



## Sun Valley General Improvement District Board Meeting Minutes of September 24, 2020

### **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
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

### **Other Members Present:**

Dennis Hippert	Washoe County Sheriff Office
Randy Hill	Washoe County Sheriff Office

**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, Treasurer Ortiz and Trustee Rider. A quorum was present.

**Item# 2. Pledge of Allegiance.**

Led by Treasurer Ortiz

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

None

**Item# 4. Motion to approve the agenda.**

Ms. Shipman requested to amend the agenda and remove agenda item 11D to a future meeting to allow for her to review and make any necessary edits.

*Vice Chair Severt made a motion to approve the agenda as amended. 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 lowered the Flag in honor of Supreme Court Justice Ruth Bader Ginsburg. Waste Management is hosting free Residential Dump Days on September 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> and October 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> at the Lockwood Landfill from 8:30 am until 4:30 pm. City of Sparks swore in Ed Lawson as the 26<sup>th</sup> Mayor and he will fill the remainder of the late Ron Smith term ending in 2022. Keep Truckee Meadows Beautiful rescheduled the Sun Valley Cleanup day to October 3<sup>rd</sup> at the Chimney Site. Mr. Combs also announced September 30, 2020 is the deadline to submit nominations for the Sun Valley Community Service Award. The District has two nominations suggested by District staff; Washoe County Sheriff Office and Regional Transportation.

Chairperson Ainsworth commented she and her husband participated in the 2020 Employers in Support of the Guard and Reserves (ESGR) Award Ceremony virtually. She thanked staff for setting up a nice meeting area in the board room that included the District's emblem and ESGR Award. She also announced she recently learned that the District has a plaque in the Pentagon as a past recipient of the ESGR Award.

Trustee Rider announced the Sun Valley Citizen Advisory Board (SVCAB) is tentatively scheduled for October 19, 2020 via zoom. He also reported the SVCAB is in need of new members to fill board vacancies.

**Item# 7. Discussion and action to approve account payables for September 24, 2020.**

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll checks for September 24, 2020.

*Treasurer Ortiz made a motion to approve the account payables for September 24, 2020 in the total amount of \$448,638.48. 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 September 10, 2020.**

*Trustee Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of September 10, 2020 as submitted. Secretary Barstow seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 9. Presentation by Dennis Hippert with Washoe County Sheriff's Office regarding abandoned vehicle removal efforts.**

Mr. Hippert with Washoe County Sheriff's Office (WCSO) thanked the District for the generous donations to be used towards the removal of abandoned vehicles throughout the Sun Valley community. He gave a brief presentation of how the funds have been used and the process for removal of abandoned vehicles. He reported it has been an arduous process to get all of the entities together and creating a process that hopefully will be sustainable in the future. With the collaborative efforts of WCSO, the District, Waste Management, Department of Motor Vehicles (DMV) various towing companies and the community, he was pleased to announce WCSO has had two successful removal operations. The first removal operation took place on Aloha Dr. and Klondike Dr. The second removal operation took place throughout the Sun Valley community. Between both these removal operations WCSO was able to dispose a total of 44 vehicles. With the assistance of the District and Washoe County a total of four dumpsters were used to unload the vehicles to prep them for removal. A total of 1,000 hours has been exhausted toward the removal operation between 1 deputy, 1 lieutenant, 1 inmate supervisor and inmate workers. He reported the District's \$9,000.00 donation and \$2,700.00 from WCSO was expensed for towing of vehicles, \$1,000.00 was expensed for tire disposal; salary information was not included.

Mr. Hippert reported on the process on getting an abandoned vehicle removed. WCSO relies on the community to call and report of an abandoned vehicle; this is important because most abandoned vehicles occur in front of someone's home. Once a vehicle has been reported a Deputy is dispatched to the location to gather vehicle information and posts a 72 hour removal notice. Prior to WCSO removing the vehicle there is an investigation processes that occurs. The first process is to try and communicate with the property, tenant and/or the last known owner of the vehicle. This is done by speaking with individuals at the property site and in most cases by a certified letter. Once this process has been completed and they receive verbal confirmation that the car has been abandoned or returned mail, WCSO applies for a Junk Title through the DMV. The DMV performs their own vehicle investigation prior to the issuance of the Junk Title. Once WCSO has received a Junk Title from the DMV, the abandoned vehicle can be scheduled to be removed. The vehicle must be free of any trash prior to the tow company picking up the vehicle. The vehicle is then picked up and delivered to a junk yard or Pick and Pull, by appointment only.

Mr. Hill with WCSO reported he has organized and facilitated both of the vehicle removal operations. As mentioned, the first operation took place July 15, 2020 on Aloha Dr. and Klondike Dr. that consisted of a homeless compound, 17 abandoned vehicles and a lot of trash. During this operation WCSO was able to make one arrest, filled two dumpsters and removed all the abandoned vehicles. The second operation took place September 3, 2020 and September 4, 2020 throughout the high-density areas within the Sun Valley community. There was a total of six areas that were focused on during the second operation. One of those sites was the open space next to Virginia Palmer Elementary School. It was important to remove these vehicles for safety reasons and to remove the unwanted blight out of view from the youth. A total of 27 vehicles were removed, two dumpsters were filled with trash.

