



Sun Valley General Improvement District Board Meeting Minutes of August 25, 2022

Board Members Present:

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

Board Members Not Present:

Staff Present:

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| Chris Melton | SVGID, General Manager |
| Brad Baeckel | SVGID, Public Works Director |
| Erin Dowling | SVGID, Customer Service Supervisor |
| Jennifer Merritt | SVGID, Administrative Assistant |

Other Members Present:

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| Mark Neumann | Public |
| Michael Revty | Public |
| Bo Ramsey | Public |
| Glenda Walls | Public |

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; Chair Ainsworth, Vice Chair Severt, Secretary Barstow, Treasurer Ortiz, and Trustee Rider. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Erin Dowling

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

Audience member Mr. Neumann reported new affordable fiber optic internet is coming to Sun Valley; the provider will have various low-income programs available. Washoe County Board of County Commissioners appointed him as a member for the Washoe County Senior Services Advisory Board. He expressed his concerns regarding the poor traffic planning of the Sun Valley Health Festival; they did not allow the public to use the front parking lot at the Sun Valley Community Park because of the pool; the pool didn't open until noon.

He reported 5 Ridges held a public meeting August 23, 2022 at the Lazy 5 Park in Spanish Springs to discuss the emergency access road to the project site; he was not pleased the meeting was held in Sun Valley. He was told the developer had to hold it in Sparks because there was no availability at the Sun Valley Neighborhood Center. Lastly, he reported the developer for the Chocolate Dr. apartment project has started potholing; he has safety concerns because the site is not fenced off.

Item# 4. Motion to approve the agenda.

Trustee Rider 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.

Treasurer Ortiz announced the Community Health Alliance has moved to a bigger location located at the Sun Valley Shopping Center at 5055 Sun Valley Blvd. Their Community Open House is Saturday, August 27, 2022 starting at 10am.

Mr. Melton announced Washoe County Regional Animal Services is offering a low-cost vaccine clinic Sunday, August 28, 2022 from 8am until noon at the Gepford Park. Impalas Car Club is hosting a Sun Valley Car Show Saturday, September 3, 2022 from 9am until 2pm at the Sun Valley Community Park. Lastly, the District office will be closed Monday, September 5, 2022 in observance of Labor Day.

Item# 7. Discussion and action to approve account payables for August 11, 2022.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for August 11, 2022.

Treasurer Ortiz made a motion to approve the account payables for August 11, 2022 in the total amount of \$225,979.38. Secretary Barstow 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 25, 2022.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for August 25, 2022.

Treasurer Ortiz made a motion to approve the account payables for August 25, 2022 in the total amount of \$548,838.81. Trustee Rider seconded the motion. After discussion the motion carried unanimously.

Item# 9. Discussion and action to approve board meeting minutes of July 28, 2022.

Vice Chair Severt made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of July 28, 2022 as submitted. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Discussion and possible action to update Sun Valley General Improvement District Personnel Policies:

Ms. Dowling provided copies of updated personnel policies for review and consideration based on recommendations by POOL/PACT and District's legal counsel. She stated majority of the edits are removal of certain language or adding language for clarification purposes, removal of various sections referencing certain statutes, specific laws, and acts in efforts to remain compliant.

A) Personnel Policy 1 – General Provisions;

Ms. Dowling reported per the recommendation of POOL/PACT the added a subsection to 1.6 Confidential Information provides a note regarding Nevada Public Records Act and the internal purposes of identifying and protecting records.

B) Personnel Policy 2 – Employee Relations;

Ms. Dowling reported majority of the revisions are compliance edits related to various acts and statutes. Ms. Dowling reported on subsection 2.8 Drug and Alcohol-Free Workplace; the District is adding "cannabis" to the prohibited substances. Subsection 2.11.2 Employee Concerns; Process, additional language was added to provide a more formal "Process" how an employee complaint is handled by the employee and supervisor. Subsection 2.12.3 Outside Employment; Procedure, additional language was added for clarification purposes regarding employees seeking outside employment in addition to their District employment. Subsection 2.14.3 Political Activity; Election-Related Communications, additional language was added regarding elected/election related communication materials, such material must follow

NRS 294 guidelines. Subsection 2.17.4 Use of Vehicles; Insurance Coverage, additional language was added regarding employees who use their personal vehicles for District business must possess current in force vehicle liability insurance or provided an alternate means of transportation. Subsection 2.18 Solicitation Prohibited, staff replaced its existing solicitation policy with POOL/PACT's policy to provide greater detail on all types of prohibited solicitation. Subsection 2.18.5 Petition Activity is recommended to be removed from the personnel manual and at a future meeting the board will adopt a resolution in accordance with NRS 293.127565 guidelines.

Vice Chair Severt inquired if the District notifies its employees who the Equal Employment Opportunity Officer (EEO) is. She also inquired about subsection 2.4.5 Training for prevention of discrimination and prohibited conduct, she noticed that recommendation is to go from every two years to periodically.

Ms. Dowling responded subsection 2.1.3 Equal Employment Opportunity Officer Designated defines the District's human resources representative(s) is designated as the District's EEO officer. At the time of hire, each employee is notified who the District's human resources representative(s) is, in most cases it is their immediate supervisor. She reported subsection 2.4.5. Training is being recommend by POOL/PACT to move from every two years to periodically to help with rotation of training; one year POOL/PACT will provide Drug and

Alcohol training, then the next year they will provide Harassment and Discrimination training.

