



Sun Valley General Improvement District Board Meeting Minutes of August 12, 2021

Board Members Present:

Susan Severt	Vice Chair
Joseph Barstow	Secretary
Carmen Ortiz	Treasurer
Michael Rider	Trustee

Board Members Not Present:

Sandra Ainsworth	Chair
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Staff Present:

Jon Combs	SVGID, General Manager
Chris Melton	SVGID, Public Works Director
Karen Pickens	SVGID, Billing Specialist
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Kelly Glenn	Roo Co
Rodney Hoadley	Public
Mr. Borbee	Public
Mark Neumann	Public
Mr. Lopez	Public

The meeting of the Sun Valley General Improvement District was called to order by Vice Chair Severt 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; Vice Chair Severt, Secretary Barstow, Treasurer Ortiz and Trustee Rider. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Secretary Barstow

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

Audience member Mr. Hoadley commented on the homeless encampment located on Sugar Hill Dr. Multiple residents have contacted Washoe County Sheriff's Office regarding the problem, but he is extremely concerned that nothing has happened over the past three months. The encampment is growing rapidly creating blight and health concerns to the area. He is positive that the individuals are dumping their living waste onsite. He requested for any assistance the District can offer to help with the situation.

Audience member Mr. Borbee commented on the homeless encampment located on Sugar Hill Dr. He can sympathize when individuals are going through rough times, especially during our pandemic. The individuals who are living in the encampment are not taking care of the surroundings, they are leaving trash, debris and other hazardous items out in the open. This has become a problem with the surrounding neighborhood and it is getting worse because the encampment continues to grow. The local residents are concerned because Washoe County Sheriff's Office said they are working on the situation and nothing has been done. Instead, there has been outreach by the H.O.P.E. Team to assist the individuals. There is no motivation for these individuals to leave the area. He requested for any assistance the District can offer to help with the situation.

Audience member Mr. Neumann inquired where will the additional storm water drainage be directed with the 5 Ridges Development.

Item# 4. Motion to approve the agenda.

Treasurer Ortiz made a motion to approve the agenda. Trustee Rider seconded the motion. The motion carried unanimously.

After discussion a new motion was made Trustee Rider made a motion to approve the agenda with removing agenda item 12. Treasurer Ortiz seconded the amended motion. The motion carried unanimously.

There were no public comments.

Item# 5. Certify posting of the agenda.

Ms. Pickens 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 Impalas Car Show is scheduled for September 4, 2021 from 9am until 2pm at the Sun Valley Community Park.

Trustee Rider commented he has driven through the encampment located off Sugar Hill Dr. and it is as bad as it was described. He has been receiving complaints from constituents regarding the growing problem.

Secretary Barstow commented he is struggling with the same problem at the H.O.P.E. Church of the Nazarene.

Item# 7. Discussion and action to approve account payables for August 12, 2021.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for August 12, 2021.

Treasurer Ortiz made a motion to approve the account payables for August 12, 2021 in the total amount of \$439,556.04. 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 July 22, 2021.

Secretary Barstow made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of July 22, 2021 as submitted. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Review of proposed fall newsletter article ideas with possible direction to staff.

Ms. Glenn with Roo Co. provided a list of proposed articles for the upcoming District fall newsletter. The articles include, winterizing and weatherizing, Veterans Day Event, thank you to the Sun Valley Pool lifeguards, customer contact information, ease of online payments, thank you to the various donors and sponsors for the Movie in the Park, thank you to Free Swim Day sponsors, and important upcoming dates.

Secretary Barstow made a motion to accept the proposed newsletter articles as presented. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Discussion regarding consideration of additional murals at various Sun Valley Parks.

Mr. Combs reported the District has received two requests for mural paintings within the Sun Valley Parks. Staff is requesting direction from the Board of Trustees if there is an interest in additional murals throughout the Sun Valley Parks. If there is interest in the additional murals, staff will invite both artists to give a presentation.

Mr. Combs reports staff has some concerns regarding the additional murals due to the lack of fencing/protection of park structures. Staff would have to monitor what is displayed in the murals to not encourage unwanted activity at the park. Staff also is concerned on how much time and costs it will take to touch up murals if the structure was to be vandalized.

Mr. Melton reported staff attends to graffiti within 24 hours at the various District properties. Staff currently paints over the unwanted graffiti; he does not expect the field staff to try and replace the mural as it was prior to any vandalism. Mr. Melton also expressed his concerns regarding additional murals within a park that are not guarded/protected by fencing.

Trustee Rider commented he likes the idea of additional murals, but shares the same concerns as District staff. He stated sometimes murals deters graffiti. He would be open to presentation by the artists.

Mr. Combs reported he is open to the idea, but thinks the District needs to set a limit of how many murals and locations. He is concerned that once we approve certain murals, artist will think its ok to start adding murals anywhere without prior authorization. The District should authorize what is allowed to be displayed in the District Parks to make sure murals are not offensive in nature.

Secretary Barstow concurred with Trustee Riders statements and he would also like to invite the artists to give a presentation.

