



Sun Valley General Improvement District Board Meeting Minutes of July 14, 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
Michael Revty	Public
Glenda Walls	Public
Kelly Glenn	Roo Co.

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 Treasurer Ortiz

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

Audience member Mr. Neumann provided a copy of a Sun Valley Resource Guide that was provided to the Sun Valley Senior Program; he provide several copies for the District's office. He also announced Washoe County has a new program that residents can sign up to receive notifications anytime something is recorded against their property. He requested permission for the District to provide this information to District customers.

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 Sun Valley Health and Safety Fair is July 30, 2022 at the Sun Valley Community Park beginning at 8am. He also announced Truckee Meadows Water Authority appointed John Zimmerman as their new General Manager.

Trustee Rider announced, as the Vice Chair of the Sun Valley Citizen Advisory Board, he felt he had no other options but to cancel the July 9, 2022 Sun Valley Citizen Advisory Board meeting due to the short notice of change in meeting the venue. Washoe County had requested the Sun Valley Citizen Advisory Board meeting be held virtually due to increase in COVID cases.

Item# 7. Discussion and action to approve account payables for July 14, 2022.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for July 14, 2022.

Treasurer Ortiz made a motion to approve the account payables for July 14, 2022 in the total amount of \$346,060.38. 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 23, 2022.

Vice Chair Severt made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of June 23, 2022 as submitted. Chair Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Marketing update by Kelly Glenn with Roo Co.; with possible direction to staff.

Ms. Glenn with Roo Co. gave a brief marketing update. She reported the Movie in the Park event was a success; the patrons enjoyed the District's raffle, Sun Valley Cal Ripken barbeque, demonstrations by Reno United Tang Soo Do, meet and greet with Washoe County Sheriff Deputies, and she also thank Sun Valley Girl Scout Troop 272 for their participation. Overall, it was a great event, spite the wind and cooler temperatures. Ms. Glenn reported she continues to meet with District staff monthly; during those discussions it was identified the need for alternative recruiting methods. The District recently had difficulties recruiting for multiple positions using print ads and online platforms. She has gathered information for consideration for using Charter Spectrum as a future recruiting tool.

Lastly, Ms. Glenn has been building her repour with the media outlets in efforts to get more coverage on the various Sun Valley events and programs.

Vice Chair Severt would like to see media coverage to highlight the Photo Contest Winners and the Sun Valley Community Service Award recipients.

The Board of Trustees thanked Ms. Glenn for her marketing update.

There were no public comments.

Item# 10. Discussion and action to proclaim July as Park and Recreation Month.

Mr. Melton reported each year the District proclaims July as Park and Recreation Month, a full copy of the proclamation was provided.

Vice Chair Severt read into the record the Proclamation proclaiming July 2022 as Park and Recreation Month in Sun Valley. The District urges all Sun Valley residents to spend time with family and friends enjoying their favorite parks and trails, participating in their favorite sport, or just relaxing outdoors enjoying the beautiful outdoors.

Vice Chair Severt made a motion to proclaim July 2022 as Park and Recreation Month. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Presentation by Public Works Director of the District's 2022 Water Quality Report.

Mr. Baeckel provided a copy of the District's 2022 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 in both English and Spanish and is available in person upon request.

Mr. Baeckel 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) 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. The last sampling was performed in 2021; tested below the MCL. This sampling focuses on the plumbing in older homes.

There were no public comments.

Item# 12. Update by Public Works Director regarding new development progress and potential new development.

Mr. Baeckel The District has been approached and/or in discussion with several potential developers. Some of the potential developments are within our service area and some are not. He gave a brief recap of the various development projects that are currently in review by District engineer for water and/or sewer capacity study, planning and/or design phase, pending construction or has started construction. The projects are as follow;

5 Ridges – The backbone water line is installed and online. Once all the paving has been completed, staff will schedule a walkthrough with Q&D and get a punch list of any items that need to be addressed.

Village 1A – Proposed plans for 83 townhomes at the base of 5 Ridges has been reviewed. Waiting for a revised set with corrections to be submitted for final review.

Village 1B – Proposed plans for 46 duplexes at the base of 5 Ridges has been reviewed. Waiting for a revised set of plans with corrections to be submitted for final review.

Staff was just provided two more submittals for 5 Ridges, Villages 2&4 and Village 6 for a total of 102 lot, single family home development, review is pending.

