



**Sun Valley General Improvement District  
Board Meeting Minutes of  
June 25, 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:**

Nancyann Leeder

**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.**

*Vice Chair Severt 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. Combs announced the District will be closed Friday, July 3, 2020 in observance of Independence Day, Washoe County Board of County Commissioners approved and accepted the District's Beautification Fund donation to Washoe County Sheriff's Office to assist with removal of abandon vehicles and the City of Sparks Council approved the Right of Way Interlocal Agreement regarding 5 Ridges Subdivision. Mr. Combs also announced the City of Sparks will be opening Deer Park Swimming Pool on June 29, 2020 with 3 swim session limited to only 50 patrons per session. Alf Sorensen Swimming Pool is open for water aerobics and lap swim only, no general swim.

Treasurer Ortiz arrived at 6:07 pm

**Item# 7. Discussion and action to approve account payable for June 25, 2020.**

Treasurer Ortiz gave a brief report of the accounts payables, customer refunds and payroll checks for June 25, 2020.

*Treasurer Ortiz made a motion to approve the accounts payable for June 25, 2020 in the total amount of \$688,060.80. 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 11, 2020.**

*Vice Chair Severt made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of June 11, 2020 as submitted. Secretary Barstow seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 9. Discussion and action to approve renewal of Nancyann Leeder legal service agreement.**

Mr. Combs provided a copy of Nancyann Leeder's Legal Service Agreement for renewal. Ms. Leeder is the District's backup counsel when the District's regular counsel is unavailable. Ms. Leeder is honoring her current rate of \$150.00 per hour, plus cost if any. Mr. Combs reported staff is recommending approval to renew Ms. Leeder's Legal Service Agreement commencing on July 1, 2020 through June 30, 2021.

*Secretary Barstow made a motion to renew Ms. Leeder's Legal Service Agreement as present by staff. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 10. Presentation by Public Works Director of the District's 2020 Water Quality Report.**

Mr. Melton provided a copy of the District's 2020 Water Quality Report. He was pleased to report the District's Water Quality Report meets all the State and Federal requirements and is in compliance with Washoe County Health and Nevada Division of Environmental Protection. The Water Quality Report is available on-line or in person upon request. Mr. Melton reported staff performs 20 BAC-T (bacteriological) samples a month, these sample sites are throughout the valley, so it represents the water system as a whole. District staff performs 4 TTHMS and HAA5 (trihalomethanes and haloacetic acids) samples quarterly. This monitors disinfection byproducts, these sample sites are throughout the valley, so it represents the water system as a whole. The District is required every three years to sample for lead and copper, last testing was performed in 2018. This sampling is a joint effort between District office and field staff and the property owner. The District has identified 30 sampling sites (this focuses on plumbing in older homes) throughout the valley so it represents the water system as a whole. Each customer is issued a \$5 credit on their account for participating with the required sampling. The last sampling the District performs is UCMR 4 (fourth unregulated contaminate monitoring rule). This is required quarterly for 2019-2020; this trial sampling is to see if there is a need to monitor (pesticide and chemical contaminants) routinely. Mr. Melton stated he believes the UCMR 4 sampling will become a mandatory routine sampling in the future.

There were no public comments.

**Item# 11. Discussion and action to proclaim July as Recreation Month.**

Mr. Combs reported Sun Valley General Improvement District is celebrating Park and Recreation Month, an initiative of the National Recreation and Park Association. He stated even though some recreation activities have been postponed and/or canceled for this year, the District still invites and encourages everyone to explore a lifetime of discovery at the Sun Valley local parks and recreation facilities while practicing social distancing.

*Vice Chair Severt made a motion to adopt Proclamation to designate July 2020 as Parks and Recreation Month. Trustee Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 12. Discussion and possible action per the District's 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 above mentioned policy so the board can officially vote on the percentage. For the 2020/2021 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 \$2,868,833 and the sewer operations fund total operating expenses are \$2,276,368 respectively; the combined total being \$5,145,201. The approved budget amount from both these funds for both office and field employee compensation and benefits is \$1,465,522 or

28% 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 2019/2020 accomplishments and an agency compensation comparison report. He stated management is recommending a 3.5% compensation increase to employee's that scored At Expectations on their annual evaluation.