Treasurer Ortiz concurred with Mr. Melton's statements and is concerned of the locations; any mural should be guarded/protected within a fenced area.

Vice Chair Severt concurred with all statements made by board members and staff. She agrees murals can potentially deter graffiti, but it could also invite unwanted graffiti creating additional park maintenance and increase expenses.

Audience member Mr. Neumann suggested partnering with the local High Schools, specifically art classes, have students create and paint murals on the District's tanks. The tanks are all fenced in and they would be protected from unwanted activity.

Audience member Mr. Lopez commented he lives near Sugar Hill Dr. and he is extremely concerned about the unwanted homeless encampment.

After further discussion, staff was directed to invite both mural artists to give a presentation and to provide the District with a work portfolio, costs, location, and design ideas.

Item# 11. Discussion and action to approve purchase and installation of new ADA compliance doors for the Sun Valley Neighborhood Center and new security door for the District office lobby.

Mr. Melton reported staff is requesting approval of Ironclad Builders proposal in the amount of \$8,264 to install full coded security door in the District's main office for employee entrance. The current employee entrance door in the front office is a half door and does not provide security to the employees. This project would be funded from the Board approved 2021-2022 Water and Sewer Budget from the Office Miscellaneous approved amount of \$15,000.00.

Mr. Melton also requested approval of Ironclad Builders proposal in the amount of \$16,198 to replace exterior doors at the Sun Valley Neighborhood Center. The new exterior doors would meet ADA requirements, as well as, will be much easier use for our current programs. If approved, work would start in September pending materials. This project would be funded by Washoe County Special Funds, generously donated by Commissioner Kitty Jung in the amount of \$20,000.00. He reported the District can approve contracts without having to request for competitive bids per NRS 332.115.

After further discussion Trustee Rider made a motion to approve Ironclad Builders proposals for the purchase and installation of new ADA doors at the Sun Valley Neighborhood Center and new employee entrance security door for the District office lobby as presented by staff. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Review and action to approve purchase of new SCADA servers and Virtual Private Network license.

Removed

Item# 13. Discussion and authorization to General Manager to pay conversion fee to Account Temps to retain temporary part time Accounting Clerk as a District permanent part time Accounting Clerk.

Mr. Combs reported he is requesting approval to fill the existing vacant Accounting Clerk part time permanent position. He reported the District obtained Melina Salceda from Account Temps to assist the District with its asset management project. Since the announcement of Ms. James retirement, Ms. Salceda has been filling in performing the District's account payables and payroll. The District has posted the job announcement for the Accounting Clerk part time permanent position on the District's website and within the District office.

Mr. Combs reported staff is recommending Ms. Salceda for the Accounting Clerk part time permanent position. He briefly commented on Ms. Salceda's work experience, education and accounting knowledge. If approved, the District is subject to paying a reduced buyout of \$6,240 to Account Temps to retain Ms. Salceda as a District permanent part time employee.

Treasurer Ortiz inquired what was the original terms of Ms. Salceda's contract with Account Temps.

Mr. Combs responded the District initiated a contract with Account Temps for a temp, Ms. Salceda, to work for the District on a temporary basis, the District was paying Account Temps for hours worked only for Ms. Salceda. Now that the staff is recommending Ms. Salceda for the Accounting Clerk part time permanent position, the District would have to buy out the contract with Account Temps.

Treasurer Ortiz inquired if the District could hire Ms. Salceda at a future time to run out any time remaining on the contract between Account Temps and the District. She also inquired how will this impact the budget.

Mr. Combs responded per the contract, the District can use Ms. Salceda for as long as we need her, per project basis. Because the District would like to permanently hire Ms. Salceda, there is a fee associated with the conversion. The only way the District can avoid the conversion fee is by waiting a year and a half from her last assignment day. He stated it is most likely the District will go over budget, but it is the beginning of the fiscal year 2021/2022 and the District may not go over. There are funds budgeted for the Accounting Clerk part time permanent position. He also reported Ms. Salceda has agreed to work on a full time basis to fill in as needed until the District can replace the full time permanent Accountant position.

Secretary Barstow commented given the circumstances, he appreciates Mr. Combs for taking the necessary measures to get the District back on track.

Trustee Rider made a motion to authorize Mr. Combs to pay the conversion fee to Account Temps in the amount of \$6,240 to retain Ms. Salceda for the Accounting Clerk part time permanent position as presented. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Discussion and action to consider the District placing an ad for a full time permanent Accountant or contract with a Search Advisory Company to assist the District with replacement of a full time permanent Accountant.

Mr. Combs reported he consulted with Pool/Pact, CliftonLarsonAllen and Account Temps inquiring what would be the best method to search for a qualified candidate for the District's full time permanent Accountant. Each of the agencies recommend using a Search Company to vet qualified candidates. Staff is recommending approval of CliftonLarsonAllen Connect (CLA Connect) to act as the Search Advisory Company on behalf of the District. The service will search for the most qualified candidates within a 100 mile search radius. CLA Connect will perform the vetting process and refer the most qualified individuals to the District to interview to determine who would be the best fit for the District's needs. The cost for the search service is dependent on the annual wage, a rate of 22% of the hired candidate. The cost would be split into three payments; the first installment is at the commencement of the contract, the second installment is after qualified candidates have been referred to the District for interviews, and last installment is at the time of hire.

