



**Sun Valley General Improvement District
Board Meeting Minutes of
October 08, 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
Erin Dowling	SVGID, Customer Service Supervisor
Ralynn James	SVGID, Accountant
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Jeffery Peek	CliftonLarsonAllen LLP - Teleconference
Joseph Judson	CliftonLarsonAllen LLP - Teleconference

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 Mr. Melton

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

None

Item# 4. Motion to approve the agenda.

Secretary Barstow made a motion to approve the agenda. Trustee Rider 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 Summit Church is hosting a Free Medical Clinic Saturday, October 17, 2020 from 9 am until 1 pm at the Sun Valley Neighborhood Center. He also announced Early Voting begins on October 17, 2020 and ends on October 30, 2020 at the Sun Valley Neighborhood Center from 9 am until 7 pm.

Item# 7. Discussion and action to approve account payables for October 08, 2020.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll checks for October 08, 2020.

Treasurer Ortiz made a motion to approve the account payables for October 08, 2020 in the total amount of \$152,025.24. 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 24, 2020.

Treasurer Ortiz made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of September 24, 2020 as submitted. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Presentation by CliftonLarsonAllen regarding the Sun Valley General Improvement District fiscal year 2019/2020 audit with action to approve.

Mr. Peek with CliftonLarsonAllen LLP gave a brief presentation of the Sun Valley General Improvement District audit for fiscal year ending June 30, 2020. Mr. Peek reported under the Independent Auditor's Report it states CliftonLarsonAllen LLP conducted the audit in accordance with auditing standards applicable to the Government Auditing Standards. He reported the first part of the audit report is the Independent Auditor's Report that includes their Qualified Opinion. The second section is a detailed overview of all the District Financial Statements.

Mr. Peek reported with the assistance of District Accountant, Ms. James, she was able to provide CliftonLarsonAllen LLP all of the supporting materials electronically to complete the audit remotely during the current pandemic. After in depth review and discussions with District General Manager, Mr. Combs, he was pleased to report there are no Material Weaknesses or Findings for this year's audit ending in June 30, 2020. He reported Ms. James was able to satisfy last year's Material Weakness and Finding regarding the capital cost related to the Washoe County School District project.

Trustee Rider made a motion to accept CliftonLarsonAllen LLP audit for the District's fiscal year ending June 30, 2020 as presented. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Discussion and action regarding Sun Valley General Improvement District 2020 Photo Contest.

A. Judging and selection of photo winners (1st, 2nd, and 3rd place winners).

After review of the photo's submitted Secretary Barstow made a motion to approve photo number 8, American Flag as first place winner, photo number 9, sunset as second place winner, and photo number 6, bee as third place winner. Trustee Rider seconded the motion. The motion carried unanimously.

B. Motion to approve contest prizes for winners.

Trustee Rider made a motion to approve cash prizes of \$75 for first place winner, \$50 for second place winner and \$25 for third place winner paid from the District's water and sewer funds. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Review of Community Service Award Nominations with motion to approve award recipients.

Mr. Combs reported the District received two nominations for the Sun Valley Community Service Award. The two nominations are for Washoe County Sheriff's Office and RTC Washoe. Washoe County Sheriff's Office was nominated for the removal of illegal abandoned vehicles and giving the Sun Valley residence back a safe and clean community. RTC Washoe for providing safety improvements along Sun Valley Blvd. for pedestrians.

Vice Chair Severt made a motion to accept both nominations for the Sun Valley Community Service Award. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Discussion and possible action to authorize Sierra Nevada Construction to perform sewer manhole repairs due to groundwater infiltration with a not to exceed amount of \$15,000.00.

Mr. Melton reported staff is requesting approval to authorize Sierra Nevada Construction to repair a manhole on Woods Drive. There is a considerable amount of groundwater infiltration dumping into the manhole. The groundwater increased the District's daily effluent MGD at the Truckee Meadows Water Reclamation Facility; the District is charged per MGD delivered to the treatment plant. The scope of work consists of excavate sixteen feet deep to the manhole and make necessary repair to stop the infiltration. This particular manhole was part of the original sewer main upgrade that took place in 2018. Staff has reviewed the original as-builts and daily inspection reports for this section. The manhole should have a

stub-out and the stub-out was supposed to be capped and sealed. The original work was performed by Sierra Nevada Construction and is out of its warranty period. Mr. Melton reported the District's approved budget includes \$15,000.00 allocated for miscellaneous expenses for sewer improvement projects. Staff is requesting approval for a not to exceed amount of \$15,000.00 for Sierra Nevada Construction to perform necessary manhole repairs.

Treasurer Ortiz made a motion to authorize Sierra Nevada Construction to perform sewer manhole repairs due to groundwater infiltration with a not to exceed amount of \$15,000.00 paid from the District's Acquisition Fund. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Discussion and possible action to approve purchase of a new company vehicle.

Mr. Melton reported field staff is requesting approval to purchase a new company vehicle to replace the District Public Works Director's 2000 Dodge Durango. The Durango is twenty years old and is need of major repairs. Mr. Melton provided three vehicle quotes for consideration; 2021 Toyota 4Runner \$39,852.52, 2021 GMC Terrain \$32,570.00, and 2021 Chevy Blazer \$30,414.25.