Treasurer Ortiz thanked the District staff for maintaining the business integrity of the District while implementing policies to assist District customers. She is grateful and would like to recognize the District staff flexibility and additional efforts during what will be known as one of the most trying times in America.

*Vice Chair Severt made a motion to approve management's recommendation of 3.5% compensation increase for employee's that scored At Expectations plus the merit multiplier if they scored Above Expectations. Trustee Rider seconded the motion.*

During discussion Mr. Rider stated taking in consideration how hard District staff works on a regular basis, and now with the pandemic, they continue to keep the District's expenses low, he would like to see staff recognized.

Secretary Barstow stated he struggled with coming to a decision regarding compensation increases for District employees; it is not based on employee's performance. He has spoken with some District customers and they are finally able to go back to work but are receiving less than what they were originally making and are not being eligible for their own annual performance raise. After careful consideration he too would like to recognize District staff for their continued dedication and hard work.

Chairperson Ainsworth stated prior to our nations pandemic, the economy and the District was doing well. The District staff had performed very well the first nine months and has worked even harder over the past three months all awhile keeping the budget in line and continuing to save the District money.

Treasurer Ortiz agreed with all of the Trustees comments and encouraged District staff to continue to look out for the residents who are still struggling.

*After further discussion the motion carried unanimously.*

There were no public comments.

**Item# 13. 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 4.76 Above Expectations on his evaluations.

Trustee Rider stated Mr. Combs is extremely thorough and very meticulous. Mr. Combs current and past performances has been excellent.

Secretary Barstow thanked Mr. Combs; it has been a pleasure working with him this past year and the other employees. Mr. Combs has always been available when needed to discuss District business and continuously update and informs Trustees on an as needed basis. He also thanked District staff taking the opportunity to get caught up on projects during the shutdown.

Vice Chair Severt stated Mr. Combs was making great strides with the restructuring of the District's office processes and financials prior to the current health pandemic. He managed to quickly respond to the needs of the District during the shutdown and displayed great leadership throughout.

Chairperson Ainsworth stated she appreciated that everyone was cross trained to help fill in as needed during the shutdown while also being short staffed. Mr. Combs lead the District staff through one of the most difficult times.

Mr. Combs responded and thanked the Board of Trustees and stated it was a challenging time; it was made possible with the assistance from the Public Works Director, Customer Service Supervisor, Administrative Assistant and all the other District employees.

*Vice Chair Severt made a motion to accept the Board of Trustees evaluation score for the District General Manager, Jon Combs and extend the same 3.5% compensation increase plus qualified merit multiplier. Treasurer Ortiz seconded the motion.*

During discussion Chairperson Ainsworth would support a 4% compensation increase plus the qualified merit multiplier.

*Treasurer Ortiz withdrew her second and stated she would support Chairperson Ainsworth suggestion.*

*Chairperson Ainsworth called for another second to support the original 3.5% motion made by Vice Chair Severt. Secretary Barstow seconded the motion. After discussion the motion carried unanimously.*

There were no public comments.

**Item# 14. 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. 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. He reported Governor Sisolak issued an Emergency Directive June 24, 2020 requiring face coverings/masks by all individuals when in a public space. Staff has posted lobby guidelines outside for the public before entering the building.

Mr. Melton reported all Neighborhood Center Program Instructors has resumed their

programs on June 2, 2020 with limited capacity, while practicing social distancing. Each program was required to submit set of health and safety protocols to help reduce the spread of the virus. Protocols have been reviewed and approved by the District prior to programs resuming. He also reported the car show scheduled for July 2020 by Imagination Reno Car Club has been canceled. The District refunded their deposit and has already scheduled them for next year.

There were no public comments.

