



**Sun Valley General Improvement District  
Board Meeting Minutes of  
July 25, 2019**

**Board Members Present:**

Sandra Ainsworth	Chair
Susan Severt	Vice Chair
Carmen Ortiz	Treasurer
Joseph Barstow	Trustee

**Board Members Not Present:**

Garth Elliott	Secretary
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**Staff Present:**

Jon Combs	SVGID, General Manager
Chris Melton	SVGID, Public Works Director
Brad Baeckel	SVGID, Field Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

**Other Members Present:**

Mike Rider	Audience
Nancyann Leeder	Audience
Glenda Walls	Audience

**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, Treasurer Ortiz, and Trustee Barstow. A quorum was present.

**Item# 2. Pledge of Allegiance.**

Led by Mr. Rider

**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. Treasurer Ortiz 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 prior Trustee Patricia Lancaster memorial is scheduled for Sunday, July 28, 2019 from 2pm to 4pm at the Sun Valley Neighborhood Center. Due to the timing of the reservation request, he waived the rentals fees for the use of the room but still required the security deposit, insurance and security service. He announced Sun Valley Pool is offering a free swim day August 3, 2019 from noon to 5pm sponsored by Commissioner Kitty Jung. He also announced staff had to perform a correction to the District's Personnel Policy Section 6 regarding health benefit coverage for dependents. A corrected copy has been provided to all the Trustees for their Personnel Manual's.

Chairperson Ainsworth had the opportunity to tour the new Desert Skies Middle School, it was amazing.

**Item# 7. Discussion and action to approve accounts payable for July 11, 2019.**

Treasurer Ortiz gave a brief report of the accounts payable, customer refunds and payroll checks for July 11, 2019.

*Treasurer Ortiz made a motion to approve the accounts payable for July 11, 2019 in the total amount of \$749,630.96. Trustee Barstow seconded the motion. After discussion the motion carried unanimously.*

There were no public comments.

**Item# 8. Discussion and action to approve accounts payable for July 25, 2019.**

Treasurer Ortiz gave a brief report of the accounts payable, customer refunds and payroll checks for July 25, 2019.

*Treasurer Ortiz made a motion to approve the accounts payable for July 25, 2019 in the total amount of \$627,706.46. Trustee 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 June 27, 2019.**

*Vice Chair Severt made a motion to approve the Board Meeting Minutes of June 27, 2019 as submitted. Trustee Barstow seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 10. 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 per hour, plus cost if any. He reported staff is recommending approval to renew Ms. Leeder's Legal Service Agreement commencing on July 1, 2019 through June 30, 2020.

*Vice Chair Severt made a motion to renew Ms. Leeder's Legal Service Agreement as presented by staff. Chairperson Ainsworth seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 11. District Safety Committee update by Field Supervisor Brad Baeckel.**

Mr. Baeckel gave a brief update of the District's Safety Committee activities. Mr. Baeckel reported the purpose of the Safety Committee is to bring employees together to achieve and maintain a safe and healthy work place. The goal of the committee is to eliminate workplace injuries and illnesses by involving employees and managers in identifying hazards and suggesting how to prevent them. The current committee members are himself, two field and one office employee; committee members are rotated annually in efforts to discuss new ideas and concerns. He reported the committee has consistently held their bi-monthly meetings and provided copies of meeting minutes in the hub for review by all staff and the committee provides updates during the employee meetings. He reported on the multiple accomplishments that include; review and update current safety programs and procedures, implementation of monthly vehicle and equipment inspections, review and trained on personal protective equipment requirements, and performed annual workplace inspection to identify areas that can be improved to reduce potential hazards. District staff has also received various trainings including CPR, flagger, shoring, defensive driving and confine space entry. He stated the District has other training opportunities provided through Pool/Pact and LP Insurance. He would like to provide trench safety training for the field employees in the near future.

The Board of Trustees thanked Mr. Baeckel for his report.

There were no public comments.

**Item# 12. Discussion and action to approve Sun Valley General Improvement District Board of Trustees and up to two staff members to attend the Nevada Association of Counties annual Conference.**

Mr. Combs reported the Nevada Association of Counties annual conference is scheduled for September 25<sup>th</sup> thru September 26<sup>th</sup>, 2019 hosted by Washoe County at the Sparks Nugget Convention Center. The conference agenda has not been published yet, staff will provide a copy as soon as it's available. In addition to the annual conference, Public Officials Workshop Education and Resources, also known as P.O.W.E.R. I and II, will be available on September 25, 2019 for those who are working towards their Certified Public Officials Certificate. He reported full registration is \$175 per person or one day registration is \$75 per person. The P.O.W.E.R. Workshop is \$225 per person. There will be a need for one day lunch per diem for September 25<sup>th</sup>, all other meals will be provided with registration. Staff is requesting approval for any Board of Trustees and up to two staff members.

Treasurer Ortiz stated she would like to attend, she will be recognized for completing her Certified Public Officials Program. Chairperson Ainsworth, Vice Chair Severt and Trustee Barstow also stated they would like attend the full conference.

Chairperson Ainsworth inquired which two staff members will be attending.

Mr. Combs responded Mr. Melton will also be recognized for completing his Certified Public Officials Program and he couldn't recall the second member. Mr. Combs thought the conference was in October when he would be on vacation; he might be able to attend.

Vice Chair Severt suggested allowing up to three staff members so that Mr. Combs could attend.

