



Sun Valley General Improvement District Board Meeting Minutes of August 13, 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:

Kelly Glenn	Roo Co.
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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, 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.

Mr. Combs announced one public comment was received by email from Ms. Williams. Ms. Williams was upset that her water was shutoff for non-payment during a health pandemic. She requested the Sun Valley General Improvement District to consider reinstating the temporary policy to not disconnect services and finding additional ways to support those who are experiencing a financial hardship.

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.

Treasurer Ortiz arrived at 6:06 pm

Item# 6. Trustee/Manager's announcements, request for information, and statements relating to items not on the agenda.

Mr. Combs announced August 18, 2020 the Washoe County Commissioners will review and consider Community Development Block Grant submittals; Food Bank of Northern Nevada for the amount of \$174,300 and Washoe County Human Services Agency for \$11,747; both are related to COVID-19 Response Services. The Commissioners will also receive a presentation on the Washoe County Citizen Advisory Boards and evaluating various options for community engagement.

Trustee Rider announced there are two vacancies on the Sun Valley Citizen Advisory Board.

Item# 7. Discussion and action to approve account payables for July 23, 2020.

Treasurer Ortiz gave a brief report of the accounts payables, customer refunds and payroll checks for July 23, 2020.

Treasurer Ortiz made a motion to approve the accounts payables for July 23, 2020 in the total amount of \$393,286.18. Vice Chair Severt seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve account payables for August 13, 2020.

Treasurer Ortiz gave a brief report of the accounts payables, customer refunds and payroll checks for August 13, 2020.

Treasurer Ortiz made a motion to approve the accounts payables for August 13, 2020 in the total amount of \$295,276.88. Trustee Rider 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 July 09, 2020.

Vice Chair Severt made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of July 09, 2020 as submitted. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Review and discussion regarding fall newsletter articles and newsletter layout design.

Ms. Glenn with Roo Co. gave a brief review of the proposed article ideas for the upcoming fall newsletter. Articles include the following: Update on Pool Upgrades, Illegal Dumping Cleanup Partnership with Washoe County Sheriff Office, Sun Valley Boulevard Pedestrian Project update, Voting Sites in Sun Valley, Public Notice for Tariff Hearing, Veterans Day Event (TBA), Tips on Winterizing and Important Dates.

Chairperson Ainsworth requested to review a draft layout prior to approving a final layout.

Treasurer Ortiz inquired if the District will be reverting back to the old layout design.

Ms. Glenn responded she will have a draft layout of the fall newsletter ready for review at the next meeting. She plans on going back to the prior design with more photo's; the last newsletter was more of an informational piece and a lot of content/messages the District had to get out to the public.

Secretary Barstow made a motion to approve the proposed fall newsletter articles as presented. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Discussion regarding Sun Valley Pool Building mural design ideas with possible direction to staff.

Ms. Glenn reported she has been meeting with staff monthly to discuss the idea of painting a mural on a portion of the Pool Building. She has spoken with three potential artists that are interested in partnering with the District on this project. She would like to get three design themes to present to the artist to get their input, renderings and costs.

Trustee Rider suggested a mural displaying all of the wildlife that Northern Nevada has to offer.

Treasurer Ortiz suggested a mural displaying all of the recreation facilities and programs that Sun Valley has to offer.

Chairperson Ainsworth likes the idea of displaying the various amenities and sports that Sun Valley has to offer.

Vice Chair Severt suggested blending the two and adding some of the wildlife in with some of the recreation pieces.

Secretary Barstow suggested a water themed display or display of old and new Sun Valley.

Ms. Glenn responded these are great ideas and are a great starting point. She will meet with the artists' onsite to determine how much space is needed and their input on the themes.

There were no public comments.

Item# 12. Discussion and possible action to schedule a Tariff Hearing for October 22, 2020.

Mr. Combs reported at the March 12, 2020 Board meeting staff gave a presentation on various rules for possible amendments for clarification and/or needed updates, potential increases and/or additional facility damage fees. The Board of Trustees unanimously voted to proceed with scheduling a Tariff Hearing for May 14, 2020. Due to COVID-19 and the governor's directive closure, the District was not able to hold a Tariff Hearing. Staff is recommending proceeding with scheduling the Tariff Hearing for October 22, 2020. He gave brief overview of what the Board of Trustees will be considering during the Tariff Hearing. He also reported Truckee Meadows Water Authority will be taking formal action on August 19, 2020 to postpone the 2.5% rate increase that was scheduled to be implemented September 2020 and implement the rate increase effective May 2021.

After further discussion Trustee Rider made a motion to schedule the District's Tariff Hearing for October 22, 2020. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Discussion and possible action to terminate Personnel Policy 6.4 Computer Purchase Program.