Mr. Melton reported the District's approved budget includes \$50,000.00 allocated for the purchase of a new company vehicle. Staff recommends approval of Champion Chevrolet's quote for the 2021 Chevy Blazer for the amount of \$30,414.25.

Treasurer Ortiz made a motion to approve purchase of a new Chevy Blazer from Champion Chevrolet in the amount of \$30,414.25 paid from the District's Acquisition Fund as presented by staff. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Discussion and possible action to update Personnel Policies:

A) Personnel Policy 3 Employment.

Ms. Dowling provided a copy of the amended Personnel Policy Section 3 Employment. Section 3 Employment amendments include general housekeeping and required updates due to state and federal changes. All policies have been reviewed and approved by the District's POOL/PACT representative. The biggest change to the policy is regarding an updated employment application, applicant eligibility, interviewing process, background check requirements and offer of employment. Ms. Dowling also reported one of POOL/PACT's recommendation was the modification of the District's Volunteer Program. She reported the District has little to no participation with the District's Volunteer Program. The recommendation is to keep the program with updated amendments, as required by statute, but to eliminate the "Recognition" portion of the policy, due to the lack of volunteers.

After some discussion Treasurer Ortiz made a motion to approve the amended Personnel Policy Section 3 Employment as presented. Trustee Rider seconded the motion. The motion carried unanimously.

B) Personnel Policy 5 Leave Plans.

Ms. Dowling provided a copy of the amended Personnel Policy Section 5 Leave Plans. Section 5 Leave Plans amendments include general housekeeping. The biggest change to the policy is updating the District's Military Leave. The amended Military Leave is updated and is in compliant with current statutes. She also reported a section was added to the policy regarding Prohibition Against Retaliation by management and/or any other employee.

After some discussion Secretary Barstow made a motion to approve the amended Personnel Policy Section 5 Leave Plans as presented. Trustee Rider seconded the motion. The motion carried unanimously.

C) Adoption of "Emergency Family and Medical Leave" policy, due to coronavirus pandemic.

Ms. Dowling provided a copy of a new Emergency Family and Medical Leave Policy due to coronavirus pandemic. This policy complies with the Families First Coronavirus Response ACT to grant eligible employees protected leave for qualified reasons. Public employers are covered under the Emergency Family and Medical Leave Expansion and will comply with the requirement of advising employees if they meet the eligibility. She reported this emergency policy became effective April 1, 2020 and will remain in effect until midnight December 31, 2020, unless it is extended.

Ms. Dowling reported an employee who has been employed with the District for a minimum of thirty calendar days is eligible for Emergency Family and Medical Leave. Per the policy employees are also eligible for Emergency Family and Medical Leave compensation. The policy states the first two weeks of Emergency Family and Medical Leave will be unpaid leave unless the employee is eligible to use their accrued leave time or if the employee is eligible for Emergency Paid Sick Leave for the first two weeks. On the third week up to a maximum up ten weeks. Under the Emergency Family and Medical Leave the District is required to compensate a minimum amount of 2/3 of the employee's regular rate of pay. Employees are required to substitute any accrued leave for the pay not covered by Emergency Family and Medical Leave.

Ms. Dowling reported for the purpose of accounting and reporting to PERS, the District has paid employees 100% of their regular rate of pay. Staff is requesting direction from the Board if they would like to pay eligible employees the minimum requirement of 2/3 or 100% of the employee's rate of pay.

Treasurer Ortiz inquired what staff recommendation regarding employee compensation for the Emergency Family and Medical Leave policy.

Mr. Combs responded his recommendation is to continue paying 100% of the employee's regular rate of pay for accounting and reporting purposes.

After some discussion Vice Chair Severt made a motion to adopt Emergency Family and Medical Leave as presented; with the District paying 100% of the employee's regular rate of pay. Secretary Barstow seconded the motion. The motion carried unanimously.

D) Adoption of "Emergency Paid Sick Leave" policy, due to coronavirus pandemic.

Ms. Dowling provided a copy of a new Emergency Paid Sick Leave Policy due to coronavirus pandemic. This policy complies with the Families First Coronavirus Response Act to grant eligible employees protect leave for qualified reasons. Public employers are covered under the Emergency Paid Sick Leave Act and will comply with the requirements of the Emergency Paid Sick Leave and advise employees if they meet the eligibility requirement. She reported this emergency policy became effective April 1, 2020 and will remain in effect until midnight December 31, 2020, unless it is extended.

Ms. Dowling reported all employees are eligible for Emergency Paid Sick Leave, regardless of their employment status and there is no length of service requirement. Emergency Paid Sick Leave may be granted to an employee who is unable to work, or telework, due to a need for leave for any of the following reasons; employee diagnosed with COVID-19 and has been advised by a health care provider to quarantine or isolation, experiencing symptoms of COVID-19 and seeking medical diagnosis, employee caring for an individual with COVID-19, or employee caring for a minor child whose school or place of child care has been closed for a period of time due to COVID-19 precautions.

