



**Sun Valley General Improvement District
Board Meeting Minutes of
October 12, 2023**

Board Members Present:

Susan Severt	Chairperson
Michael Rider	Vice Chair
Mark Neumann	Treasurer

Board Members Not Present:

Joseph Barstow	Secretary *
Carmen Ortiz	Trustee *

(*excused)

Staff Present:

Chris Melton	SVGID, General Manager
Brad Baeckel	SVGID, Public Works Director
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Shawn Buck	Reno Battleborn BMX
Mike Revty	Public

The meeting of the Sun Valley General Improvement District was called to order by Chairperson Severt at 5:30 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 Severt, Vice Chair Rider, and Treasurer Neumann. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Vice Chair Rider

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

None

Item# 4. Motion to approve the agenda.

Vice Chair Rider made a motion to approve the agenda. Treasurer Neumann 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.

Mr. Melton announced the Summit Church is hosting a Free Medical Clinic October 21, 2023 beginning at 9 am at the Sun Valley Neighborhood Center. The District office will be closed October 27, 2023 in observance of Nevada Day. The District partnered with Washoe County Human Services and is hosting a Veterans Celebration with a free breakfast November 4, 2023 beginning at 9 am at the Sun Valley Neighborhood Center.

Item# 7. Discussion and action to approve account payables for September 28, 2023.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for September 28, 2023.

Treasurer Neumann made a motion to approve the account payables for September 28, 2023 in the total amount of \$243,409.85. Vice Chair Rider seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve account payables for October 12, 2023.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for October 12, 2023.

Treasurer Neumann made a motion to approve the account payables for October 12, 2023 in the total amount of \$335,058.93. Vice Chair Rider seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 9. Discussion and action to approve board meeting minutes of September 14, 2023.

Vice Chair Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of September 14, 2023 as submitted. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Review and action to approve Community Service Agency Lease Agreement Renewal for the use of the Mary Hansen Center.

Mr. Melton provided a copy of Community Service Agency Lease Agreement for review. He reported the District has partnered with Community Service Agency for the exclusive use of the Mary Hansen Center to provide an Early Headstart Program. The existing Lease

Agreement is set to expire October 31, 2023 and the District would like to renew the Lease Agreement. District staff has taken into consideration the need to increase the rent to stay current with today's market. The proposed Lease Agreement includes an increase of rent from \$1,000 to \$1,500 per month. The District would like to continue providing an affordable space in efforts to keep this much needed program in the Sun Valley community. The proposed increase has been agreed upon by both parties recognizing Community Service Agency is responsible for all utilities and minor maintenance expenses as an in-kind service.

Treasurer Neumann commented the Boys and Girls Club used to host teen dances at the facility and inquired if Community Service Agency would be interested in a similar event.

Mr. Melton responded the Mary Hansen Center has been reconfigured into a classroom style setup; the facility is not functional for community events. With the Community Service Agency providing an early youth program, he doesn't think they would be interested in hosting teen events.

Chair Severt commented Community Service Agency provides various holiday events designed for the age groups that attend the Early Headstart Program.

After further discussion Vice Chair Rider made a motion to approve the renewal of the Community Service Agency Lease Agreement as presented by staff. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments

Item# 11. Discussion and action to approve renewal of Roo Co. Public Relations Service Agreement.

Mr. Melton provided a copy of Ms. Glenn's Roo Co. Service Agreement for renewal. Ms. Glenn provides the District with marketing and public relation services. She is honoring her current rate of \$1,300.00 per month plus outside media/production costs. Mr. Melton reported staff is requesting approval to renew Roo Co. Service Agreement commencing November 1, 2023 through October 31, 2024.

Trustee Rider made a motion to renew Roo Co. Service Agreement for marketing and public relations services as presented by staff. Treasurer Neuman seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Discussion and action regarding Sun Valley General Improvement District 2023 Photo Contest.