C) Personnel Policy 3 – Employment;

Ms. Dowling reported various language was added for clarification purposes regarding the overall employment process. Two new sections were added to include subsection 3.7 Correction of Administrative Errors. This states that the District will correct any administrative errors during the employment process and that it will not affect such appointment. The other added subsection is 3.18 Rehire, this provides a formal policy of who qualifies for rehire with the District.

D) Personnel Policy 5 – Leave Plans;

Ms. Dowling reported throughout the policy staff is recommending the removal of “regular” before full-time employee. All employees, part-time or full-time, accrue annual and sick leave. Employees start accruing time from the first day of employment and are eligible to use their accrued time after completion of their introductory period. Subsection 5.6 Bereavement Leave had been revised removing leave is to be used to attend a funeral. In some cases, funerals aren’t held for individuals or employees can’t attend a funeral. Management does not want to be restrictive on who is eligible for bereavement leave. The policy allows for an employee to use bereavement leave, up to 24 hours, due to the death of a family member who is within the third degree of consanguinity or affinity. Staff is recommending adding additional language to subsection 5.14 Catastrophic Leave. Guidelines were added to the District’s existing policy regarding employee’s insurance during catastrophic leave, return to work from catastrophic leave, and employer termination of catastrophic leave.

E) Personnel Policy 11 – Definition of Terms;

Ms. Dowling reported per the direction of legal counsel, additional language was added to the bullying definition for clarification purposes.

Audience member Mr. Neumann commented the policy updates appear to have additional edits than what Ms. Dowling reported on.

Vice Chair Severt made a motion to approve revisions to the District’s Personnel Policy 1 General Provisions, Policy 2 Employee Relations, Policy 3 Employment, Policy 5 Leave Plans, and Policy 11 Definition of Terms as presented by staff. Trustee Rider seconded the motion. The motion carried unanimously.

Item# 11. Field report by Brad Baeckel.

Mr. Baeckel reported on the following items:

- The District’s Vac-con was involved in a collision, everyone was ok and the other driver was found at fault. The front controls were damaged on the Vac-con, but is still operational for emergencies until repairs can be made.
- Valle Vista has all of the sewer infrastructure installed and most of the water infrastructure has been installed. Testing will be performed once all of the infrastructure has been installed.

- The District recently had Tesco install the new SCADA servers and VPN. Everything is working smoothly; he is pleased to report the District's system is more secure.

Item# 12. Office report by Erin Dowling.

Ms. Dowling reported on the following items:

- The District had some telephone issue this week, customers not being able to call in. After having the phone provider and the phone system contractor out, it was determined that one of the phone lines that is designated to the District's after-hours answering service was not working. This particular line is a Nevada phone number, but is actually located in Dallas, Texas where Answering Service Company is located. With the flooding that occurred in Texas, it impacted a lot of utility services. She was happy to report the phones are functionally properly and the Answering Service Company is working on repairing their services.

Item# 13. Manager report by Chris Melton.

Mr. Melton reported on the following:

- The District was approved for a Risk Management Grant from the POOL/PACT; projects consist of replacing existing security cameras, DVRs and monitors at the District's office, Annex, and the Neighborhood Center. The total project cost was \$13,170.00; the grant covered 75% of the cost. The District's portion was \$3,292.50.
- The District is working with CliftonLarsonAllen LLP with the 2021/2022 audit, staff has started providing requested material. There should be no issues meeting this year's audit deadline.
- The District's ARPA Grant application has been submitted and will be reviewed by the Board of County Commissioners at one of their September meetings. Once the District's application has been approved, staff will bring a project prioritize scheduled for the District Board to review and approve.

Item# 14. Public Comments.

Audience member Mr. Neumann commented Highland Village Phase II was recently approved by Washoe County Commissioner to develop 4.5 homes per acre, this is an increase from their original request of 3.6 homes per acre. He expressed his concerns regarding developers not having to conduct public meetings or report to the citizens advisory boards regarding additional/new zoning changes. He also announced the Sun Valley Citizen Advisory Board is scheduled for September 10, 2022 10am at Hobeys Casino.

Item# 15. Board Comments.

Vice Chair Severt commented the Community Health Alliance new location in the Sun Valley Shopping Center is a larger site and will be able to serve more of the Sun Valley community. She also commented that Sun Valley has come a long way in the past five years providing more community services and is recovering from the pandemic.

Chair Ainsworth commented on the illegal dumping that is occurring on Sun Valley Blvd. across the street of the Quartz Ln. intersection. This particular site has easy access for individuals to dump. She understands the location has to be open for fire access. She has concerns if it is not blocked off, it is only going to get worse.

Vice Chair Severt gave a brief response regarding the illegal dumping; several claims have been submitted to Washoe County regarding the ongoing dumping. She will continue follow up with Washoe County to make sure the cases are not closed unless the site has been cleaned up.

Item# 16. Future Agenda Items.

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

- Adopt State of Nevada Unclaimed Property Reporting Policy and consideration of imposition of administrative fee
- Discussion and consideration regarding the 2023 Legislative Session
- Review and approval of fall newsletter article ideas

Trustee Rider requested an update from Washoe County Sheriff's Office regarding abandoned vehicles.

Vice Chair Sever requested an update on the District's financials and bond payments.

Item# 17. Adjournment.

Secretary Barstow made a motion to adjourn at 6:46 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on September 08, 2022

Minutes Prepared by: Jennifer Merritt, Administrative Assistant