



Sun Valley General Improvement District Board Meeting Minutes of September 23, 2021

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:

Dallasia Samuels	Public
Mark Neumann	Public
Kelly Glenn	roo co. (via phone)

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, and Trustee Rider. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Secretary Barstow

Treasurer Ortiz arrived at 6:02 pm

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

Audience member Mr. Neumann commented developer Highland Village, LLC is currently working on plans for Highland Village Phase 2 for additional homes near Highland Ranch Parkway and Klondike Drive. This is going to increase traffic on Highland Ranch Parkway,

and another access point adjacent to Virginia Palmer Elementary School that is routed to 7th Avenue, both currently high trafficked areas. He is concerned of the increase in traffic with no road improvements currently being required.

Item# 4. Motion to approve the agenda.

Treasurer Ortiz made a motion to approve the agenda. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

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 commented Washoe County will be hosting a townhall meeting in November in place of the Sun Valley Citizen Advisory Board meeting. Washoe County is interested in restructuring how they conduct their public outreach to the Washoe County communities. Treasurer Ortiz commented she is the Chair for the Sun Valley Citizen Advisory Board and she can present any topics of interest during the townhall meeting.

Item# 7. Discussion and action to approve account payables for September 23, 2021.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for September 23, 2021.

Treasurer Ortiz made a motion to approve the account payables for September 23, 2021 in the total amount of \$500,521.11. Trustee Rider 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 September 09, 2021.

Trustee Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of September 09, 2021 as submitted. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Review and action to approve final 2021 Fall Pipeline Newsletter.

Kelly Glenn with roo co. provided a final copy of the fall 2021 newsletter for review and approval. The newsletter is scheduled for distribution beginning in October.

Vice Chair Severt made a motion to approve the 2021 fall newsletter as presented. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Discussion and action to approve renewal of roo co. public relations service agreement.

Mr. Combs provided a copy of Ms. Glenn's Roo Co. Service Agreement for renewal. Ms. Glenn provides the District with marketing and public relation services. Ms. Glenn is honoring her current rate of \$1,300.00 per month plus outside media/production costs. Mr. Combs reported staff is requesting approval to renew Roo Co. Service Agreement commencing on October 1, 2021 through September 30, 2022.

Vice Chair Severt made a motion to renew roo co. service agreement for marketing and public relations services as presented by staff. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Update on District's completion of POOL/PACT Phase I HR Assessment.

Ms. Dowling reported the District participated and completed the POOL/PACT Human Resource (HR) Re-Assessment Program. Earlier this year POOL/PACT performed an assessment of the District's current personnel manual and employment files to determine if they met compliance with current laws. During the assessment the following findings were recommended: updating the District's Personnel Policies to update all legal and legislative requirements, updating job descriptions for uniformity and specify duties more clearly, revising recruitment and selection process to ensure HR compliance on the District's employment application and screening grids. It was also noted to re-organize the employee personnel files to make sure they meet HR compliance and guidelines, as well as, creating separate medical and background files for each employee. Ensuring that all of current and previous District employees I9 Forms are current and being maintained accurately and in compliance with the record retention guidelines. She reported the District has completed all of the findings over the past year.

Ms. Dowling reported the District is eligible for a grant offered by POOL/PACT; the District's grant application has been submitted and reviewed by the POOL/PACT Grant Committee. She is proud to announce the District will be rewarded with a \$500 grant from POOL/PACT. The grant funds will be used towards additional HR file cabinets and various supplies needed for the various employee files. The District will also receive an excellence award grant for \$250 that will be used towards an employee luncheon. The District will also be recognized during the 2022 April POOL/PACT Annual Board Meeting for its achievement. She complimented Jon, Chris and the POOL/PACT for their assistance; it was a collaborative effort making sure the District's HR Policies are complaint.

The Board of Trustees thanked staff for their hard work and ensuring the District is complaint.

There were no public comments.

Item# 12. Discussion and possible action to approve additional murals at various Sun Valley General Improvement District Facilities; if approved action to approve artist.

Mr. Combs reported the District received two unsolicited requests for mural paintings within the Sun Valley Parks. Staff brought the requests before the Board of Trustees at the August 12, 2021 meeting for consideration. During the August 12, 2021 board meeting the Board of Trustees directed staff to invite both artists, Micha Graham and Leliani Davis, to give a presentation for further consideration. At the September 09, 2021 District meeting, both Micha Graham and Leliani Davis gave brief presentations of their mural experiences and provided samples of their artwork for review and consideration. No action was taken at the meeting; staff would like a formal discussion and decision on whether or not there is a desire to have additional murals at any of the various District facilities. Mr. Combs commented staff still has some reservations regarding additional murals due to the lack of protection of site and/or structure. Each site and/or structure would be in an open space and vulnerable for potential vandalism. In addition to our security concerns, the District has not budgeted for any additional murals.

