



Sun Valley General Improvement District Board Meeting Minutes of September 10, 2020

Board Members Present:

Sandra Ainsworth	Chair
Susan Severt	Vice Chair
Joseph Barstow	Secretary
Michael Rider	Trustee

Board Members Not Present:

Carmen Ortiz	Treasurer
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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:

John Martini	City of Sparks
Michael Drinkwater	Truckee Meadows Water Reclamation Facility
Casey Mentzer	Truckee Meadows Water Reclamation Facility

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 Mr. Melton

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. Vice Chair Severt 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 Washoe County Regional Animal Services has canceled the September 19, 2020 Low Income Vaccination Clinic due to COVID. The District will lower the Flag Friday, September 11, 2020 in observance of Patriot Day / 911. He also announced Waste Management is hosting free Residential Dump Days on September 17th, 18th, 19th, 24th, 25th and 26th at the Lockwood Landfill from 8:30 am until 4:30 pm.

Chairperson Ainsworth announced she and her husband, Jim Ainsworth have been invited to participate in this year's Employers in Support of the Guard and Reserves (ESGR) Freedom Award Ceremony. She and her husband will be representing the State of Nevada during the virtual award ceremony.

Item# 7. Discussion and action to approve account payables for September 10, 2020.

Trustee Rider gave a brief report of the account payables, customer refunds and payroll checks for September 10, 2020.

Trustee Rider made a motion to approve the account payables for September 10, 2020 in the total amount of \$53,107.19. 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 27, 2020.

Vice Chair Severt made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of August 27, 2020 as submitted. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Presentation by Michael Drinkwater with City of Sparks Truckee Meadows Water Reclamation Facility regarding existing and future Capital Improvement Projects.

Mr. Drinkwater and Mr. Mentzer with Truckee Meadows Water Reclamation Facility (TMWRF) gave a brief update regarding TMWRF business activities. Mr. Drinkwater reported on TMWRF's fiscal year 2020 costs vs. budget to actuals. TMWRF approved a \$24.9M budget for operations and capital improvement projects; actual expenditures through June 30, 2020 were \$20.5M. He was pleased to announce TMWRF had a savings of 18% of the approved budget. He stated TMWRF has a \$250K contingency that is available to assist obtaining chemicals when pricing and delivery fluctuate. TMWRF also has a \$1M contingency to allow continued operations during unforeseen events. Both contingency amounts are not reflected within the TMWRF budget.

Mr. Drinkwater reported TMWRF has three Total Maximum Daily Loads (TMDL) that were adopted in early 1990's by the United States Environmental Protection Agency that limit the amount of Nitrogen, Phosphorus, and Dissolved Solids that can be discharged into the Truckee River. TMWRF Nitrogen TMDL permit limit, increases 500 lbs. per month, TMWRF is above trend during the beginning of the year because the treatment does work as well in

the winter, however it levels off beginning of June. TMWRF Phosphorus TMDL permit limit, increases 134 lbs. per month, TMWRF has always been able to meet its levels and/or below level with the exception of the January 2017 flood. TMWRF Dissolved Solids TMDL permit limit, increases 120,168 lbs. per month, TMWRF has always been able to meet its level and/or below level with the exception of the January 2017 flood. This year TMWRF has been below the permit amounts in all three TMDL's due to new operating process.

Mr. Mentzer reported on TMWRF chemical costs and operation process. He reported TMWRF chemical budget is a significant portion of the overall TMWRF budget. The bulk of the chemicals that are purchased are Aluminum Sulfate, Polymer, Sulfuric Acid, Methanol, Sodium Bisulfite, Sodium Hypochlorite and Sodium Hydroxide. TMWRF costs for majority of the chemicals remains flat with the exception of Sodium Hypochlorite (bleach) that had a 27% increase in the unit cost this year. TMWRF staff has mitigated its disinfection process to assist with keeping Sodium Hypochlorite usage down. TMWRF uses Sulfuric Acid to enhance the impact of Sodium Hypochlorite, in return less Sodium Hypochlorite having to be used with the disinfection process. The biggest cost savings is from Methanol, Methanol is used to help remove Nitrogen in the process. TMWRF has been optimizing the Nitrogen removal process. There has been a significant reduction on Nitrogen with the use of Methanol. He stated TMWRF has changed some of its chemical dosages to provide more standardization within their control system. With this implementation, it has standardized the chemical dosage guidelines (help with how the tanks are offloaded) and calculates suggested Aluminum Sulfate and Methanol doses. The standardizing process displays real-time chemical usage and compares it to the TMWRF approved budget. Lastly it incorporates CT values and Log-Inactivation for pathogens for disinfection.