Mr. Combs reported management is requesting to consider terminating the District's Computer Purchase Program. The Computer Purchase Program is an antiquated policy that is labor intensive for accounting to monitor and no longer has a purposeful function. The program was developed to assist employees and trustees purchasing computers to help with out of pocket expenses while encouraging computer literacy. With the cost of computers today, provides little savings to the employees and trustees and with today's work environment most individuals are computer literate or have greater computer experience. He reported the program has had little participation over the past few years and requested to terminate the policy and remove it from the District's Personnel Manual Policy Section 6.4.

Secretary Barstow commented he took advantage of the Computer Purchase Program and he was very appreciative of the assistance. He agrees if the program is not being utilized it should be eliminated.

Mr. Combs reported the District will continue to provide work computers to each employee and trustee.

Chairperson Ainsworth agrees that the Computer Purchase Program is an obsolete program and cost of computers is significantly lower than it was when the program was originated.

After further discussion Vice Chair Severt made a motion to terminate the District Computer Purchase Program Policy 6.4 from the District's Personnel Manual. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Discussion and possible action to amend Personnel Policy Section 4.5.1 Overtime/Compensatory time for non-exempt employees.

Mr. Combs reported management is requesting to consider amending the District's Overtime/Compensatory time for non-exempt employees. Non-exempt employees who earn overtime may exchange their one and half times rate into compensatory time in lieu of overtime pay. Currently the compensation time is recorded and tracked by accounting, this process is not computer generated, but is performed manually. He stated management is requesting to have non-exempt employees who elect compensation time to use it within the same pay period it is accrued, whenever possible, rather than be accrued over the year and being paid out at the end of each fiscal year. The non-exempt employee's supervisor will approve the compensatory time and keep record and sign off on employees timecard showing the employee has been compensated for time accrued.

Mr. Combs reported the proposed amendment will free up accounting from the manual recording process and allow employees to trade overtime for compensatory time if desired. This amendment will also eliminate the District's liability on accrued time that has to be paid out at the end of each year, in some cases employees being paid out at a higher pay rate than when the time was originally accrued. He also reported staff is currently updating the entire District Personnel Manual and the formal changes to this section will be presented to the Board for review and approval at the next meeting.

Treasurer Ortiz inquired when the amended policy would be implemented.

Mr. Combs responded the policy would be implemented once the Board approved the amendments. He stated all of the employees have been notified of the amendment and why it's being recommended. There is currently zero hours on the books for compensatory so there would be no significant impact on any of the employees.

Secretary Barstow stated he would like to see track changes with the amendments prior to approving.

Additional discussion ensued regarding how compensatory time is used.

Treasurer Ortiz made a motion for staff to make necessary amendments to the Personnel Policy Section 4 Compensation Plan, including any other amendments as needed, and bring back track changes for review and for formal approval. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 15. Update regarding customers affected by COVID-19 with outstanding balances; with possible direction to staff.

Ms. Dowling gave a brief update regarding customers that have outstanding balances that may have been affected by COVID-19. The District resumed its non-payment disconnects on July 1, 2020. The first disconnection day was July 15th and as of today all four billing cycles have had their first disconnection day since the temporary suspension that began in March 2020. Of the four cycles there were a total of 257 accounts scheduled for disconnection. Of those 257 accounts 13 accounts were closed and finalized and only 5 customers requested to have their water restored after hours and agreeing to pay the \$100 fee. She stated there is an average of 64 customers on the weekly disconnect list; pre-COVID that average per week was 41 customers. The Customer Service Department has made a total of 66 payment arrangements and has been flexible with the terms approved by

the Board to better assist the customer's needs. There have been several customers that did not abide by the terms of the payment arrangement and were disconnected. She reported the average past due balance for customers that were scheduled for non-payment disconnect is \$169 and the highest average balance of \$637. There were 24 customers with an outstanding balance of \$400 or greater; 15 of those customers have reduced their outstanding balance by half and 7 of the customers have paid in full.

Ms. Dowling stated majority of the customers have been compliant and happy with the payment arrangement options. Several of them have been dissatisfied and requested the District to extend the temporary suspension for non-payment disconnects. She has either referred those customers to management and/or has encouraged customers to reach out to the Board of Trustees to express their concerns. She complimented her staff for an outstanding job; they have had to assist a lot of customers that are dealing with financial hardships and finding ways to work with them. They are also working with customers who are upset regarding the mask requirement.

Treasurer Ortiz thanked Ms. Dowling for the thorough report and thanked staff for all their hard work.

Chairperson Ainsworth acknowledged it is a very trying time for a lot of people and she is extremely appreciative for all the assistance Customer Service is providing.

There were no public comments.

Item# 16. Update regarding District's actions regarding the COVID-19 and preventative measures taken and/or needed.

