



**Sun Valley General Improvement District  
Board Meeting Minutes of  
August 27, 2020**

**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
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

**Other Members Present:**

Kelly Glenn	Roo Co.
Paul Winkelman	Shaw Engineering

**The meeting of the Sun Valley General Improvement District was called to order by Vice-Chair Severt at 6:02 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.**  
None
- 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. Combs announced the District will be closed Monday, September 7, 2020 in observance of Labor Day.

Trustee Rider announced Waste Management will be hosting free residential dump days September 17<sup>th</sup> 18<sup>th</sup> and 19<sup>th</sup>, September 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> and October 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> at the Lockwood Landfill. They will be accepting, trash, house hold items, electronics and appliances, including televisions and refrigerators, at no cost.

**Item# 7. Discussion and action to approve account payables for August 27, 2020.**

Treasurer Ortiz gave a brief report of the accounts payables, customer refunds and payroll checks for August 27, 2020.

*Treasurer Ortiz made a motion to approve the accounts payables for August 27, 2020 in the total amount of \$718,466.64. Secretary Barstow 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 August 13, 2020.**

*Treasurer Ortiz made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of August 13, 2020 as submitted. Trustee Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 9. Discussion and possible action regarding Summit Church request for the use of the Sun Valley Neighborhood Center to host a 1 day Free Community Medical Clinic with waiver of rental fees for the free public event.**

Mr. Melton reported staff is requesting to waive rental fees for Summit Church for the use of the Sun Valley Neighborhood Center. Summit Church would like to hold a Free Community Medical Clinic on Saturday, October 17, 2020 from 8am until 1pm. The clinic will consist of orthopedic medicine, general practitioners, non-narcotics prescriptions and x-ray imaging. Summit Church will be responsible to provide \$500 cleaning/security deposit, General Liability Insurance in the amount of \$1M for the use of the center, onsite Security, Facility Use COVID-19 Waiver. He reported should the Board want to approve request, waiver of rental fees would be in the amount of \$250.00 for the use of the Sun Valley Neighborhood Center.

*Trustee Rider made a motion to approve Summit Church request for the use of the Sun Valley Neighborhood Center October 17, 2020 to host a Community Medical Clinic as presented by staff including waiver of rental fees only. Secretary Barstow seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 10. Discussion and action to approve renewing Shaw Engineering Agreement for Professional Services; to continue to serve as the Sun Valley General Improvement District Engineer for various District projects.**

Mr. Melton reported Shaw Engineering has been the District's Engineer for twenty plus years. The existing Engineering Agreement is set to expire and staff is requesting to renew its agreement with Shaw Engineering. Shaw Engineering Agreement is for another five years with a minimal price increase depending on type of work that is requested and performed.

Mr. Winkelman thanked the Board of Trustees for the opportunity to provide professional engineering services for the District. He stated he enjoys working with the District staff on various projects.

Mr. Melton thanked Mr. Winkelman for his long term commitment with the District. Shaw Engineering has represented the District with professionalism and provides quality work at an affordable price; while taking into consideration the District's customers.

*After additional discussion Secretary Barstow made a motion to renew Shaw Engineering Agreement for Professional Services and to continue to serve as the District's Engineer. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 11. Review and discussion regarding draft fall newsletter with possible direction to staff.**

Ms. Glenn provided a draft newsletter for review along with sample layout options for consideration. She has provided more photos and has tried to make the font size more visually appealing. The highlight of the newsletter will be promoting the Sun Valley Pool improvements as well as the Illegal Dumping cleanup efforts.

Discussion ensued regarding layout options and font. The Board of Trustees all like option C newsletter layout and would like to see the District's logo moved to the front of the newsletter and add the District office picture next to important dates. Ms. Glenn was directed to research and consider other font options before the final draft is presented.

Ms. Combs responded staff will meet with Ms. Glenn to review font options and select one that is visually appealing.