Mr. Mentzer reported one of the significant changes TMWRF has done is modifying its System 3 Sidestream Treatment. This has reduced the usage amount of Ammonia that also reduces the amount of Methanol that is needed; in return provides a savings with chemical expenses. He briefly reported on TMWRF Nitrification Tower, that processes majority of the Nitrogen's. Historically, the average daily tower load varied from 9% to 7.5%, this is considered sporadic for a continuous daily rate. By the implementation of all their new strategies/process they have seen a dramatic reduction in the average daily tower load, becoming more sustainable and has provided overall more system efficiencies. These new removal process has lowered TMWRF Nitrogen discharges into the Truckee River. Lastly, Mr. Mentzer reported TMWRF is working on Thickened Waste Activated Sludge (TWAS) Dewatering process to help further reduce the amount of Ammonia needed to breakdown Nitrogen's. This process would consist of Thickened Waste Activated Sludge routed to a centrifuge instead of digester. Keep microorganisms intact and improves dewatering operation. It will overall improve biogas quality and save additional money on chemicals.

Mr. Drinkwater concluded the presentation with a recap of TMWRF completed Capital Improvement Plan. TMWRF rehabilitated their Nitrification Tower 2, three other Nitrification Towers are in need of rehabilitation. TMWRF also replaced its entire top deck lighting system for operating safety purposes, replaced various electric and pumping systems due to age. He reported on average TMWRF Capital Improvement Program is \$9M to \$10M, per

year split between all the entities. TMWRF staff is currently working on an updated Facility Plan that will identify additional improvements needed in order to provide additional system efficiencies as well as address the growth within the region and the collection/processing of the additional effluent. The Facility Plan is scheduled to be released late 2020.

Additional discussion ensued regarding TMWRF partnership with University of Reno Nevada regarding COVID sampling. Through TMWRF's sampling process it is able to trace a piece of RNA material, not the virus itself, that can measure an infection rate for the community. This information could then be shared with the Health District to show a potential spike and help prepare our health/medical facilities.

The Board of Trustees thanked Mr. Drinkwater, Mr. Mentzer, and Mr. Martini for the informative presentation.

There were no public comments.

Item# 10. Review and possible action to approve final draft fall newsletter.

Ms. Dowling provided a copy of the final draft newsletter for review and approval. She reported staff met with Ms. Glenn to discuss other font options as directed. Ms. Glenn changed the font throughout the newsletter and also provided a before and after pictures of the pool upgrades. The newsletter is scheduled to be distributed beginning with the District's September cycle 3 billing and finish with October's cycle 2 billing.

After additional discussion Vice Chair Severt made a motion to approve the fall newsletter as presented. Chair Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Discussion and possible action to cancel November Veterans Day Celebration for 2020.

Mr. Combs reported staff is seeking action to cancel the 2020 November Veterans Day Celebration. Staff has spoken with our community partner Washoe County Human Services and they are also in support of canceling the event due to the current COVID health pandemic.

Chairperson Ainsworth stated it will be unfortunate to cancel a celebration event, so many veterans benefit from the event. She understands the need to cancel the event and stated, ultimately the District needs to help protect our community, especially our older citizens that are at higher risk.

Trustee Rider stated it is unfortunate and he will miss the event, but the community's health comes first.

Secretary Barstow stated if the District is following the Governor's Emergency Directive, the Sun Valley Neighborhood Center would not be able to accommodate the event.

Vice Chair Severt concurred with other Trustees statements, and the District needs to take in consideration the community's health first.

Secretary Barstow made a motion to approve staffs request to cancel the November Veterans Day Celebration due to COVID health pandemic. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Discussion and possible action to update Personnel Policies:

Ms. Dowling gave a brief update regarding Section 4 Compensation Plan, comp-time being converted to flex-time. She stated one of the items that was not reported on at the last meeting is one of the significant changes for the exempt employees; the old policy stated if an exempt employee (salary employee) worked for 1 hour and left for the remainder of the day, they didn't have to record any of their leave time, sick or vacation, on their time card. The new policy was amended requiring an exempt employee to work 5 hours or more before they don't have to use any of their accrued time; anything less than 5 hours must be deducted from either sick or vacation accrued time.

A) Section 1 General Provisions.

Ms. Dowling provided a copy of the amended Personnel Policy Section 1 General Provisions. She reminded the Board that staff is updating the District Personnel Manual and amending portions, as needed, to be compliant with Nevada Law. Section 1 General Provision amendments includes a lot of housekeeping edits. It also eliminates any restrictions for employees who they speak with regarding human resource concerns. The biggest change to Section 1 is Personnel Files, how Master Personnel Files will be stored, what type of information gets filed in a personnel file and what information is considered confidential information. It also references how and when the District can dispose of a Master Personnel File after separation/termination of an employee.

After some discussion Vice Chair Severt made a motion to approve the amended Personnel Policy Section 1 General Provisions as presented. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

B) Section 9 Performance Management.

Ms. Dowling provided a copy of the amended Personnel Policy Section 9 Performance Management. Section 9 Performance Management amendments includes a lot of housekeeping edits and adding the District's Evaluation Process as part of the manual rather than an appendix to the policy.