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

B) Motion to approve contest prizes (1st, 2nd, and 3rd place winners)

After review of the photo submittals, Vice Chair Rider made a motion to award first place winner to photo number 1 with a cash prize of \$75, second place winner to photo number 3 with a cash prize of \$50, and third place winner to photo number 6 with a cash prize of \$25; paid from the District's water and sewer funds. Treasurer Neuman seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Review of Community Service Award nominations with motion to approve award recipients.

Mr. Melton reported each year the District recognizes individuals, businesses and organizations whose efforts significantly benefit the Sun Valley community. The District has advertised and promoted the request for Community Service Award nominations through the District's website, newsletter, Facebook, and front lobby. He reported this year the District did not receive any nominations for the 2023 Community Service Award. While there are many organizations that continue to make a difference for the Sun Valley community, it is staff's recommendation not to award anyone at this time. The District has been recognizing Hobey's Casino and the Fink Family for their continued support for the past several years. District staff would like to recognize other individuals, businesses and organizations in efforts to keep the award meaningful and special.

Vice Chair Rider commented he appreciates recognizing businesses that provide a service for Sun Valley, however he would like to find an individual that goes above and beyond to do something special for the Sun Valley community.

Treasurer Neuman suggestion in place of giving awards to the various agencies, the District send personal thank you notes to all the businesses, churches, and organizations as an acknowledgment of them giving to the Sun Valley community.

Chair Severt commented she reached out to various businesses and residents for nominations, but she didn't receive anything.

Vice Chair Rider made a motion to accept staff's recommendation not to award anyone for the 2023 Community Service Award due to the lack of nominations. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Discussion and possible action to update Sun Valley General Improvement District Personnel Policies.

Ms. Dowling provided copies of updated personnel policies for review and consideration based on recommendations by the POOL/PACT and District staff. All policies have been reviewed by District's legal counsel.

She stated majority of the edits are removal of outdated language and/or adding language for clarification purposes, and various other edits to stay compliant with statutes. Various recommendations proposed are related to the District's wage, benefits, the total compensation package to ensure the District is current with current trends to assist with employment retention.

A) Personnel Policy 1 – General Provisions

Ms. Dowling reported per the recommendation of POOL/PACT the added subsections 1.3 Computing Time of Notices, 1.5 Change of Address, 1.6 Failure to Receive Notices, 1.7.1 Personnel Files Guidelines, 1.7.2 Master Personnel Files were added to provide detailed description and clarification to the policy. Other changes are minor cleanup edits.

B) Personnel Policy 2 – Employee Relations

Ms. Dowling reported per the recommendations of POOL/PACT for various edits to provide detailed description and clarification related to the District's Anti-Harassment Policy. Staff is recommending removal of the existing subsection 2.3.3 Dealing with Allegations of Bullying; this is redundant; it is identified in 2.4 Dealing with Allegations of Discrimination and/or Prohibited Conduct/Behavior. Per the recommendations of POOL/PACT for various edits to subsection 2.5 Employment Disabilities, 2.6 Pregnancy, Childbirth, and Related Medical Conditions, and 2.7 Reasonable Accommodation for Victims of Domestic Violence to provide detailed description and clarification. Ms. Dowling reported 2.8 and following subsections regarding Drug and Alcohol-Free Workplace has additional language to delineate the manager, supervisor, and employer's responsibilities related to determining if reasonable suspicion exists and actions thereafter. This is all currently practiced, but staff felt it was important to include it in the Policy for clarification.

Additional discussion ensued regarding the use of marijuana, what is considered illegal and prohibited usage. Mr. Melton commented any marijuana usage by District field employees would be considered prohibited under the federal law for holding a commercial driver's license. Marijuana usage by any District employee should be evaluated depending on job classification. Testing for any type of drug, prescribed or recreational, will determine if the usage is considered excessive and if any disciplinary action is needed.

