



**Sun Valley General Improvement District
Board Meeting Minutes of
June 27, 2019**

Board Members Present:

Sandra Ainsworth	Chair
Susan Severt	Vice Chair
Garth Elliott	Secretary
Joseph Barstow	Trustee

Board Members Not Present:

Carmen Ortiz	Treasurer
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Staff Present:

Jon Combs	SVGID, General Manager
Chris Melton	SVGID, Public Works Director
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Carol Burns	Audience
Linda Elliott	Audience
Glenda Walls	Audience
Jared Rossi	LP Insurance
Mike Rebaleati	Pool / Pact
Teresa Daly	Reno Battle Born BMX
Adam Mayberry	Truckee Meadows Fire Protection District
Brittney Lemmon	Truckee Meadows Fire Protection District

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, and Trustee Barstow. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Trustee Barstow

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

Ms. Daly with Reno Battle Born BMX gave a brief update regarding BMX activity. Ms. Daly is still working on getting the Battle Born BMX non-profit transferred into her name. She announced on July 3, 2019 Battle Born BMX will be hosting an Open House; patrons can sign up to learn technics to improve their riding skills. The instructor is Olympic Bronze Medalist, Donny Robinson. She also reported track operations are going good and she has 57 new memberships.

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 the District office will be closed July 4, 2019 in observance of Independence Day. He also announced Sun Valley Pool is offering a free swim day July 4, 2019 from noon to 5pm sponsored by Assemblywoman Teresa Benitez-Thompson.

Item# 7. Discussion and action to approve accounts payable and customer refunds for June 27, 2019.

Vice Chair Severt gave a brief report of the accounts payable and customer refunds for June 27, 2019.

Vice Chair Severt made a motion to approve the accounts payable and customer refunds for June 27, 2019 in the total amount of \$97,016.28. Trustee Barstow 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 13, 2019.

Secretary Elliott made a motion to approve the Board Meeting Minutes of June 13, 2019 as submitted. Trustee Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Presentation by Nevada Public Agency Insurance and LP Insurance and 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. Mr. Rossi provided a brief overview showing the comparison of coverage for 2018/2019 to the renewal of 2019/2020. 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 2019/2020 is \$64,731.31 a minimal increase over last year's cost of \$61,816.05. Mr. Rossi reported the premium increase is related to the increase of District property coverage and payroll.

Mr. Rebaleati with Pool/Pact was pleased to report the District's premium increase is under half of what the average 11.5% premium increase was for other members. He briefly reported on various Pool/Pact member benefits and resources that are available to the District. He reported the District is currently taking advantage of the Human Resource Training and has applied and awarded two grants for the Human Resource training program. Pool/Pact offers a Risk Management Grant, each member is allowed up to two per year; a total of \$10,000 per year. He also reported Pool/Pact has been working on enhancing their E-Learning Portal for members to assist with daily scheduling needs.

After further discussion Secretary Elliott made a motion to renew LP Insurance renewal proposal in the amount of \$64,731.31 for the District's liability insurance. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Presentation by Truckee Meadows Fire Protection District regarding fire preparedness with possible direction to staff.

Mr. Mayberry, Public Information Officer with Truckee Meadows Fire Protection District reported Truckee Meadows Fire Protection District is working with all of the local communities to deliver the message regarding fire preparedness. The most important tool for being prepared for a fire is creating a defensible space around your home. The Sun Valley Fire Station is one of the busiest stations within in Washoe County. Truckee Meadows Fire Protection District is organizing a Sun Valley Community Clean Up Day for yard vegetation. He is appreciative of the partnership with Sun Valley General Improvement District with helping spread the message regarding preparedness.

Ms. Lemmon, Fire Prevention Specialist with Truckee Meadows Fire Protection District reported her role as a Fire Prevention Specialists include investigations and inspections in the northern communities. She has been meeting with various Home Owner Associations regarding open burning and/or illegal burning. She reported open burning season is limited to spring and fall depending on weather conditions. When open burning is in season, individuals should make sure they are burning safely and have a shovel and water source in case it gets out of control. Home camp fires should be contained in a fire pit with a screened cover at all times and individuals should also make sure they have a water source to put the fire out completely as well as help contain it. She reported it is important to use approved shooting sites when target shooting. Individuals who like to target shoot in open space be mindful of their surroundings. It is not a good idea to shoot in areas with a lot of cheatgrass or rocks; shooters should always bring a shovel or an extinguisher.