Mr. Melton reported there is nothing new to report. Staff continues to follow all safety measures and protocols as previously reported; masks required by all staff, customers, vendors and visitors. Staff continues to take daily temperatures and performs routine disinfection of the front lobby and other frequently used areas.

Item# 17. Legal report by Maddy Shipman.

Ms. Shipman reported POOL/PACT currently does not provide insurance coverage for COVID related claims. She reported District staff has prepared and initiated User Acknowledgment/Waiver forms for all program instructors and other park users to help protect the District from COVID claims. All recreation facility users are also subject to strict user guidelines to help reduce to the spread of COVID-19.

Item# 18. Field report by Chris Melton.

Mr. Melton reported on the following items;

- Regional Transportation Commission continues to work on the Sun Valley Blvd. Pedestrian Improvement Project, installing culverts, storm drains and shaping the area for sidewalks.
- 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. Last month WCSO was able to coordinate the removal of 20 vehicles mostly located on a Washoe County Right of Way near Aloha and Klondike Drive. The next scheduled removal day is scheduled for September 3rd and September 4th.

- The District's emergency generator was officially tested and put to use last week. The District experienced a power outage due to a power pole that was hit by a car. The generator provided temporary power from 7am until 9am, it worked great.
- The Pool Building has been painted and staff is pleased with the finishes. Construction on the Main Pool is scheduled to begin August 17th; again this is for re-plastering and tiling of the inside of the main pool.
- Staff reviewed and approved the USA BMX Health and Safety Guidelines to officially open the track. USA BMX is approved for practices only, no more than 50 people allowed on the property this includes operators, coaches, riders, volunteers, and patrons.
- He attended the August 2, 2020 Truckee Meadows Water Authority Standing Advisory Committee meeting and their recommendation for the Truckee Meadows Water Authority Board is to defer the implementation of the Phase 3 2.5% rate increase to the first billing cycle in May 2021 and deferring the implementation of the Phase 4 and 5 2.5% rate increases to the first billing cycle in May 2022 and May 2023.

Item# 19. Office report by Erin Dowling.

Ms. Dowling reported on the following items;

- She reported the District has recently purchased all of the new office computers and they are scheduled to be installed over the next several weeks.

Item# 20. Manager report by Jon Combs.

Mr. Combs gave a preliminary financial report for Fiscal Year 2019-2020. He reported year end Water Revenue is \$3,242,895 and Water Expenses are \$3,335,040; Sewer Revenue is \$2,777,820 and Sewer Expenses are \$2,565,599; Properties and Garbage Revenue is \$166,981 and Properties and Garbage Expenses are \$64,162; Parks and Recreation is \$316,127 and Parks and Recreation Expenses are \$293,752; Acquisition Revenue is \$826,860 and Acquisition Expenses are \$239,071. He reported the District's 2019-2020 cumulative approved budget revenue was \$7,462,057 and year end revenue (before audit) is \$7,330,684; a deficit of 1.76%. The District's 2019-2020 cumulative approved budget expenses was \$7,665,744 and year end expenses (before audit) is \$6,497,632; a savings of 15%. He stated he was extremely proud of staff's efforts to monitor District's expenses and being fiscally responsible with rate payer's money.

Item# 21. Public Comments.

Pastor Barstow invited everyone to come by the Hope Church of Nazarene to look at the upgrades and improvements that have been made. He also stated he is hoping to partner with New Revival Church and resume the Sun Valley Food Pantry for the community.

Item# 22. Board Comments.

Treasurer Ortiz thanked and complimented Ms. Dowling for her response letter to Ms. William's public comment regarding concerns of resuming non-payment disconnects. She also stated individuals can repurpose their used laundry bottles and convert them into hand washing stations to be used anywhere.

Vice Chair Severt thanked Ms. Dowling for her thorough report. She is grateful of the staff that the District has; management's report shows the public how efficient the District is with the public's money. She truly believes the District staff does a great job representing Sun Valley General Improvement District.

Chairperson Ainsworth thanked Ms. Dowling on behalf of the entire Sun Valley community for providing District assistance whenever possible and promoting non-District assistance programs to those in need.

Item# 23. Future Agenda Items.

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

- Possible request by Summit Church for use of the Sun Valley Neighborhood Center for a Free Community Medical Clinic
- Possible request by District customer to discuss the District's Customer Service, Late Fees and Disconnects
- Review and consideration to amend and update District's Personnel Policies 4 & 6
- Review of the draft fall newsletter
- Standing Item - Covid-19 Update

Item# 24. Adjournment.

Secretary Barstow made a motion to adjourn at 7:14 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on August 27, 2020.

Minutes Prepared by:
Jennifer Merritt, Administrative Assistant