Mr. Hippert reported on possible preventative measures to help deter future abandonments. One measure would be beautification/landscaping improvements for public areas blocking access. This could also include placing barriers to inhibit or deter placement of vehicles. The second measure is community involvement; citizens need to continue to report an abandoned vehicle in a timely manner so it can be removed as soon as possible. Removing them in a timely manner also helps deter additional vehicles being abandoned. The last measure consists of lobbying efforts to the legislature for changes to the vehicle titling laws. This change would require a vehicle owner to report immediately to the DMV that they sold a vehicle.

Additional discussion ensued regarding WCSO protocol getting authorization from vehicle and/or property owner for removal of an abandoned vehicle. WCSO is only able to remove vehicles located in or on the side of public roadways.

The Board of Trustees thanked both Mr. Hippert and Mr. Hill for their presentation.

There were no public comments.

**Item# 10. Update by staff regarding October 22, 2020 Tariff Hearing.**

Mr. Combs provided a copy of the Public Notice that was published in the September 20, 2020 Reno Gazette Journal. He reported all of the items within the publication have been reviewed by the Board prior to the publication. He brought to the Board's attention that staff is recommending to reclassify the District's existing Rule 16 because the content is old and no longer being practiced. Staff will be using Rule 16 to create a new set of policies for new development as discussed in prior meetings.

There were no public comments.

**Item# 11. Discussion and possible action to update Personnel Policies:**

**A) Section 4 Compensation Plan; 4.2 Workweek Defined.**

Mr. Combs provided a copy of the amended Personnel Policy Section 4.2 Workweek Defined. He reported staff implemented the recently approved workweek scheduled and during the last payroll period it was brought to his attention that the old policy needed to be brought back for Callback and Standby pay purposes. Staff is requesting to revert back to the prior workweek defined as, "The workweek for all employees begins at 12:01 am on Saturday and ends seven days later at midnight on the next Friday. Exceptions is Standby workweek starts Friday at 5:01 pm ending the following Friday at 5:00 pm paid as an additional flat Standby rate at the end of the workweek in which the field employee was assigned in the current pay period. Overtime and/or Callback hours worked will be paid within the workweek schedule."

*After some discussion Vice Chair Severt made a motion to approve the amended Personnel Policy Section 4.2 Workweek Defined as presented. Trustee Rider seconded the motion. The motion carried unanimously.*

**B) Section 7 Travel Expenses.**

Mr. Combs provided a copy of the amended Personnel Policy Section 7 Travel Expenses. Section 7 Travel Expenses amendments include general housekeeping and identifying when an employee is eligible for travel per diem for clarification purposes.

*After some discussion Trustee Rider made a motion to approve the amended Personnel Policy Section 7 Travel Expenses as presented. Vice Chair Severt seconded the motion. The motion carried unanimously.*

**C) Section 8 Employee Separation.**

Mr. Combs provided a copy of the amended Personnel Policy Section 8 Employee Separation. Section 8 Employee Separation amendments includes general housekeeping changing GID to department heads and changing Management to the General Manager.

*After some discussion Vice Chair Severt made a motion to approve the amended Personnel Policy Section 8 Employee Separation as presented. Chair Ainsworth seconded the motion. The motion carried unanimously.*

**D) Section 11 Trustee and Board Meetings.**

Postponed.

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 Girl Scouts resumed their meetings at the Neighborhood Center. They have complied and provided their health and safety guidelines and signed the District's COVID Waiver and acknowledgement form.
- Keep Truckee Meadows Beautiful cleanup scheduled for September 19, 2020 was canceled due to poor air quality. It has been rescheduled for October 3, 2020 from 8am until noon.

**Item# 15. Manager report by Jon Combs.**

Mr. Combs on the following items:

- The District's audit has been completed. He was proud to announce for the first time there are no findings to report by CliftonLarsonAllen LLP.

**Item# 16. Public Comments.**

None

**Item# 17. Board Comments.**

Trustee Rider congratulated staff for their hard work on the District's audit.

Vice Chair Severt commented the upcoming Sun Valley Boulevard road closures from Highland Ranch Parkway and 7<sup>th</sup> Avenue. Road closures have been scheduled from September 28, 2020 thru October 23, 2020.

**Item# 18. Future Agenda Items.**

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

- Presentation by CliftonLarsonAllen of the District's 2019/2020 audit
- Judging of the 2020 Sun Valley Photo Contest
- Approving Community Service Award nominations
- Request to purchase new hot water heater for the pool
- Request to purchase new company vehicle
- Authorize to hire a contractor to perform manhole repairs due to groundwater infiltration
- Possible review and approval of additional Personnel Policy revisions.

**Item# 19. Adjournment.**

*Secretary Barstow made a motion to adjourn at 7:00 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on October 08, 2020.

Minutes Prepared by:

Jennifer Merritt, Administrative Assistant