland & Hart and review of BDRs/Bills; with possible direction to staff.

Mr. Combs provided a final 2021 Legislative report from Holland & Hart. The report gives comprehensive overview of the legislative session activities over the course of 120 days. There were no significant impacts to the District this session.

There were no public comments.

Item# 21. Legal report by Maddy Shipman.

None

Item# 22. Field report by Chris Melton.

Mr. Melton reported on the following items:

- The District sent out letters to several commercial customers regarding backflow non-compliance. To date, half of the customers have complied or are in the process of complying. The District will be sending follow up letters to those who have not complied and/or responded to the original letter.
- The District received a sponsorship from 5 Ridges for two more free swim days; scheduled for July 7th and July 24th.
- He acknowledged the hard work Mr. Lacow has performed to offer a pool season this year with the shortage of lifeguards.
- He thanked the Board on behalf of the District field staff, for their generosity.

Item# 23. Manager report by Jon Combs.

Mr. Combs reported on the following:

- Washoe County has agreed to give the District \$90,000 to be used towards parks and recreation for 2021/2022. It is unclear if it will be a recurring year after year.
- District hired a temp employee to assist accounting to compile the District's assets and create an Asset Management program and policy. He will report the final asset report once it is completed.
- He thanked the Board for their continued support and generosity on behalf of all the District staff.

Item# 24. Public Comments.

None

Item# 25. Board Comments.

Trustee Rider thanked the District for the use of the park for his son's funeral service. He also commented baseball season is officially over and Cal Ripken is hoping to offer fall ball this year.

Chair Ainsworth commented on how nice the parks and pool look and she is happy to see them being used this year.

Vice Chair Severt commented on the pool mural; it adds a lot of value to the pool complex.

Secretary Barstow thanked District staff for the great job.

Treasurer Ortiz thanked the District staff and they are very much appreciated.

Item# 26. Future Agenda Items.

Mr. Combs reported there are no future agenda items at this time.

Vice Chair Severt requested a Safety Committee update.

Item# 27. Adjournment.

Secretary Barstow made a motion to adjourn at 7:16 pm. Treasure Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on July 22, 2021
Minutes Prepared by: Jennifer Merritt, Administrative Assistant