Ms. Lemmon reported the biggest tool for all homeowners is creating a defensible space around your home. Creating a defensible space consists of Lean, Clean and Green Area at least 30 feet from the home. Evaluate the property environment to see what other modifications are needed in the event an ember was to fall on the property and/or home including providing access for fire fighters. She stated she receives calls from patrons regarding concerns of their neighbor's yard being a fire hazard. Truckee Meadows Fire

Protection District does not have the authority to have individuals clean their yards; however they can provide a free assessment on how to create a defensible space around their home and the importance of fire safety. In extreme cases the Truckee Meadows Fire Protection District works with directly Washoe County Code Enforcement and Washoe County Sheriff Department.

Additional discussion ensued regarding fire safety concerns within Sun Valley, especially properties that are not maintained. Other discussions ensued regarding potential partnership opportunities using the District's beautification resources.

Audience member Ms. Burns commented she has been working on trying to get the vegetation on the side of Sun Valley Boulevard cleaned up but cannot get the assistance from any government agency. She inquired who would be a good contact from the State and/or Washoe County to listen to concerned citizens and take action upon fire safety related issues.

Ms. Lemmon responded she will provide Ms. Burns her contact information and try to assist her with her fire safety concerns.

After further discussion the Board of Trustees thanked Mr. Mayberry and Ms. Lemmon for their presentation.

Item# 11. Presentation by Public Works Director regarding the District's 2019 Water Quality Report.

Mr. Melton provided a copy of the District's 2019 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. 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. These samples are taken at 5 sites throughout the valley. Mr. Melton reported the District has expensed approximately \$13,600, year to date, in water sampling analysis. These costs have doubled in the last five years, due to additional sampling requirements.

Brief discussion ensued regarding determination of a sampling site(s) and water sampling process for each different sampling.

There were no public comments.

Treasurer Ortiz phoned in to the meeting at 7:10 pm.

Item# 12. Discussion and possible action per District personnel policy 9.3.1.; Board to determine percentages for potential staff wage increase and/or consideration of alternative incentives.

Mr. Combs reported June of each year the Board sets the percentage for potential raises based on employee evaluations. The employee evaluation scores are determined by District management and supervisors. He reported the approved 2019/2020 budget has 5% built in for potential raises. All employees are compensated from the water and sewer operations funds. The approved water operations fund total operating expenses are \$2,786,207 and the sewer operations fund total operating expenses are \$2,192,142. The approved compensation amount from both these funds, both office and field, is \$1,413,624 or 28% of the total operating expenses for both funds. Mr. Combs provided historical information on past approved compensation percentages increases for informational purposes. He reported the CPI for 2019 is 1.8%; staff has had an excellent year maintaining or improving efficiencies in operations and keeping spending at, or below, last year's budget levels.

Mr. Melton gave a brief report on the 2018/2019 field accomplishments. Staff continues to diligently work on preventive maintenance such as flushing of the sewer system, water mains and meter box maintenance. Staff has been working in conjunction with TESCO with the installation of the new SCADA System and improvements to the JT Tank new pump station and Sidehill altitude valve. The District was actively involved with the development of 105 new services from the development of Ladera Ranch and new Desert Skies Middle School. Throughout the year staff continues to provide maintenance to the District facilities (office, shop, annex, parks, pool and rental properties). Staff has responded to 7,000 water and sewer service orders and also has participated with various District events. Mr. Melton stated 2018/2019 has been a very productive year and it was made possible due to the skilled and dedicated field staff.

Ms. Dowling gave a briefly report on the 2018/2019 office accomplishments. Staff has participated with the District's annual Pool/Pact trainings and additional job related schooling. She was pleased for the opportunity to attend the PERS & Employee Benefits Administration training and for the opportunity to attend the Springbrook National User Group Conference. These two trainings will be extremely beneficial for the District and potentially be able to provide additional efficiencies with daily processes. Throughout the year staff continues to update Standard Operating Procedures for various office functions including creating new Standard Operating Procedures for all of the accounting and payroll functions. Staff has been extremely busy with the high volumes of customer service transaction related to the growth of the valley. She commented on how proud she is of the excellent teamwork when it came to covering the Billing Representative position who was out on medical leave and additional tasks related to the vacancy of the Accounting Specialist.