*After further discussion Trustee Rider made a motion to proceed with newsletter layout option C with suggested changes. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 12. Discussion and possible action to update Personnel Policy Section 4 Compensation Plan.**

Mr. Combs provided a copy of the amended Personnel Policy Section 4 Compensation Plan. District staff is updating the District Personnel Manual and amending portions, as needed, to be compliant with Nevada Law. Amendments to Personnel Policy Section 4

regarding Compensation Plan have various update edits including the discontinuation of the District's compensatory time for non-exempt employees. The District gave non-exempt employees the option to receive overtime compensation (time and a half) for hours worked in excess of eight hours in one day or exchange their overtime for compensatory time (time and a half) for hours worked in excess of eight hours in one day. He reported staff's recommendation is to discontinue the compensatory time policy and replace it with a new flextime policy. Employees will still have the option to be paid time and a half of overtime for hours worked over eight hours in one day or use time worked over eight hours and exchange it hour for hour for time off within the same workweek time was accrued. The flextime policy will allow the employee to trade time for time; work an hour over one day to make up an hour missed the following day for various appointments without having to use accrued sick or vacation time. Employees must receive prior approval from their supervisor/manager to work/use flextime.

Mr. Combs reported he spoke with a Trustee who had concerns of the proposed flextime policy; they felt the employee should still receive the overtime multiplier of one and half time of time worked. He stated he consulted the District's POOL/PACT representative to make sure the District would not be in violation for trading time for time. Per NRS 281 it states, an employee who works more than eight hours, but not more than ten hours, in any one workday or forty hours in any one workweek are eligible to work a flex/variable workday/workweek.

Treasurer Ortiz inquired if the District would be saving money by not paying the employee the extra half hour of overtime, should the employee elect to trade time.

Secretary Barstow responded he does not believe there is a savings to the District for approving an employee to work a flextime, because the District still is responsible for paying for the employees PERS for a forty hour workweek, including any overtime. He stated he would like to see the District continue to provide an employee the same overtime multiplier whether they elect to be paid or use flextime. If any employee was asked to work the overtime, they should receive the full benefit for working overtime.

Ms. Dowling responded the employee still has the option to be paid time and a half for overtime worked or they can elect to trade time within the same workweek. She believes most employees are going to opt for paid overtime to receive the full benefit other might opt for flextime for the convenience of using it for an appointment or to get off early. She stated legally to protect the District each employee will be responsible for signing an acknowledgment/timecard showing that overtime worked was exchanged for pay or time for recording purposes.

Trustee Rider is in favor of the flextime policy with the understanding that the District employees are aware that overtime is paid at time and a half or they can opt to trade time for time, with no multiplier, for the convenience of trading time off.

Additional discussion ensued regarding time accrual and time reporting to PERS.

*After further discussion Treasurer Ortiz made a motion to approve the amended Personnel Policy Section 4 Compensation Plan as presented. Vice Chair Severt seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 13. Discussion and possible action to update Personnel Policy Section 6 Benefits.**

Ms. Dowling provided a copy of the amended Personnel Policy Section 6 Benefits. The District is reviewing each of its personnel policies and amending them as needed to be compliant with Nevada Law. Amendments to Personnel Policy Section 6 regarding Benefits is primarily clean up edits as well as the discontinuation of the District's Computer Purchase Program as approved at the last meeting.

*Treasurer Ortiz made a motion to approve the amended Personnel Policy Section 6 Benefits as presented. Secretary Barstow seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 14. Discussion and possible action to include language to be discussed and possibly acted upon in the scheduled October Sun Valley General Improvement District tariff hearing that would:**

**A) Authorize the collection of a fee from water customers located within Sparks incorporated area if needed to equalize the ad valorem tax burden on unincorporated customers.**

Mr. Combs reported the proposed subdivision on Highland Ranch Parkway, also known as 5 Ridges, is within the City of Sparks territory. The District and the City of Sparks approved an Interlocal Governmental Agreement permitting the District as the water purveyor for 5 Ridges and the City of Sparks is responsible for all other services. In the Agreement the City of Sparks does not authorize the District to receive any and/or portion of the Ad Valorem for this proposed development. With the recommendation by legal the District should institute a equalization fee for 5 Ridges customers only to recuperate the Ad Valorem. He stated the District would assess a fee equal to what existing District customers are paying, this revenue is applied to the District's Acquisition Fund to be used toward capital improvement projects.