**Item# 15. Legal report by Maddy Shipman.**

None

**Item# 16. Field report by Chris Melton.**

Mr. Melton reported on the following items;

- Regional Transportation Commission began construction on the Sun Valley Blvd. Pedestrian Improvement Project and to expect delays on Sun Valley Blvd. Construction is expected to continue through fall.
- He and Ms. Merritt spoke with Lieutenant Hippert with Washoe County Sheriff Office (WCSO) regarding the abandon vehicle removal program. Lieutenant Hippert stated WCSO has assigned a Deputy to Sun Valley to map out all of the abandon vehicles to help expedite the removal once WCSO receives a demo permit from the DMV. Currently the DMV is working with limited staffing and is backlogged due to pandemic closure. Once DMV is able to assign a staff member to inspect VIN's and issue demo permits, WCSO believes the removal process will go quickly. Once WCSO has performed their first group of removals, Lieutenant Hippert will give an update of the pilot program.
- He gave a brief update on Pump B at the main pump station. It is going to cost the District approximately \$13,500.00 for a full rebuild on the pump. Staff also inspected the motor for the Pump B and it has a lower bearing that is bad and it will cost approximately \$2,500.00 to replace the bearing.
- He was able to get multiple quotes for consideration for the main pool resurfacing, main pool cover and painting of the pool building. He will present them at the next schedule meeting.
- Community Service Agency is performing improvements inside the Mary Hansen Building located at the Sun Valley Community Park. They have been approved to install additional walls to make classrooms for the Headstart Program. The approval was with the condition that if Community Service Agency ever moved, they would have to revert the building back to its original design.
- He thanked the Board of Trustees on behalf of the field staff for their generosity and approving increases for this year.

**Item# 17. Office report by Erin Dowling.**

Ms. Dowling reported on the following items;

- She thanked the Board of Trustees on behalf of the office staff for their continued generosity. It has been a trying year; however it was also a year with tremendous growth implementing new procedures for additional efficiencies.
- July 1, 2020 the District will resume all regular operations, this included non-payment disconnects and collection of the credit/debit card service fee. Staff has been encouraging customers to make a payment arrangement before their schedule disconnect date. Staff has advertised this message on the front office lobby, monthly statements, District website and Facebook page. She reported there are

approximately 6% of the District customers who have an outstanding balance with the District since the beginning for the pandemic. The average past due balance is approximately \$146.00 and the highest past due balance is \$869.00. Staff has a plan in place to continue to assist those in need.

- Office traffic has been low since the opening of the lobby to the public on June 8, 2020. Currently 50% of the customers are wearing masks. Beginning Friday, June 26, 2020 the District will politely ask customers to start wearing a mask due to the recently issued mandate.
- She stated June 25, 2020 is her eighth anniversary with the District and thanked the District for their continued support.

**Item# 18. Manager report by Jon Combs.**

Mr. Combs reported on the following items;

- The Community Service Agency Tenant Improvement has been permitted by Washoe County Building, all improvements are to code.
- The Sun Valley Blvd. Pedestrian Improvement Project is tentatively scheduled for completion December of 2020. Staff is onsite overseeing the District's facilities.
- The District is proceeding with the implementation of scanning all checks received so that they are posted same day. The District's bank will be providing the check scanners at no charge.
- He has been with the District for over 23 years and he has never received an evaluation score that high. He thanked the Board of Trustees for their continued support and generosity.

**Item# 19. Public Comments.**

None

**Item# 20. Board Comments.**

Trustee Rider thanked Mr. Combs for his hard work. Mr. Rider has been attending the District meeting for a long time and he can see the difference in management styles.

Vice Chair Severt stated Reno Police Department has caught a major vandal artist and has been charged with \$25,000.00 of property destruction. She is hoping to see a decline of graffiti in Sun Valley with the recent arrest. She also stated the construction will have its downfalls, but she would tolerate the traffic interruption to give the kids a safe place to walk when walking to Desert Skies Middle School.

Chairperson Ainsworth encouraged other Trustees to look at the new map filing system for development. It is one of the best filing systems she has seen, making it user friendly for field staff to refer to.

Treasurer Ortiz thanked all the District staff for all their work. She would also like to request WCSO to install signage regarding illegal dumping at the entrance of open spaces.

**Item# 21. Future Agenda Items.**

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

- Approval of quote for main pool repairs
- Approval of quote for painting of pool building
- Approval of quote to purchase a new main pool cover
- Covid-19 Update

Trustee Rider requested a comprehensive report regarding customers that have past due account balances that may have been contributed to COVID-19.

**Item# 22. Adjournment.**

*Secretary Barstow made a motion to adjourn at 6:58 pm. Trustee Rider seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on July 09, 2020.

Minutes Prepared by:

Jennifer Merritt, Administrative Assistant