Mr. Combs stated the District employees are dedicated, competent and professional; management is recommending a 3.5% increase to employee's compensation that scored an At Target in their annual evaluation. He provided a breakdown of various percentage increase amounts, along with the fiscal impacts, for review and consideration. He also provided for informational purposes what other general improvement districts and Washoe County's proposed for employee wage compensation increase.

Trustee Barstow stated he is appreciative of all the accomplishments for 2018/2019; he expects hard work from District employees. He appreciates the teamwork and willingness to work together for the benefit of the District and thanked staff for their diligence to cut

expenses when possible and working hard completing various other tasks.

Secretary Elliott stated he is appreciative of data provided of other general improvement districts regarding their compensation increases. He stated the historical data for the District's previous increases is not an accurate representation of what employees have received as an increase. He reminded the Board, staff and audience that each year the District receives an increase for employee health benefits; this increase is absorbed by the District and not by the employees, therefore it is an additional increase to the benefits which is part of their overall compensation package. He also stated this year the District received an increase to health benefits and to PERS, these should be considered as part of the employee's compensation increase when determining any percentages. He reported the Board of Trustees and the General Manager have a responsibility to protect both the interest of the rate payers and the District employees. He thinks the current Board are not doing an adequate job on protecting the rate payers and the rate payers would be better off without the District's services. He also stated he concurs with Trustee Barstow's comment, he expects the accomplishments from District employee's as part of their regular performance.

Treasurer Ortiz stated she concurs with Trustee Elliott the Board of Trustees have a responsibility to protect both the rate payers and the employees. She thinks District staff has done an outstanding job and provides excellent customer service to the rate payers. She stated she supports Mr. Combs 3.5% recommendation for employee compensation increases.

Vice Chair Severt stated this past year has been one of the more trying years for the District. The District had multiple staff changes, took on multiple capital improvement projects, and has received multiple interests regarding new development. She commends staff for providing excellent customer service to the rate payers and making it appear seamless with all of the staff changes that took place within the past year. She agrees with Trustee Elliott that benefits should also be considered into the equation when determining compensation increases. She believes that she, as a Trustee, looks out for the best interest of the citizens but also is going to take care of the District employees as well. It is ultimately the District employees who provide the day to day functions to deliver safe drinking water, collection of wastewater and provide safe recreational opportunities for the citizens. She too supports Mr. Combs 3.5% recommendation for employee compensation increases.

Trustee Barstow thanked Mr. Combs for providing the information from other comparable general improvement districts; however he doesn't think it has much weight. He prefers focusing on what Sun Valley General Improvement District has done, going to do in the future, and based on the individual employee's merits. He is not in favor of Mr. Combs 3.5% recommendation, but would support something lower.

Chairperson Ainsworth stated she is extremely pleased with staff's accomplishments this year considering several of the challenges that occurred within the past year. Mr. Combs has done an excellent job as the new General Manager without any training and has made multiple changes for the benefit of the District. She commended all the staff again for their hard work with being able to perform their regular duties and the additional duties related to staff changes and new development. She stated she thinks Mr. Combs 3.5% recommendation is a little high and would support a 3% for employee compensation when taking in consideration the PERS increase.

After further discussion Treasurer Ortiz made a motion to approve Mr. Combs recommendation of a 3.5% increase for employee compensation. Vice Chair Severt seconded the motion.

During discussion Secretary Elliott stated he cannot support the 3.5% recommendation and would support a 3% increase.

The motion died by the following:

Yea: Treasurer Ortiz

Nay: Secretary Elliott, Trustee Barstow, Vice Chair Severt and Chairperson Ainsworth

Vice Chair Severt made a motion to approve a 3% increase for employee compensation. Trustee Barstow seconded the motion. The motion carried unanimously.