Ms. Shipment stated she is recommending this additional language to be added to the District's Tariff prior to the development of 5 Ridges. This way when a property owner within 5 Ridges knows in advance of all the entities that would be assessing/collecting a fee and for what purpose.

**B) Authorize the collection of development associated fees and/or deposits, including but not limited to, development studies and reports, engineering expenses, construction costs, etc.**

Ms. Shipman reported District staff is seeking authorization to collect additional security deposits for major improvements, particularly any improvements to service new development. The additional security deposit will help protect the District should the developer not be able to finish development and leaving the District vulnerable for improvement expenses.

Mr. Combs stated anytime new development requires the District to improve its delivery/collection system to serve the new development, the developer is responsible for these costs. However, because the District's owns and operates the delivery/collection system, the District's name is on the improvement bid, making the District ultimately responsible for all expenses. He wants to protect the District and require the developer to provide security deposits that the District can use to pay for the construction for such improvements. The District would collect additional security deposits as needed to continue to pay for construction expenses until the improvement project is completed.

*Secretary Barstow made a motion to add to the District's October 22, 2020 Tariff Hearing; authorize the collection of a fee from water customers located within Sparks incorporated area if needed to equalize the ad valorem tax burden on unincorporated customers; and authorize the collection of development associated fees and/or deposits, including but not limited to, development studies and reports, engineering expenses, construction costs, etc. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 15. 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.

There were no public comments.

**Item# 16. Legal report by Maddy Shipman.**

None

**Item# 17. 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.
- The main pool construction is underway; Adams Pool started stripping the pool on August 17, 2020. They are currently installing the race lane tiles and new returns. While stripping the pool a few issues were brought to the District's attention. There is one skimmer that is cracked and will need to be replaced. Also some of the waterline tiles are loose and were falling off. He stated he has inspected these two issues and approved the additional work; the additional work is still within the District's approved budget for pool repairs.
- Keep Truckee Meadows Beautiful rescheduled the Chimney area cleanup for September 19, 2020 from 8am until noon. District staff will be partnering with Keep Truckee Meadows Beautiful and the Hill's Angels for this cleanup. District staff will be required to follow all COVID-19 protocols and Keep Truckee Meadows Beautiful is limiting volunteers to no more than 50 to stay compliant with Governor's Emergency Directive.
- The Truckee Meadows Water Authority Standing Advisory Committee meeting scheduled for September 1, 2020 has been canceled. The next scheduled meeting is November 3, 2020.

**Item# 18. Office report by Erin Dowling.**

None

**Item# 19. Manager report by Jon Combs.**

Mr. Combs on the following items:

- Accounting has closed the District's books and appropriated funds collected in July for June billings; there was additional \$300K billed and collected for the 2019-2020 fiscal year. Overall the 2019-2020 budgets looks good; accounting records reflect 14% under budget for expenses and only 4% under budget for revenue.
- This year's audit was virtual, it has consumed more of staffs time to scan docs and send to auditors for review. He stated for the first time that he is aware of, the District's cash reconciles with the bank statements. The audit will be presented to the Board tentatively the first meeting in October.

**Item# 20. Public Comments.**

None

**Item# 21. Board Comments.**

Trustee Rider thanked all of District staff for their hard work and due diligence, especially with the District's budget.

Vice Chair Severt appreciates the staff reports that are being provided, they are easy to read and provide important information.

Treasurer Ortiz thanked Ms. Shipman and Mr. Combs for suggesting collecting additional security deposits from developers for major improvements. She also thanked staff for taking the time to explain and clarify the difference of overtime and flextime.

**Item# 22. Future Agenda Items.**

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

- Presentation by Michael Drinkwater regarding Truckee Meadows Water Reclamation Facility
- Review of the final fall newsletter
- Standing Item – Covid-19 update
- Standing Item – Covid-19 customer hardship update

Trustee Rider requested a recreation update.

**Item# 23. Adjournment.**

*Secretary Barstow made a motion to adjourn at 7:16 pm. Trustee Rider seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on September 10, 2020.

Minutes Prepared by:

Jennifer Merritt, Administrative Assistant