



Sun Valley General Improvement District Board Meeting Minutes of September 13, 2018

Board Members Present:

Sandra Ainsworth	Chair
Susan Severt	Vice Chair
Joseph Barstow	Secretary
Carmen Ortiz	Treasurer
Garth Elliott	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:

John Crabtree	Reno Battleborn BMX
Bill Johnson	Washoe County Commissioner Candidate
Michael Rider	Audience

The meeting of the Sun Valley General Improvement District was called to order by Chairperson 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, Treasurer Ortiz and Trustee Elliott. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Secretary Barstow

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

Mr. Crabtree with Reno Battleborn BMX gave a brief update regarding the BMX program. He commented recently he was considering having to give up as the Track Operator due to some health concerns. The Reno Battleborn BMX board discussed all of its options regarding a transition and it was determined that Mr. Crabtree will remain as the Track Operator at this time. Reno Battleborn BMX recently implemented a volunteer program, the

program will allow for volunteers to help out more at the track to help continue making the BMX program a success. Mr. Crabtree reported the Reno Battleborn BMX is still ranked the number one District in Northern Nevada. The track averages 50 riders per race day; races are held every Saturday. He thanked the District for all of their support with the BMX program. Additional discussion ensued regarding BMX membership and liability of opening the track to the general public.

Mr. Johnson announced he is running for Washoe County Commissioner District 3. Mr. Johnson gave a brief overview of his education and background that makes him a good representative for District 3 and for the Sun Valley community. He was born and raised in Washoe County and has helped build and maintain the Washoe County community for 62 years. His goals are to help govern and protect the Washoe County community, including the Sun Valley community with future growth.

Item# 4. Motion to approve the agenda.

Vice Chair Severt made a motion to approve the agenda. Trustee Elliott 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 reported Washoe County Commission unanimously approved the Interlocal Agreement between the District and Washoe County regarding continuation of the Garbage Franchise. Mr. Combs also announced that there has not been any activity at the Paint Ball Park located at the Sun Valley Community Park. Staff provided written notice to Reno Action Sports regarding the District's intent to terminate the agreement due to a breach in contract. He stated Reno Action Sports has acknowledged the letter of intent to terminate the agreement.

Trustee Elliott reported at the recent Washoe County Commission meeting, the Commission approved a new development of 1,000 homes in the back of Lemmon Valley. He believes this was a poor decision due to the existing flood damage that occurred two years ago, nor is there a solution to avoid future flooding events and/or damages.

Chairperson Ainsworth thanked the Board for allowing for her to attend the POOL/PACT Human Resource Seminar, the seminar was very informative.

Item# 7. Discussion and action to approve accounts payable and customer refunds for September 13, 2018.

Treasurer Ortiz gave a brief report of the accounts payable for September 13, 2018.

Treasurer Ortiz made a motion to approve the accounts payable for September 13, 2018 in the total amount of \$974,122.05. Vice Chair Severt seconded the motion. The motion carried unanimously.

Treasurer Ortiz gave a brief report of the customer refunds for September 13, 2018.

Treasurer Ortiz made a motion to approve customer refunds for September 13, 2018 in the total amount of \$1,302.24. Trustee Elliott seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 8. Discussion and motion to approve Board Meeting Minutes of August 23, 2018.

Treasurer Ortiz made motion to approve the Board Meeting Minutes of August 23, 2018 as submitted. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Review and approval of final draft the District fall Pipeline.

Ms. Dowling provided a copy of the final draft fall Pipeline for review. She stated there are two minor edits that need to be corrected prior to distribution beginning October 1st.

Treasurer Ortiz made a motion to approve the fall Pipeline and directed staff to make necessary edits as needed. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Presentation by District staff regarding the 2018 Recreation and Pool Season.