Valle Vista – The 75 lot, single family home development located on E 4th Ave. and Lupin Dr. has started construction in May of this year. Sewer mains and laterals have all been installed. Sewer line and manhole testing is scheduled for next week. Scheduling for water construction is pending.

Sun Mesa – The 45 home Water Project for Sun Mesa Phase 3, located at the top of E 5th Ave., has expired this month. The developer is trying to apply for an extension through NDEP. If denied, they will have to resubmit plans for review. Staff has issued a Will Serve Letter, the District is in receipt of 1/3 of the Water and Sewer Facility Fees.

Highland Village 1– Plans for the proposed 215 lot, single family home development located north of Highland Ranch Pkwy. and Midnight Dr., plans have been reviewed. Waiting for a revised set with corrections to be submitted for final review.

Harmony Mesa – The Water Project for the 18 lot, single family home development located near Harmony lane has been approved for construction by NDEP. Construction must begin within 1 year of approval. A preconstruction meeting with the District will need to be scheduled prior to construction.

Ladera Ranch – Plans for the proposed Phase 2 and 3, 121 lot, single family home development have been reviewed. Waiting for a revised set with corrections to be submitted for final review.

The Ridge at Sun Valley – Plans for the 195 unit apartment complex has been received and currently in review. The proposed development is located at 5100 W 1st Ave.

Caleb Court – The Water Project for the 11 lot, single family home development located on the 5800 block of Lupin Dr. has been approved for construction by Washoe County Health District. Construction must begin within 1 year of approval. A preconstruction meeting with the District will need to be scheduled prior to construction.

Salmon Point – A Water and Sewer Capacity Study has been completed by Shaw Engineering for a proposed 49 lot, single family home development west of Lois Allen Elementary. The preliminary study indicates that the District will have the capacity to serve the development, and an intent to serve letter has been issued to the developer.

Chocolate Dr. – A Water and Sewer Capacity Study is being completed by Shaw Engineering for a proposed development west of Chocolate Dr. between Brownlee and West 5th Ave. The development currently consists of 240 apartments.

There were no public comments.

Item# 13. Discussion and possible action to update District Personnel Policy 5 – Leave Plans, Section 5.1 regarding Holidays to include Juneteenth as a holiday recognized by the District.

Ms. Dowling provided a draft copy of the District’s revised Personnel Policy 5 regarding Leave Plans. She reported Vice Chair Severt requested for consideration adding Juneteenth as a recognized holiday by the District. The revised policy includes Juneteenth (June 19th) as part of the recognized holidays. The revision also includes eliminating “NRS 236.015” from the policy; this NRS refers to Counties, City Offices, Higher Education System, and Courts. The District has the authority to determine which holiday’s it would like to recognize and close in observance of. Ms. Dowling reported staff recently had its annual meeting with POOL PACT regarding the District Human Resource Assessment; it was also recommended to remove the language that states, “Any day declared a legal holiday by the President of the United States will be observed in accordance with the presidential proclamation” and replace it with “Any day declared a holiday by the employer”. Again, the District Board of Trustees can approve what State and Federal Holidays the District will observe.

Vice Chair Severt made a motion to approve District Personnel Policy 5 – Leave Plans approving Juneteenth (June 19th) recognized as a District observed holiday including additional edits as presented by staff. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Continued 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 provided a brief overview of various general improvement districts that are similar in size to the District. The overview provided number of employees, number of powers, number of active service connections and future service connections, approved budgets for fiscal year 2023, and current general manager annual salary.

Vice Chair Severt thanked staff for the updated comparison report, it is very informative. She commented she believes the District’s general manager position needs to be adjusted to be more inline with other general improvement districts general managers. She is having a difficult time with how much to increase the position; she is trying to be fiscally responsible. She also commented Mr. Melton just started in the role as the general manager, without a proper performance evaluation, she would be comfortable with increasing the general manager position to \$117,000 up to \$119,000 in efforts to be comparable with other general improvement districts.

Mr. Melton reported the comparison for general manager salary was identified during the overall salary and benefit comparison. He wanted to address the general manager position salary since there was a significant disparity with the District and the other general improvement districts general managers salary. He stated he is not asking for a raise for himself, the focus is on the position itself. If the Board approves an increase, it would not become effective until after his introductory period the ends in September 2022. He would be open to a bi-annual evaluation and continue with the District's regularly scheduled annual evaluations.

Treasurer Ortiz reported she is not in favor of setting a set salary and/or range for the general manager. The general manager position is unique and requires a specific skill set. She doesn't have a problem with a little higher salary for a long-term employee promoted into the position because they come with District knowledge and experience compared to someone outside that doesn't have any of the "District" experience.