Additional discussion ensued regarding the desire/need of additional murals. Each of the board members share the same concerns as staff regarding protection of murals from vandalism. They would like to evaluate various locations for a potential mural and type of mural design that would best suit the location.

Audience member Mr. Neumann commented he liked Ms. Davis work and felt she was best suited for the project. He also agreed with the board members, the board members should decide on the design and location.

Secretary Barstow made a motion to direct staff to add a mural project to next year's budget for consideration and giving both Mr. Graham and Ms. Davis the opportunity to be considered as the mural artists. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Item# 13. Review and action to approve purchase of new SCADA servers and Virtual Private Network License.

Mr. Melton reported for clarification, staff is only requesting the approval of a Virtual Private Network (VPN) License, servers will be requested with a future project. The District's approved capital improvement projects include replacement of the District's SCADA servers and VPN. Currently the District uses a log in system which is considered vulnerable to outside access.

Mr. Melton reported staff's recommendation is to purchase a new VPN firewall from Dell Technologies in the amount of \$4,197.16. In addition to, approve Tesco Controls to install and configure for remote access for the District's SCADA system in the amount of \$10,000.00. Due to the unknown and volatile market, staff is respectfully requesting a not to exceed amount of \$16,000.00. This capital improvement project would be paid from the District's Acquisition Fund.

Secretary Barstow inquired about the scheduling of the project.

Mr. Melton responded, the VPN firewall is a custom order and anticipates a 4 to 12 week for delivery. Once product has been received, he anticipates 2 weeks for installation and configuration.

Audience member Mr. Neumann inquired if the VPN firewall comes with a warranty.

Mr. Melton responded the Dell product comes with a three year warranty and Tesco Controls provides a five year warranty on their work.

After further discussion Treasurer Ortiz made a motion to approve the purchase of a new VPN firewall from Dell Technologies and contracting Tesco Controls to install and configure for remote access for the District's SCADA system for a not to exceed of \$16,000.00 as presented by staff. Trustee Rider seconded the motion. The motion carried unanimously.

Item# 14. Legal report by Maddy Shipman.

None

Item# 15. Field report by Chris Melton.

Mr. Melton reported on the following items:

- September 21, 2021 at 4:25 am the District had a 12 inch Transmission Main break on East 4th Ave, east of Yukon Dr. The District's on-call Service Technician received the notification at 4:40 am and was able to locate the break and isolate the break by 5:10 am. He reported at no time did this effect the pressure in the distribution system. Field staff was able to make the repair same day following standard operating procedures. Because the break was a transmission main, there were some driveways, yards and possibly one basement flooded. Washoe County Roads Department responded same day and helped the District with the cleanup efforts. District staff is currently working with the District's engineer to help identify the possible cause of the break. Staff and engineering are reviewing pumping, pumping pressures and monitoring of PRV stations to see if there was a contributing factor that caused the break or if it was truly unforeseeable act of God. Mr. Melton complimented field staff, they responded to the situation in a timely manner and the break lasted roughly an hour. Due to the type of break and location, the storm drains and ditches could not handle the flow. He was not happy to report of the damage that did occur, but property damage could have been much worse without the quick response time.

Item# 16. Office report by Erin Dowling.

Ms. Dowling reported on the following:

- The District's Veteran's Celebration is scheduled for November 6th in partnership with Washoe County Community Services. She has begun reaching out to the various agencies for veteran resources. She reported there has been a lot of new point of contacts for the various agencies. She also reported several of the agencies have reported their hesitation participating with the event because there is not a lot of participation by actual veterans at the event. She has offered to provide any brochures/resources at the event for the various agencies.

Item# 17. Manager report by Jon Combs.

Mr. Combs reported on the following:

- The District is continuing to search for an individual to fill the vacant Accountant position. So far there is one candidate that is being vetted by the search consultant.
- He met with a potential candidate regarding the temporary full-time Accountant position to get the District's bank reconciliation current and to assist the auditors with the 2020/2021 audit. He made an offer to the candidate and is waiting for their response.
- The District had a full-size security door installed in the front lobby. Staff will be required to enter a security code to unlock the door and all vendors and visitors will now be required to be buzzed in by staff.

Item# 18. Public Comments.

Audience member Mr. Neumann inquired if the Citizen Advisory Board have been eliminated permanently.

Item# 19. Board Comments.

The Board of Trustees complimented staff for their hard work and dedication during these challenging times.

Item# 20. Future Agenda Items.

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

- Review of photo contest submittals
- Review of community service award nominations
- Discussion regarding upsizing Sidehill Water Storage Tank

Trustee Rider requested an update by staff regarding the homeless encampment.

Item# 21. Adjournment.

Secretary Barstow made a motion to adjourn at 6:47 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on October 14, 2021
Minutes Prepared by: Jennifer Merritt, Administrative Assistant