Ms. Dowling proceeded additional recommendations of POOL/PACT to change the existing Policy Employee Concerns to Dispute Resolution. This particular Policy provides great details, step-by-step, regarding disciplinary action with an employee. Additional definition was added under 2.12 Outside Employment regarding disclosure of information by a District employee that might be considered conflict with outside employment. District staff added a subsection under 2.17 Use of Vehicles; it covers the personal vehicle use and requirements of using a personal vehicle on company time. This is current practice; it was important to include in the Personnel Policy for the District's protection. The remainder of the revisions is informational for clarification.

C) Personnel Policy 3 – Employment

Ms. Dowling reported the beginning portion of the Employment policy is to include additional information regarding the filing and posting of employment. Staff included filing periods to coincide with current practice. Various amendments are recommended to cleanup subsection 3.11 Offers of Employment to provide clarification of the steps taken by the District during the hiring process.

Mr. Baeckel reported staff would like to include a subsection for Promotions. This new subsection clarifies the District's current practice when an employee is considered for a promotion, as well as, what types of additional occupational certifications that would be considered for a promotion. All new occupational certifications must be approved by immediate supervisor or management prior to being considered for any compensation; decision will be based on the needs of the District.

D) Personnel Policy 4 – Compensation Plan

Ms. Dowling reported various edits have been included for clarification purposes and cleanup of subsections.

Mr. Baeckel reported staff would like to revise subsection 4.9 Standby Time to also include Backup. Each time an employee is assigned Standby, on occasions they need backup and that employee is considered as one of the first responders. This is current practice, but staff felt it was important to include it in the policy. Staff is recommending increasing the after-hour emergency response time from 30 minutes to 45 minutes; this is due to increase in traffic. Staff recommends removing the District Annex as alternative housing for employees on standby. The Annex property is used for the District's part-time park employee's office and emergency headquarters on a as needed basis. Staff would also like to recommend an increase for standby pay from \$430.50 to \$535.50, and for holiday rate would increase from \$462.00 to \$594.00; the last increase was given in 2007. Mr. Baeckel commented the backup employee is not eligible for the standby pay; they would be compensated for time worked if called for backup.

Mr. Melton reported he was asked to investigate revising the District's Career Incentive to assist with recruitment and retention. The District considers employees vested employees after 5 years, similar to PERS. The District has always paid employees "Longevity Pay" once they met their 5 years (consecutive years) and has been rated "At Expectation" or above on their annual reviews at the rate of \$100 per year. Staff recommends increasing the annual pay from \$100 per year to \$125 per year with a maximum annual payment of \$3,125 for twenty-five years or more. Part-time employees are eligible for Longevity Pay on a pro-rated basis.

Additional discussion ensued regarding creating a competitive benefit package to help with recruiting and retaining employees. Chairperson Severt commented she had requested this revision for consideration; it hasn't been increased since she has been attending the meetings as a public member. Individuals looking for employment are not just looking for an hourly wage, they are looking at other incentives as part of the overall compensation package.

E) Personnel Policy 5 – Leave Plans

Ms. Dowling reported revisions to subsection 5.1 Holidays is to help clarify when recognized holidays will be observed depending on the calendar day on which the holiday falls on. Staff also recommends simplifying the Holiday Pay subsection for clarification purposes. In efforts again to help with recruiting, the District has revised its benefit package. Staff recommends amending subsection 5.2 Annual Leave, allowing new hires in their introductory period to be eligible to use their accrued vacation hours after three-months rather than six-months. Using the three-month mark is consistent with new hires being eligible for health insurance. Staff also is recommending adding an additional tier for accruing vacation hours; the first 12

months an employee will accrue 96 hours of vacation hours the new tier is 1 year but less than 3 years, the employee will accrue 120 hours of vacation, followed by the existing accrual schedule within the policy. This is an added benefit to the employees from having to wait three years until the next accrual increase. Staff is also recommending amending subsection 5.2.4 Annual Leave Pay at Termination; payout of annual leave will only be paid to employees with at least three-months of service. Ms. Dowling reported the to stay consistent staff recommends allowing new hires to be eligible to use their sick leave after three-months under subsection 5.3 Sick Leave. The District's current Sick Leave Pay was complicated and staff recommends revising the payout for simplicity. Staff recommends payout of sick leave of an employee after a minimum of five-years instead of ten-years. An employee will be compensated for 40% of their total accrued sick leave, up to a maximum of 1,000 hours payout.