Vice Chair Severt amended her motion to approve a 3% increase for employee compensation and include the evaluation multiplier factor for employees who scored above target. Trustee Barstow amended his second. The motion carried unanimously.

There were no public comments.

Treasurer Ortiz left the meeting at 7:53 pm.

Item# 13. Discussion and possible action per the District personnel policy 9.3.1.; Board evaluation of the General Manager.

Chairperson Ainsworth requested to postpone the General Manager's evaluation until the July 25, 2019 meeting when there is a full board present.

There were no public comments.

Item# 14. 2019 Legislative Session final report.

Ms. Shipman stated the Board has been provided a final legislative report from the District's lobbyist regarding all the bills of interest for review. She commended the District's lobbyist for their representation of the District during the 2019 Legislative Session.

There were no public comments.

Item# 15. Legal report by Maddy Shipman.

Ms. Shipman reported she will be absent from the next board meeting and Nancyann Leeder will be present.

Item# 16. Field report by Chris Melton.

Mr. Melton reported on the following items;

- Mr. Melton thanked the Board for their generosity and support.

Item# 17. Office report by Erin Dowling.

Ms. Dowling reported on the following items;

- Ms. Dowling thanked the Board for their generosity and support as well as continued to provide employees opportunities to receive additional trainings.
- She thanked Pepsi Cola for their support of the Dive Into Summer Event with the donation of 25 cases of soda. During the Dive Into Summer Event, she and Treasurer Ortiz distributed swim tokens to all the youth that attended the event to

help promote the pool. She was pleased to announce the Washoe County Sheriff's Department attended this year's event, they put a car on display for the patrons.

- The June 15, 2019 Free Swim Day sponsored by the Fink Family was a success; there was a total of 464 (youth, adults and seniors) patrons that attended the free swim day.
- District Aquatic Supervisor gave an interview regarding the importance of swim lessons for all swimmers. The interview helped promote the Sun Valley Pool swim lessons; registration continues to be strong.
- She thanked the Board for the opportunity to attend the Springbrook National User Group Conference.

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

Mr. Combs reported on the following items;

- Mr. Combs thanked the Board for their consideration for all the employees. All the District employees work hard every day, they truly have gone above to help the District's success with the various changes and additions that took place over the past year.
- He provided a copy of the Department of Taxation accepting the District's 2019/2020 budget as submitted in compliance with the law and regulations.
- The tentative Quarry Subdivision is approximately 1,200 up to 1,700 homes located off Highland Ranch Parkway. The developer is very eager to get the project started. The District is in discussion with Truckee Meadows Water Authority and our own engineer, Shaw Engineering to discuss water service infrastructure only. The City of Sparks would be responsible for sewer and recreation for this development. This development might be a good opportunity to consider securing an additional outlet for the Sun Valley wastewater; he will arrange for discussions with the City of Sparks regarding such.

Item# 19. Public Comments.

None

Item# 20. Board Comments.

Secretary Elliott commented he appreciates Mr. Combs forward thinking regarding securing a secondary wastewater outlet for Sun Valley. He is glad to see the adjacent property that was once a gravel pit potentially repurposed. He would like to nominate the developer for a Sun Valley Community Service Award. He also stated his previous comments regarding employee raises is not a reflection on the employees regarding the quality and amount of work they do for the District.

Trustee Barstow thanked District staff for all of their hard work throughout the year and he is appreciative of the staff for being fiscally responsible.

Chairperson Ainsworth reported the Sun Valley Cal Ripken storage shed was recently broken into. She was also informed there is a team using the Sun Valley Community Park baseball field illegally.

Item# 21. Future Agenda Items.

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

- Nancyann Leeder Legal Service Agreement renewal
- Proclaim July as National Recreation Month
- Request to attend CA-NV AWWA Fall Conference
- Request to attend NACO Conference

Secretary Elliott would like to discuss a budget and equipment/resources for the new Recreation Coordinator position.

Vice Chair Severt requested a future staff report regarding proposed/tentative development projects.

Item# 22. Adjournment.

Trustee Barstow made a motion to adjourn at 8:16 pm. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on July 25, 2019.

Minutes Prepared by:
Jennifer Merritt, Administrative Assistant