Both Ms. Dowling and Mr. Lacow gave a brief recap of the District's 2018 Recreation and Pool Season. Ms. Dowling reported the District hosted and partnered with various events. The recreation commenced with the annual Easter Egg Hunt partnered with Community Services Agency, District hosted E-Waste Recycling Event, partnered with Keep Truckee Meadows Beautiful with their annual Great Community Cleanup, District hosted Movie in the Park featuring Jumanji, Welcome to the Jungle as well as opening of the Robert & Norma Fink Sun Valley Pool, three free swim days sponsored by Teresa Benitez-Thompson, D.R. Horton and the Fink Family, District hosted end of season Pool Party and a Sun Valley Car Show partnered with Family Classics. The District is in the planning stage for the upcoming Veteran's Appreciation Breakfast partnered with Washoe County scheduled for November 10, 2018.

Ms. Dowling elaborated on the Dive into Summer event; the event was very successful and well attended. The event consisted of extended pool hours, raffle prizes, concessions, and a barbeque courtesy of Cal Ripken. This year the District had a live radio remote to help get the word out. The radio remote helped with advertising the event, but staff was a little disappointed with them not actually playing music during the event that would have helped with entertaining the patrons leading up to the movie. The total event expenses totaled \$2,111.00 and total revenues were \$1,637.00, making the grand total cost of \$474.00 (this does not include staff time). The District wished to thank all of the generous donors for continuing make this event a huge success.

Ms. Dowling reported the District received a total of 25 reservations for the Park Pavilion, Neighborhood Center and Pool Party, totaling over \$4,100.00 in rental revenue to date. Additional seasonal recreation programs were offered such as baseball, soccer, football, and BMX including year round programs such as Zumba and Martial Arts contributed over \$7,700.00 in revenue to date.

Mr. Lacow gave a brief recap of the 2018 Pool Season. The Sun Valley Pool had a total of 6,422 in attendance; this is less than last year's attendance of 7,234. The decrease in attendance is contributed to the various pools that were closed for maintenance last year. There were a total of 397 participants registered for swim lessons; this is an increase from last year's participants of 373. The Sun Valley Pool offered three free swim days, another increase last year there was two free swim days. The Sun Valley Pool also had an increase in its party rentals. Mr. Lacow was proud to report the Lifeguards did an amazing job in this year's Lifeguard Competition. The Lifeguard's took 1st Place in Spinal Relay, 2nd Place in Team Spirit, and 4th Place in both Rescue Relay and obstacle Course, with an overall 3rd Place for the total competition.

Mr. Lacow reported the Sun Valley Pool initiated a lifejacket program. The Sun Valley Pool staff do not allow for floating devices that are not US Coast Guard approved. The District purchased 24 lifejackets in various sizes. The lifejackets were offered to those who didn't have US Coast Guard approved flotation devices; staff would swap out devices for day use. He was pleased to report all lifejackets were accounted for at the end of the season. Mr. Lacow also commented on the great relationships continued with Summit Christian Church and the Boys and Girls Club of Truckee Meadows. Both of these youth groups were scheduled throughout the season to attend the Sun Valley Pool as part of their summer field trips. Overall Mr. Lacow was very pleased with this year's pool season and acknowledged the hard work from all of the Sun Valley Pool staff.

Ms. Dowling reported as requested by the Board, staff implemented a week dedicated to senior swim. Seniors had the opportunity to utilize the pool before general swim hours for one full week. There was one senior who took advantage of the senior swim and made multiple visits. Unfortunately senior swim has not been real receptive among our seniors.

Trustee Elliott inquired what contributed to the increase in pool party rentals. He would also like for staff to advertise more next year regarding senior swim.

Ms. Merritt reported District staff advertised the senior swim schedule on the District's website, Facebook page, front lobby, with Washoe County Senior Department and with the Sun Valley Senior Center.

Mr. Lacow responded he believes the increase was contributed to last year's pool attendance. There were participants that came to the Sun Valley Pool because their neighborhood pool was closed for maintenance. Most new participants didn't know the Sun Valley Pool existed until last year. He also believes the Sun Valley Pool received a lot of positive media exposure this year that contributed to the increase.

Trustee Elliott inquired how the Park Pavilion, Neighborhood Center and Pool rentals compared to prior years.

Ms. Dowling responded she did not have that answer at this time, she would be happy to reach out to the Board and provide them with a follow up comparison.

There were no public comments.

Item# 11. Discussion and possible action regarding selling promotional Sun Valley General Improvement District items.