*After further discussion Vice Chair Severt made a motion to approve up to five board members and three staff members to attend the Nevada Association of Counties annual Conference as presented by staff. Chairperson Ainsworth seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 13. Discussion and action to approve up to three District staff members to attend the CA-NV-AWWA Fall Conference.**

Mr. Melton reported the CA-NV-AWWA fall conference is scheduled for October 21<sup>st</sup> thru October 24<sup>th</sup>, 2019 in San Diego, California. The District has been a member and active participant with CA-NV AWWA for many years. He reported the conference is a great opportunity to gain technical knowledge and is essential to obtain continued educational credits for the State of Nevada Water Operator certifications. Mr. Melton amended his request to send only two staff members. His request to send two members is to make sure the District has adequate coverage during the conference week as well as for budgetary purposes. He reported on the cost associated with attending the conference. The total cost to attend with the option to drive is \$2,734 or the option to fly is \$2,832, staff is recommending the flying option for approval.

*After further discussion Vice Chair Severt made a motion to approve sending up to two field members to attend the CA-NV AWWA conference with the flying option. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 14. 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 4.3 Above Target on his evaluation. She stated this qualifies Mr. Combs for the merit multiplier per the District's Evaluation Policy.

*After further discussion Treasurer Ortiz made a motion to approve a 3% plus merit multiplier for Mr. Combs. Trustee Barstow seconded the motion. The motion carried unanimously.*

Mr. Combs thanked the Board for their support and the opportunity.

There were no public comments.

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

Ms. Shipman reported she attended the Pool/Pact litigation training and it was an excellent review of the legislation that affects government entities. There were significant changes to

Public Records, but none of those changes affect the District because the District has never denied a public records request. She would like to provide a brief training regarding legislative changes that could potentially impact the District at an upcoming meeting.

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

Mr. Melton reported on the following items;

- The Chimney Tank site has recently been receiving additional patrolling due to the increase in illegal dumping. Washoe County Sheriff's Department has recently made two arrests.
- The District received its Smoke/Vape Free signs; staff will be installing them throughout the parks over the next several weeks.
- The July 4<sup>th</sup> Free Swim Day sponsored by Assemblywoman Teresa Benitez-Thompson was a success, there was a total of 325 patrons that visited the pool.
- The District has a new record with pool party reservations.

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

Mr. Combs reported on the following items;

- The District submitted its application for the use of the Residential Construction Tax for Gepford Park's new playground equipment and hoping to have it on the next agenda for approval by the District Board.
- Community Services Agency, also known as Head Start, has submitted their notice to terminate the Lease Agreement for the use of the Mary Hansen Building. Community Services Agency has lost its grant funding for the Head Start Program but is hoping to bring it back in the near future. He is in discussion with potential lessee's for the use of the building.
- Staff has been working on compiling data/information for the audit. CliftonLarsonAllen will be onsite in August to work on the audit.
- Mr. Combs wished Sandra Ainsworth a Happy Birthday on behalf of the District.

**Item# 18. Public Comments.**

Mr. Rider thanked several of the Trustees for attending to the illegal use of the Sun Valley Community Park baseball field. He reported Cal Ripken Regionals were held at the Gepford Park this year. There was a lot of work that was put into this event and it was very successful. Sun Valley Cal Ripken was invited to participate with south Reno fall ball. Mr. Rider also commented on various field concerns that needed to be addressed with the District's landscaper.

**Item# 19. Board Comments.**

Treasurer Ortiz commented she recently attended a training session regarding dealing with difficult people. She stated it was an excellent course and everyone could learn from it. One of the impacts from the training; instead of "Win or Lose" is "Win and Learn" because everyone can learn from their mistakes. She thanked the Board for the opportunity to attend the class. She also commented she had the opportunity to attend the tour of the new Desert Skies Middle School, but had to leave early. The principal had invited the District back to tour the school any time.

Trustee Barstow thanked District staff for the opportunity to attend the tour of the new Desert Skies Middle School. It is a beautiful facility for what little he was shown and he is jealous of their kitchen facilities. Mr. Barstow also commented on the passing of Patricia Lancaster, she was a big part of the success of the Sun Valley Food Pantry.

Vice Chair Severt thanked District staff for the opportunity to attend the tour of the new Desert Skies Middle School. She was impressed with the heating infrastructure and how they kept a portion of the piping exposed to be used as part of the STEM Program at the school. She also volunteered District staff to present on the water industry for potential STEM Program topics. She spoke with Desert Skies Middle School Principal, Ms. Petersen is hoping to create a community oriented middle school. Ms. Severt also commented on the passing of Patricia Lancaster. She was the Chair of the District's Board for several years and led the efforts of protecting the Sun Valley parks and pool.

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

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

- Possible report on proposed new developments
- Review and approval of fall newsletter article idea
- Possible discussion regarding the BMX Lease Agreement
- Board training regarding legislative changes by Ms. Shipman
- Review of the District's Evaluation Policy regarding the merit multiplier for clarification purposes

Vice Chair Severt requested discussion to consider naming the Sun Valley Community Park field after Patricia Lancaster. She also requested discussion to consider setting a policy or best practice naming/renaming facilities.

**Item# 21. Adjournment.**

*Trustee Barstow made a motion to adjourn at 6:57 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on August 08, 2019.

Minutes Prepared by:  
Jennifer Merritt, Administrative Assistant