



**Sun Valley General Improvement District  
Board Meeting Minutes of  
July 09, 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
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

**Other Members Present:**

**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, Treasurer Ortiz, and Trustee Rider. A quorum was present.
- Item# 2. Pledge of Allegiance.**  
Led by Treasurer Ortiz
- 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. Trustee Rider 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.**

None

Secretary Barstow arrived at 6:06 pm

**Item# 7. Discussion and action to approve account payable for July 09, 2020.**

Treasurer Ortiz gave a brief report of the accounts payables, customer refunds and payroll checks for July 09, 2020.

*Treasurer Ortiz made a motion to approve the accounts payable for July 09, 2020 in the total amount of \$177,035.72. 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 25, 2020.**

*Trustee Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of June 25, 2020 as submitted. Vice Chair Severt seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 9. Review and discussion of informal quotes to plaster the Sun Valley Main Pool; with action to approve Adams Pool Specialties quote in the total amount of \$83,981.00.**

Mr. Melton reported staff is requesting approval to strip and plaster the interior of the Sun Valley Main Pool. The scope of work includes removing all old plaster from the water line tile down, replacing plaster, race lane tiles, all intake and return covers and rebuilding steps to make it more assessable for patrons. Mr. Melton provided three informal quotes for review and consideration. Staff is recommending approval of Adams Pools quote for the total amount of \$83,981.00. Mr. Melton stated he did received one quote from a local business, but their quote was significantly higher. He reported the Board approved the District's 2020/2021 budget that includes \$130,000.00 allocated for pool improvements.

Secretary Barstow inquired when construction would start and how long the repairs will hold up until the District would have to plaster again.

Mr. Melton responded work would commence the end of August or early September and will take approximately four weeks to complete the work. The plaster should last approximately 20 years if the District continues to properly maintain the pool.

Chairperson Ainsworth inquired if there was going to be any work performed on the deck.

Mr. Melton responded there will be no work performed on the pool deck or the pool coping. All work will be from the water level tile down to the base of the pool.

*Trustee Rider made a motion to approved staffs request as presented and approve Adams Pools to strip and plaster the interior of the Sun Valley Main Pool for \$83,981.00. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 10. Review and discussion of informal quotes to paint the Sun Valley Pool Building; with action to approve NCM Painting, Inc. quote in the total amount of \$14,585.00.**

Mr. Melton reported staff is requesting approval to block fill and paint the exterior of the Sun Valley Pool Building and half walls on the pool deck. The scope of work includes power washing, scraping, wire brushing, caulking, applying block filler and exterior paint. Mr. Melton provided three informal quotes for review and consideration. Staff is recommending NCM Painting, Inc. for the amount of \$14,585.00. He reported the Board approved the District's 2020/2021 budget that includes \$130,000.00 allocated for pool improvements.

Trustee Rider inquired if staff has selected a color yet.

Mr. Melton responded staff has not picked a color yet, but want to stay with a natural color and to continue with keeping the park facilities uniform as possible.

*Secretary Barstow made a motion to approve staffs request as presented and approve NCM Painting, Inc. to prep and paint the Sun Valley Pool Building and half walls for \$14,585.00. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 11. Review and discussion of informal quotes to purchase a new pool cover for the Sun Valley Main Pool; with action to approve Lincoln Aquatics quote in the total amount of \$9,564.00.**

Mr. Melton reported staff is requesting approval to purchase a new pool cover for the Sun Valley Main Pool. The current cover is in disrepair and needs to be replaced. The cover assists with keeping trash/debris out of the pool when the pool is closed for the season. The cover also acts as a safety barrier for people and animals. Mr. Melton provided two quotes for review and consideration. This particular cover is considered a specialty item and not a lot of companies manufacture a cover of this size. Staff is recommending Lincoln Aquatics for the amount of \$9,564.00. He reported the Board approved the District's 2020/2021 budget that includes \$130,000.00 allocated for pool improvements.

*Treasurer Ortiz made a motion to approve staffs request to purchase a new pool cover for the Sun Valley Main Pool from Lincoln Aquatics for the amount of \$9,564.00. Trustee Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 12. Discussion and possible action regarding customers affected by COVID-19 with outstanding balances; with possible direction to staff.**

Ms. Dowling reported the District temporarily stopped the process of non-payment disconnections March 18, 2020 due to the COVID-19 pandemic. The District also temporarily waived the service fee for credit/debit card payments as an added courtesy while the District Office was closed to the public. The District will be resuming both of these

procedures effective July 1, 2020.

Ms. Dowling reported the current pandemic has been a difficult time, and there are some customers who still have an unpaid past due balance. Using data from June, there were a total of 396 customers, approximately 7% of the District's total customer base, who would have been eligible for disconnection of water. The average past due balance is \$146.00; the lowest past due balance is \$20.00 and the highest past due balance is \$869.00. She stated staff has established a re-payment schedule for those who request for assistance. The goal is to get everyone current by September by using the following guidelines. Customers who are not the registered property owner, also known as tenants, will be provided two monthly payment installments; half of the past due balance must be paid prior to the July scheduled disconnect date and the other half to be paid before the August scheduled disconnect date. She stated per NRS guidelines, the District ultimately holds the landowner responsible for unpaid balances; therefore the District must do its diligence to protect the landowners wherever possible from unpaid delinquencies. Registered property owners will be provided three monthly payment installments; a third to be paid prior to July scheduled disconnect date, a third to be paid prior to the August scheduled disconnect date and a third to be paid prior to the September scheduled disconnect date. She stated any customer who is unable to commit to the payment arrangement will be forwarded to management to consider an alternate payment arrangement. All customers who request a payment arrangement will be granted one regardless of their past payment history. Failure to comply with the terms of the payment arrangement agreed upon, will result in disconnection of water at which time the entire past due balance must be paid prior to turning water back on.