Mr. Combs reported CLA Connect has already performed a wage study, the District's area is a little lower than the national average, by approximately 15%. The wage study performed shows that the range for the Accountant for our area begins at \$55,000 up to \$75,000 annually. This is similar to the District approved range for this position. The medium range for an Accountant in the District's area is \$65,000 annually; the District's maximum range is \$74,000 annually.

Mr. Combs reported he is requesting the option to contract a Search Advisory Company because of his lack of knowledge of accounting systems, programs, and financials needs to vet a candidate correctly. He has a lot of knowledge when it comes to the District's overall needs, but he thinks it would be in the best interest of the District with getting assistance with searching for the correct candidate(s) and the District can perform all the interviews and determine who will be the best qualified candidate for the District.

Trustee Rider inquired what would be the estimated amount for the candidate searching service; will the District's maximum wage be used to determine the service fee. He supports staff's request; it is in the best interest of the District to have a professional agency to assist with finding a qualified candidate for the Accountant position.

Mr. Combs responded the negotiated service fee is estimated to be \$15,300.

Vice Chair Severt concurred, this particular position is very technical and it will take a similar skilled person to determine if applicant(s) retain the qualifications the District is seeking.

Treasurer Ortiz commented she cannot support the request if it is with a 100 mile search radius; she would support a 50 mile search radius. Unless the candidate already lives in Washoe County, any candidate moving to Washoe County cannot get housing and puts a risk on the District should they leave because of the housing crisis.

Secretary Barstow is appreciative of Mr. Combs acknowledging that he needs help with searching for a qualified candidate. He doesn't think 100 miles search radius is out of question, especially if someone is already looking for work in Washoe County; they already know what to expect regarding housing. He thinks it is a benefit to utilize a company that is familiar with the District's auditor; this will ensure that the District is getting the exact needs of the District.

Audience member Mr. Neumann wished the District good luck.

Trustee Rider made a motion to authorize District Manager to initiate a contract with CLA Connect to assist with a candidate search for the District's Accountant position. Secretary Barstow seconded the motion. After additional discussion the motion carried by the following; Yeas – Trustee Rider, Secretary Barstow and Vice Chair Severt, Nays – Treasurer Ortiz.

Item# 15. Legal report by Maddy Shipman.

Ms. Shipman made a brief statement for clarification regarding public comments. The Board of Trustees can ask the public speaker a clarification question and/or provide a brief comment/statement for items not on the agenda. She stated there should be no discussion nor any action on a non-agenda topic. If it leads into a discussion; she encourages the Board of Trustees to add the topic to the next agenda for formal discussion.

Item# 16. Field report by Chris Melton.

Mr. Melton reported on the following items:

- The Sun Valley Pool was scheduled to close on August 8th; however, the pool had to close sooner on August 6th due to unhealthy air quality. The pool season was considered a success given the various challenges. The District's main goal was to open the pool for general swim this year. It was unfortunate swim lessons couldn't be offered due to lack of staffing.
- He and another field employee were unable to attend the approve Tri-State Conference due to shortage of staffing and COVID protocols. He was able to get refunds and vouchers on all the expenses.

Item# 17. Manager report by Jon Combs.

Mr. Combs reported on the following:

- None

Item# 18. Public Comments.

Pastor Barstow with H.O.P.E. Church Nazarene commented the Sun Valley Food Pantry had its second food distribution, numbers are increasing. The Sun Valley Food Pantry distributes food on the 1st and 3rd Saturday of every month from 9am until 1pm.

Item# 19. Board Comments.

Trustee Rider commented he visited the homeless encampment while searching for a missing person. He stated there is a lot of garbage and unhealthy waste around the area. This is outside of the District's jurisdiction but he thinks the District should try to assist the Sun Valley residents getting the homeless encampment removed.

Secretary Barstow commented the H.O.P.E. Church Nazarene is having the same problem; homeless people using the property as their living quarters. The biggest issue is the individuals using the restroom in the open, it is unsanitary and unhealthy. After speaking with authorities, it can take up to 90 days to remove the homeless from the property.

Treasurer Ortiz commented she would like for the District to help advocate to get the homeless removed from the encampments.

Vice Chair Severt commented most likely the law will determine the removal process of abating the homeless encampments and it will have a waiting period. She agrees the District

could network with other agencies to see how the process could be sped up.

Item# 20. Future Agenda Items.

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

- Safety Committee Update

Trustee Rider requested a presentation by Washoe County Commissioners and Washoe County Sheriff Office regarding the homeless encampment and the removal process.

Item# 21. Adjournment.

Secretary Barstow made a motion to adjourn at 7:09 pm. Trustee Rider seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on September 09, 2021

Minutes Prepared by: Jennifer Merritt, Administrative Assistant