Trustee Rider reported the District has grown a lot and the general manager has been forced to take on more responsibilities. He stated if the District did not promote within, the District would still have to be competitive to recruit from the outside and recommended setting the general manger salary at \$125,000.

Secretary Barstow reported he is a little confused; it is difficult to not consider the individual that is currently appointed to the general manager position versus setting a salary for the position. The board was provided the ending salaries for the past two District general managers, but he inquired what was their starting salaries were when they were promoted as the general manager. He commented prior District general managers salary increased significantly via annual raises.

Chair Ainsworth responded Mr. Price was the District general manager for a little over ten years and Mr. Combs was the District general manager for four years. She acknowledged that prior general manager salaries increased quickly; she recommended setting the general managers position based off the comparison at \$120,000.

Additional discussion ensued regarding comparison of other general improvement districts and whether to set a salary based on the current general manager or set a salary minimum and maximum range based on the position.

Trustee Rider made a motion to approve adjusting the District General Manager, Mr Melton, salary to \$120,000 annually effective at the end of Mr. Melton's introductory period and the Board performing an evaluation after one year. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 15. Legal report by Maddy Shipman.

None

Item# 16. Field report by Brad Baeckel.

Mr. Baeckel reported on the following items:

- He has been busy with training the new service technicians. The District's new field supervisor starts on July 18th, he will be busy training him as well.
- The District's commercial backflow testing has been slow; approximately half of the commercial business have complied with testing requirements.

Item# 17. Office report by Erin Dowling.

None

Item# 18. Manager report by Chris Melton.

Mr. Melton reported on the following:

- Staff recently had a meeting with Washoe County to go over the process for the American Rescue Plan Act Grant Funding application process. The District is compiling a list of possible projects and programs, for recreation only, not to exceed \$250,000. Staff's goal is to have the grant application submitted to Washoe County the end of July for consideration and possible approval by the Washoe County Commission in August. Once grant is approved, staff will bring the project list to the Board for input and setting the priority schedule.

Item# 19. Public Comments.

Audience member Mr. Revity inquired how many District employees are certified to test backflows.

Audience member Mr. Neumann commented on the Newcomers and Neighbors Club of Northern Nevada, it is a way for older generations to stay informed about local community activities. He also inquired about the water and sewer improvements required about the Chocolate Drive Apartment project; are any improvements required to be installed prior or after development construction.

Item# 20. Board Comments.

Trustee Rider inquired if the new apartment developments will be subject to the District's monthly recreation fee. He has recently heard complaints from a pool patron that some of the personal belongings were stolen while visiting the pool. He encouraged the individual to take up their concern regarding stolen items to the Pool Aquatic Supervisor. He recommends staff researching the possible need of lockers for the pool building. Lastly, he noticed there is a lot of brown spots on the Sun Valley Community Park baseball field.

Vice Chair Severt commented on the upcoming Hug High School ribbon cutting ceremony. Family Resource Center will have an additional site located at the new high school. Family Resource Center received funding for four years for this location; they are perusing permanent funding for this location. The North Valley's High School Family Resource Center will be relocating to the new Obrien Middle School location. Lastly, she is disappointed in the last-minute change of the meeting venue for the Sun Valley Citizen Advisory Board. She felt it was cowardly to force the Sun Valley Citizen Advisory Board meeting to virtual due to an increase in COVID, while all other citizen advisory board meetings are still scheduled to be held in person. She strongly believes this was done to avoid having to respond to upset residents after Washoe County Commissioners approved the apartments on Chocolate Drive.

Item# 21. Future Agenda Items.

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

- Request to attend the Nevada Association of Counties 2022 annual conference
- Request to attend the Nevada Rural Water Association 2023 annual conference
- Consideration to cancel the District's August 11th board meeting

Vice Chair Severt requested an update on the District's backflow testing requirements and struggles with getting backflows tested. She would also like to have staff report back to the Board any updates regarding the American Rescue Plan Act Grant including setting a project priority list.

Treasurer Ortiz requested discussion the use of the Sun Valley Neighborhood Center for 2023 Sun Valley Citizen Advisory Board meetings.

Item# 22. Adjournment.

Secretary Barstow made a motion to adjourn at 7:05 pm. Trustee Rider seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on July 28, 2022
Minutes Prepared by: Jennifer Merritt, Administrative Assistant