After some discussion Treasurer Ortiz made a motion to adopt Emergency Paid Sick Leave as presented. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 15. Discussion and possible direction regarding Personnel Policy 11 Trustee and Board Meetings.

Ms. Shipman reported after reviewing the District's Personnel Policy 11 Trustee and Board Meetings, she realized there were a lot of significant changes needed. The current policy references older statutes that no longer apply. After further review of the policy, she does not think the policy is applicable to the Personnel Manual and recommends removing the policy. She stated the Board of Trustees are elected officials and set policies for District. The Board could adopt a Resolution a set of Rules or a Fact Sheet that explains the Board of Trustees responsibilities.

Chairperson Ainsworth stated she recommends a Fact Sheet that gives the history of the District and its business functions.

Trustee Rider stated he agrees with Ms. Shipman's recommendation to remove the Trustee Policy from the Personnel Manual and adopt a set of Rules that provides meeting structure for Trustees to use and pass along to new Trustees.

After further discussion Trustee Rider made a motion to remove Personnel Policy 11 Trustee and Board Meetings from the District's Personnel Manual and direct Ms. Shipman to draft a Resolution that contains Board of Trustees Rules. Secretary Barstow seconded the motion. The motion carried unanimously.

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;

- He provided for informational purposes the construction schedule and road closures on Sun Valley Blvd. related to the sidewalk project.
- Keep Truckee Meadows Beautiful held its Chimney cleanup on October 3, 2020 from 8 am until noon. The cleanup consisted of 7 District employees and 10 Hills Angels, 1 Washoe County Park Ranger, 1 Bureau of Land Management Officer, and 3 community volunteers. A total of twenty-two tires were collected and two 40 yards dumpsters were filled.
- He and Ms. Merritt are working with Washoe County Health Department regarding free adult flu shot at the Sun Valley Community Park on October 22, 2020 from 1pm until 3pm. Washoe County Health Department is partnering with the Food Bank of Nevada and staging a drive through site for the flu shots and food distribution.
- He recently attended the Truckee Meadows Water Authority Standing Advisory Committee meeting. During the meeting it is Truckee Meadows Water Authority staff's recommendation to continue with the implementation of the 2.5% rate increase beginning May 1, 2021 followed by two additional 2.5% increases for 2022 and 2023. There is no discussion for any rate increases for 2024 or 2025. The proposed rate increases are to assist Truckee Meadows Water Authority with their bond payments.
- He was invited, and accepted, to represent the District on the Washoe County Master Plan Steering Committee. The committee is made up of various agencies representing all of Washoe County communities to provide community input for the upcoming updated Washoe County Master Plan.
- Field staff computers have been replaced. He will be working on getting laptops for all of the Trustees.

Item# 18. Office report by Erin Dowling.

Ms. Dowling reported on the following:

- There was a total of 191 non-payment disconnects for the month of September; weekly average of 63 customers. The average lowest disconnect balance was \$118.00 and the highest disconnect balance was \$253.00. Majority of the customers that had outstanding balances related to the temporary suspension of disconnects due to COVID-19 and had a payment arrangement are caught up.
- On September 17, 2020 the District began remote depositing checks; checks are scanned and uploaded daily to the District's bank.
- The District has seen an increase in service order requests; the District averages 600 service order per month. In July the District had 620 service orders, August 774 service orders and in September 782 service orders. Both the field and office staff have been extremely busy.

Item# 19. Manager report by Jon Combs.

Mr. Combs reported on the following items:

- Thanked staff and POOL/PACT for updating the District's Personnel Manual and making the District complaint.
- Thanked Ms. James and staff for all the hard work getting material to the auditors. He is extremely proud there are no findings; that is a reflection on staff following procedures.
- Other agency meetings are tentatively scheduled to become in person beginning in November.
- Office staff is working on converting the District's paper Sewer Permits and archiving them electronically.

Item# 20. Public Comments.

Pastor Barstow with the Hope Church of Nazarene reported there was a significant water leak at the Church's Annex building and it has been declared uninhabitable; this might delay the Sun Valley Food Pantry re-opening.

Item# 21. Board Comments.

Treasurer Ortiz congratulated staff for their hard work on the District's audit and personnel manual.

Trustee Rider stated he participated in the Waste Management Free Residential Dump Day and Waste Management charged him \$43.00 for the disposal of a microwave. He recommends staff to evaluate any fees associated microwaves when collecting them during the District's Electronic Recycling Event.

Chairperson Ainsworth commented on the mural on the old Sun Valley Landowners Building; the mural is beautiful and inviting.

Item# 22. Future Agenda Items.

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

- Tariff Hearing
- Presentation of Service Awards
- Possible request to purchase a new hot water heater for the pool building
- Possible request to purchase a new forklift
- Possible review and approval of additional Personnel Policy revisions.

Item# 23. Adjournment.

Treasurer Ortiz made a motion to adjourn at 7:27 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on October 22, 2020.

Minutes Prepared by:
Jennifer Merritt, Administrative Assistant