After some discussion Trustee Rider made a motion to approve the amended Personnel Policy Section 9 Performance Management as presented. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

C) Section 10 Disciplinary Actions and Appeals.

Ms. Dowling provided a copy of the amended Personnel Policy Section 10 Disciplinary Actions and Appeals. Section 10 Disciplinary Actions and Appeals amendments includes a lot of housekeeping edits and clarifies the various methods of disciplinary actions and the District's due process and appeal process.

Ms. Shipman suggested language for section 10.1.2. Forms of Disciplinary Action, "An employee's signed copies of the above items 1-6 must be placed in the employee's master personnel file, and a copy provided to the employee." She also suggested language for section 10.1.3. Due Process, "After an employee has submitted a timely appeal to the General Manager, a date will be set for a disciplinary appeal hearing before the Board of Trustees."

After further discussion Vice Chair Severt made a motion to approve the amended Personnel Policy Section 10 Disciplinary Actions and Appeals with corrections. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. 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. She reminded the Board, the District resumed its non-payment disconnects on July 1, 2020. August will be the second time the District performed its non-payment disconnections since the temporary suspension that began in March 2020. Of the four billing cycles there were a total of 251 customers scheduled for disconnection, last month there was a total of 257 customers; the average number of disconnects is 62 customers per week. She reported the average past due balance for customers that were scheduled for non-payment disconnect is \$116.00 down from \$169.00 last month and the highest average balance is \$399.00 down from \$637.00 last month. She stated the Customer Service Department continues to be flexible and make new and/or modify payment arrangements for customers 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. Majority of the customers have been compliant and happy with the payment arrangement options. She also stated there have been several disgruntled customers that had to be addressed by the General Manager. 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.

There were no public comments.

Item# 14. Update regarding District's actions regarding the COVID-19 and preventive measures taken and/or needed.

Mr. Melton reported 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. He also stated the District has purchased disposable masks for customers who need one to wear while in the District's front lobby.

Mr. Combs reported staff will be removing COVID-19 updates as a standing item on future agendas. Staff will continue to provide COVID-19 updates, as needed, under field and office reports.

There were no public comments.

Item# 15. Legal report by Maddy Shipman.

None

Item# 16. Field report by Chris Melton.

Mr. Melton reported on the following items;

- Gave a recreation update; all recreation programs, except for Girl Scouts and the New Revival Church, have resumed with strict health and safety guidelines and reduced participation. Both the baseball and soccer leagues canceled their seasons and requested their field deposit refunds. USA BMX has been permitted to resume with practice only, no more than 50 (coaches, participants, patrons, and volunteers) allowed within the fenced area and subject to strict health and safety guidelines; per the Governor's directive for youth sports. The District had a total of 4 Neighborhood Center rentals prior to COVID, 5 Neighborhood Center/Park Pavilion rental cancelations due to COVID, 1 upcoming Neighborhood Center rental for a community medical clinic with, as well as, early voting both subject to strict health and safety guidelines. Lastly, the District has had 2 Highland Ranch Park Pavilion rentals.
- The main pool construction has been completed, he was very pleased with Adams Pool work performance. The new pool cover should be delivered the end of September. While waiting on the pool cover, staff will maintain the pool and use up the bulk chemicals onsite since they will be unusable next year.
- 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.

Item# 17. Office report by Erin Dowling.

Ms. Dowling reported on the following:

- The remote deposit of customer checks will be implemented this month. This is a new check scanning process that scans customer checks and deposits the check the same day with the District's bank. Customers have been notified on their billing statements of this new process.

Item# 18. Manager report by Jon Combs.

Mr. Combs on the following items:

- The District's part-time accountant resigned due to personal reasons and the District will be filling this vacant position later this year.
- The main pool repairs were under budget than what was originally approved, this includes the additional work that was needed.
- The District has started replacing all of the computers to Windows 10; the office employees received their computers this week. Field staff will receive their new computers within the next month. Management will get with all the Trustees to

schedule laptop replacements.

Item# 19. Public Comments.

Pastor Joseph Barstow with H.O.P.E. Church of Nazarene has been invited by an organization to offer free COVID-19 testing to anyone in need of a test. The testing will be available in October 2020 and performed with the assistance of the National Guard. He also commented he is partnering with the New Revival Church and re-opening the Food Pantry tentatively January 2021.

Item# 20. Board Comments.

Trustee Rider commented he currently does not have a District issued computer, but would like one when they are available.

Vice Chair Severt commented the District received good press through Washoe County Sheriff's Office regarding our partnership with the car removals within Sun Valley.

Item# 21. Future Agenda Items.

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

- Presentation by Washoe County Sheriff Office regarding abandoned vehicle removal.
- Possible review and approval of additional Personnel Policy revisions.

Item# 22. Adjournment.

Secretary Barstow made a motion to adjourn at 7:39 pm. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on September 24, 2020.

Minutes Prepared by:
Jennifer Merritt, Administrative Assistant