Mr. Melton reported this is an added benefit to employees who are less than ten-years and an added benefit to long-term employees over twenty-years. Staff did consult with other general improvement districts regarding their annual and sick leave policy, what staff is proposing is comparable with other general improvement districts.

F) Personnel Policy 6 – Benefits

Ms. Dowling reported majority of the revisions in the Benefit policy is cleanup and clarification to various subsections to incorporate what the District is currently practicing. The two changes include subsection 6.4 Direct Deposit; all new employees are required to have direct deposit. The District implemented this requirement this year with the aquatic staff and it worked out great. The other change is subsection 6.10 (b) Boot Allowance, staff recommends increase the boot allowance from \$120 to \$200 per year; beginning January 1, 2024.

G) Personnel Policy 10 – Disciplinary Actions/Appeals

Ms. Dowling reported staff recommends updating subsection 10.1 (6) to include “bullying” as a form of harassment in accordance with Personnel Policy 2 Employee Relations.

H) Personnel Policy 11 – Definitions of Terms

Ms. Dowling reported staff recommends adding a definition for “Reporting Officer” and update the definition for “Substituted Specimens”.

Mr. Melton reported if approved all revised policies will become effective October 12, 2023 with the exception of the boot allowance that will be effective January 1, 2024.

After further discussion Vice Chair Rider made a motion to approve revisions to the District's Personnel Policy 1 General Provisions, Policy 2 Employee Relations, Policy 3 Employment, Policy 4 Compensation Plan, Policy 5 Leave Plans, Policy 6 Benefits, Policy 10 Disciplinary Actions/Appeals, and Policy 11 Definitions of Terms as presented by staff. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 15. Review and action to approve District's updated Tax Boundary and Service Boundary Maps.

Mr. Melton provided copies of the updated Tax and Service Boundary Maps for review. He reported the District contracted with Dowl Engineering to update both the District's Tax

Boundary and Service Boundary after the approval of the annexation of Highland Village Phase II development. Maps have to be updated and recorded with the Washoe County

Assessor's office in order for the District to be recognized as the water and sewer purveyor for the Highland Village Phase II development. He reported the difference between the Tax Boundary and the Service Boundary Maps; Tax Boundary is the area that is considered taxable, parcels that the District receives ad valorem from. As a reminder the City of Sparks would not give up the ad valorem for the 5 Ridges development, therefore the District having to create a Service Boundary Map. The Service Boundary Map recognizes the District as the water purveyor for the 5 Ridges development and includes the rest of the tax boundary. He also reported the new maps also include the Virginia Palmer Elementary School parcel that was recently added to the District boundary by Washoe County.

Treasurer Neumann made a motion to approve the updated District Tax Boundary and Service Boundary Maps. Vice Chair Rider 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 Brad Baeckel.

Mr. Baeckel reported on the following:

- YESCO has completed the installation of the scoreboards at Gepford Park.
- Western Electric is waiting for Washoe County to approve the permit for the lighting upgrades at Gepford Park.
- All Pro Security will be installing three additional security cameras on the north side of the Sun Valley Neighborhood Center. There has been an increase in vandalism and staff is hoping this will deter future unwanted activities, as well as, hold individuals accountable for damages.
- The additional fencing at the Gepford Park t-ball fields is scheduled for installation November 27, 2023, weather permitting.
- Reed Electric is scheduled for the week of November 13, 2023 to pull the District Main Pump E motor for reconditioning.
- Peek Brothers will be abandoning a valve on 2nd Ave. in the next couple of weeks. Ridge at Sun Valley Apartments sewer line is installed and is ready for testing.
- Campbell Construction has started construction on the water mains for 5 Ridges Villages 2 and 4. They have also been working on pressure testing the first phase of Village 6; they have discovered several leaks. The leaks were related to Ford compression fittings, per the direction by the District they have switched to Mueller fittings.