Mr. Combs reported this discussion item was requested by Trustee Elliott. Mr. Elliott has expressed his desire for the District to sell District merchandise and/or "I Love Sun Valley"

shirts. He stated staff is only looking for direction from the Board whether or not to pursue investigating the possibility to sell merchandise. He stated staff has some reservations of selling merchandise since the District is a non-profit organization.

Trustee Elliott stated he believes there is a huge opportunity the District is not taking advantage of. He is a member of the Friends of Black Rock and that group sells merchandise (stuffed animals, mugs, water bottles, bandanas, shirts, etc.) to help raise money to put back into the Black Rock program. Friends of Black Rock are a non-profit organization, and any profit from the retail of merchandise is put back into the program to offset the cost of its programs and merchandise expenses. He believes the District could do the same, sell merchandise at the District, the Pool and on its website. Any proceeds could be put towards the Garbage, Beautification and Recreation Programs. He recommends selling merchandise as a pilot program to see if it can self-sustain itself.

Secretary Barstow commented if the Board wants to consider such a program, he would like more information regarding sales tax and how that will potentially impact the District's existing tax exempt status.

Mr. Combs stated one concern he has is which fund would be used to fund the program. He suggested staff to research its options first with the Department of Taxation.

Ms. Shipman reported the District is recognized as an Enterprise District and not a local government in the eyes of the Department of Taxation. The District's operations are all fee based via enterprise funds with revenues based on customer payments. It will be difficult to categorize which fund will be used to fund such a program as suggested because the merchandise would need to be related back to water, sewer, garbage or recreation. She concurs staff should investigate with the Department of Taxation whether or not the District could have such program as an Enterprise District.

Audience member Mr. Rider stated with the District's Recreation Fund always in the negative, this program might help fund the Recreation Fund. The District would have to earmark where the funds need to be spent to avoid potentially making a profit. The District would not be making a profit, the District would be reinvesting into its existing programs. He also suggested utilizing the District's partners such as Sun Valley Cal Ripken as a store front. The baseball league could sell the merchandise from the Gepford Park Concession building.

After further discussion the Board of Trustees directed staff to research with the Department of Taxation whether or if the District could sell merchandise under the District's existing tax exempt status.

Mr. Combs stated he will contact the Department of Taxation; however he is not in favor of the suggested program especially if it means displaying and selling from the District's front lobby. There is not enough room in the front lobby and he doesn't want to take away staffs time who is there to help customers with payments and inquiries.

Item# 12. Consideration and possible action to authorize District employee to utilize Sick Leave for a family member not residing in their home.

Mr. Combs reported District employee Jennifer Merritt has requested to utilize her sick leave to provide for a family member who does not reside in her home. The District's Policy 5.3.2 (c) only authorizes the use of sick leave for family members residing in the home of the

employee. He stated Ms. Merritt is the main family member in this area who can care for her family member. He stated Family Medical Leave Act (FMLA) – the federal law imposing a requirement on all public and private entities having 50 or more employees, this does not apply to the District due to the small number of employees. However, of note, the federal law also does not limit sick leave use to the caring for family members actually residing with the employee. In all other aspects, the District's policy 5.3.2 (c) is similar to the federal law, including the definition of who qualifies as family member.

Mr. Combs reported staff recommends the Board granting Ms. Merritt an exception to the District's policy 5.3.2 (c) to utilize her sick leave to care for her family that does not reside in her home. He stated he is not requesting to change the District's policy at this time; he would like to keep it as is and review and consider each future request on a case by case basis. Ms. Merritt is a long term employee and is a great asset to the District. She has been using her vacation time to care for her family member all awhile still keeping up on her regular duties. He stated the Board has assisted other long term employee's with special circumstances when needed.

Ms. Merritt stated she appreciates everything the District has done for her and continues to work with her during this time. At the time of writing her request she thought the caring for her family member would be on a part-time basis, but the health of her family member has declined and full time care is now needed. She stated she is still considered the primary care taker of the family member, but other family members are now involved to assist with the care giving. While taking turns caring for her family member she stated she will be absent from work two or three days at a time and part time on some occasions for appointments. She could not offer how long she will be caring for this family member and she respectfully requested an exception to the District's sick leave policy to allow her to use her sick time while caring for her family member.