Ms. Dowling reported all District customers have been notified of the District resuming both of these procedures via the monthly bill, newsletter, signage posted in the front lobby, District's website and Facebook page.

Trustee Rider appreciates staff's efforts to work with District customers during this time. He also would like to work with the at risk population such as the seniors or disabled that might have a greater impact. He would like for staff to continue to be open minded and compassionate during this time.

Treasure Ortiz thanked staff for their hard work and appreciates staff for the willingness to work with all its customers.

Vice Chair Severt thanked Ms. Dowling and her staff for all their hard work during this time. Ms. Severt requested to have a monthly progress report regarding past due customers.

Chairperson Ainsworth commented the District did what it had to do during this difficult time, but outstanding balances can't be forgiven; the Board of Trustees have to be fiscally responsible with public funds.

Additional discussion ensued regarding restoration of water and associated reconnection fees.

There were no public comments.

**Item# 13. Update regarding District's actions regarding the COVID-19 and preventative measures taken and/or needed.**

Mr. Melton reported Governor Sisolak extended the Phase 2 Reopening of Nevada through July 31, 2020 based on the increase of positive testing. District staff continues to follow all safety measures and protocols as previously reported; masks are required by all staff, customers, vendors and visitors. He reported COVID-19 daily updates are provided on the Nevada Health Response webpage [www.nvhealthresponse.nv.gov](http://www.nvhealthresponse.nv.gov).

Ms. Dowling reported Washoe County's webpage [www.covid19washoe.com](http://www.covid19washoe.com) also provides COVID-19 daily updates specifically for the Washoe County area.

There were no public comments.

**Item# 14. Legal report by Maddy Shipman.**

None

**Item# 15. 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. Q&D Construction, the awarded contractor, is currently working on the west side of the boulevard reshaping the ditch and layering it with rip-rap, adding culverts and ADA transitions at each intersection. Once the west side work is complete sidewalk installation will begin on the east side of the boulevard from Middle Fork Dr. to Leon Dr.
- He and Ms. Merritt have been working with Lieutenant Hippert and Deputy Hill with Washoe County Sheriff Office (WCSO) regarding the abandon vehicle removal program. WCSO has requested for dumpsters to help cleanup several sites so they can access the abandon vehicles and begin removing.
- He gave a brief update on the parks, recently Highland Ranch Park, Gepford Park and Sun Mesa Park parking lots were resealed and striped.
- Staff reviewed and approved the BMX track redesign plan submittal. USA BMX provided a professional track builder to rebuild the Sun Valley BMX Track.

**Item# 16. Office report by Erin Dowling.**

Ms. Dowling reported on the following items;

- She reported customers are adhering to the State and District mask requirement in the lobby.
- Office traffic is increasing each week and online activity has slowed down significantly.

**Item# 17. Manager report by Jon Combs.**

Mr. Combs reported on the following items;

- He reported the District had the Boundary Tank access road resealed and striped; the annual road maintenance fee collected by shared property owners was used to pay for this maintenance.
- Staff has been extremely busy working on year end reporting and preparing for the upcoming audit.

- During the recent marketing meeting staff directed Ms. Glenn to reach out to the art community for interest for a mural on the Sun Valley Pool Building. It is yet to be determined if the mural will be assigned as a school project, pro-bono in exchange for artist recognition or if there will be a cost associated with the project. He recommends a design that would include the various recreation/sport activities that take place within the Sun Valley community. He will bring all designs to the Board for review and consideration.

**Item# 18. Public Comments.**

None

**Item# 19. Board Comments.**

Trustee Rider commented he would like to see bright colors used for the Sun Valley Pool Building.

Treasurer Ortiz thanked all the District staff for all their work.

Secretary Barstow commented there is an increase of illegal tire dumping in the ditches.

Vice Chair Severt commented Nevada Humanities will be giving a presentation on Sun Valley. The presentation will include local artists and authors regarding various Sun Valley projects. She will share the information as it is provided.

Chairperson Ainsworth commented Hobey's Casino is hiring for various positions; they are currently short staffed due to the unemployment incentive.

**Item# 20. Future Agenda Items.**

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

- Covid-19 Update

Chairperson Ainsworth would like discussion regarding the District Fall Newsletter and layout design.

Vice Chair Severt requested an update from Truckee Meadows Water Reclamation Facility.

**Item# 21. Adjournment.**

*Secretary Barstow made a motion to adjourn at 6:49 pm. Chairperson Ainsworth seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on August 13, 2020.

Minutes Prepared by:

Jennifer Merritt, Administrative Assistant