Item# 18. Office report by Errin Dowling.

Ms. Dowling reported on the following:

- Thank the Board for the approval of the office lobby remodel. The construction is complete and she is pleased with the work and the added safety implementations for staff.

- She has completed the annual renewals for the District's Garbage and Recreation Assistance Programs.
- She continues to work on the planning for the upcoming Veterans Celebration Event, veteran partners have committed to provide resource information to pass out. Ms. Dowling followed up with a new lead from Trustee Ortiz; a local organization that likes to highlight local veterans and share their stories. She also reported the Washoe County Library System would like to participate in the event.
- She will be attending the POOL/PACT annual conference next week.

Item# 19. Manager report by Chris Melton.

Mr. Melton reported on the following:

- The District is scheduled to tour Truckee Meadows Water Reclamation Facility October 23, 2023.
- The District will be using ARPA funds to pay for the additional fencing at Gepford Park in place of the District's Recreation Funds, since this project was not originally budgeted. The project qualifies as a park improvement for safety enhancement.
- Staff attended the Washoe County Community Development Block Grant (CDBG) committee meeting; there was discussion regarding the various projects being considered. Staff has decided to pull the District's grant application for the pool project due to funding restrictions. The State's primary focus is on infrastructure and public works projects. Washoe County will be submitting an application for Pedestrian Improvement project; project includes sidewalk and storm drain improvements for Sidehill Dr. Washoe County is also considering the Gepford Park Pedestrian Safety project as a future CDBG project. There is not enough time for engineering to meet the CDBG deadline.
- He thanked the Board for the opportunity to attend the NACO Conference.

Item# 20. Public Comments.

Mr. Neumann as a member of the Washoe County Parks and Open Space Advisory Committee, he commented he has a copy of the proposed plans for the improvements at the Sun Valley Regional Park; improvements include renovations of the BMX Pump Track and revegetation.

Item# 21. Board Comments.

Treasurer Neumann acknowledged Shawn Buck, Reno Battleborn BMX Track Operator was present but had to leave. Mr. Buck wanted to say thank you to the District for their support of the BMX Program and donation of materials and equipment via the ARPA Sub-Grant.

Vice Chair Rider thanked the District for the opportunity to attend the NACO Conference, it was very informative and offered great networking opportunities. He also reported NDOT will be giving a presentation at the December Sun Valley Citizen Advisory Board meeting.

Chairperson Severt commented she attended the Sun Valley Car Show in September at the Sun Valley Community Park. The event was a huge success; a lot of patrons of all ages and a lot of cars on display. She also commented the BMX trails located at the Sun Valley Regional Park were originally designed and constructed by her brother. He started building the trails at an early age and continued to expand them throughout the years. It is nice to

see Washoe County recognize the benefit of the BMX trails and want to improve them for the safety of the patrons.

Item# 22. Future Agenda Items.

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

- Review and/or Renew of IT Consulting Proposal's
- Photo Contest Award Presentation
- Review of Winter Newsletter Articles
- Presentation of the District's 2022/2023 audit by CliftonLarsonAllen
- Approval to attend the Nevada Rural Water Association 2024 Conference

Item# 23. Adjournment.

Vice Chair Rider made a motion to adjourn at 6:57 pm. Treasurer Neumann seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on November 09, 2023
Minutes Prepared by: Jennifer Merritt, Administrative Assistant