Treasurer Ortiz is in support of Ms. Merritt's request.

Vice Chair Severt stated if the District was able to offer FMLA, this would be a moot point; she is in favor of granting Ms. Merritt's request.

Trustee Elliott stated he does not have a problem granting Ms. Merritt's request, he does have concerns with future requests. He wants to make sure the future cases are considered with the same fairness as Ms. Merritt's case so there is no back lash on the Board of Trustees and the District.

Chairperson Ainsworth agrees with Trustee Elliott's statement, the District needs to make sure they handle each request the same to protect the District. She is in support of Ms. Merritt's request.

Secretary Barstow stated he supports all of the District's hard working employees as needed. The District is like a family and we all support one another.

Vice Chair Severt made a motion to authorize Jennifer Merritt to utilize her sick leave to care for a family member that does not reside in her home. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Ms. Merritt thanked the Board of Trustees and the District on behalf of her family for granting her request.

There were no public comments.

Item# 13. Legal report by Maddy Shipman.

None

Item# 14. Field report by Chris Melton.

Mr. Melton reported on the following items;

- The District hired a new Service Technician to replace long term employee Mr. Hamilton. The new employee name is Alex Nix, he currently has a Grade I Distribution Certification.
- The District has completed it's required Lead and Copper Sampling for 2018. Staff collected a total 31 samples, the District is only required to collect 30 samples. All of the sampling participants will receive a \$5 credit on their next monthly bill.
- Sierra Nevada Construction is almost finished with the sewer upgrade project. They are currently patching the road per Washoe County Roads requirements and specifications. The project should be completed within the next two weeks.

Item# 15. Office report by Erin Dowling.

Ms. Dowling reported on the following items;

- She commended District staff for all their hard work with the Lead and Copper. Daniel Garcia did an outstanding job following up with the District customers and getting them to participate with the sampling and working directly with field staff with the delivery and collection of the sample bottles.
- She thanked the Board for allowing her to attend the POOL/PACT Human Resource Seminar, the seminar has been very informative.
- The Garbage and Recreation Assistance Program renewals continue to come in, the deadline to requalify for the programs is September 30, 2018. She stated the District has advertised the programs on the District's website and has signed up new customers.
- The District's Billing Representative, Karen Pickens, has been working diligently on the proposed changes to the District's monthly billing statement. Review of the revised billing statement should be presented at the next meeting for consideration.

Item# 16. Manager's report by Jon Combs.

Mr. Combs reported on the following items;

- He thanked the Board for their consideration for Ms. Merritt and for all the support the Board provides to its employees.
- The 2017/2018 audit has been completed and will be presented to the Board in October.
- He reported he has been deposed by an attorney for a property located on Slope Dr. This property had an illegal hookup; the current purchasers of the property are suing the sellers of the property. He is being deposed because of his involvement of the illegal hookup.

Item# 17. Public Comments.

None

Item# 18. Board Comments.

Vice Chair Severt commented she will be attending the POOL/PACT Board Retreat next week. She also reminded everyone the Nation celebrated the 17th anniversary of September 11th. The Sun Valley community lost two members who fought in the war against terrorism. Their names are John Kline passed away on March 23, 2003 and Jeremy Long passed away on August 10, 2006.

Chairperson Ainsworth commented Family Classics is already in the planning stages for next year's car show. She received an apology from the car club for one of the cars that was stuck in the lawn due to saturation of the lawn. She heard a lot of positive comments regarding the car show.

Item# 19. Future Agenda Items.

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

- Possible discussion regarding Sensus upgrade
- Possible discussion regarding billing statement revision
- Continuation of possible selling of promotional merchandise
- Request by Treasurer Ortiz to stay an additional night during the NACO Conference

Vice Chair Severt requested future discussion regarding park repairs and possibly creating a capital improvement list for repairs. She would also like to have an update and/or discussion with Truckee Meadows Water Reclamation Facility regarding the selling of effluent water to property east of Sparks, NV.

Item# 20. Adjournment.

Secretary Barstow made a motion to adjourn at 7:35 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on September 27, 2018.

Minutes Prepared by:
Jennifer Merritt, Administrative Assistant