



**Sun Valley General Improvement District
Board Meeting Minutes of
November 08, 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:

Michael Rider	Audience
Glenda Walls	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 Treasurer Ortiz

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

Mr. Rider congratulated both Chairperson Ainsworth and Vice Chair Severt for getting re-elected. He also thanked those who voted for him; he will continue to run for the Sun Valley General Improvement District until he is elected as a Trustee.

Item# 4. Motion to approve the agenda.

Vice Chair Severt made a motion to approve the agenda. 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 reported the Sun Valley Veterans Celebration is Saturday, November 10, 2018 at the Sun Valley Neighborhood Center. He also congratulated both Chairperson Ainsworth and Vice Chair Severt for getting re-elected.

Trustee Elliott requested the Sun Valley Veterans Celebration event be added to the Sun Valley Boulevard marquee. He also thanked audience member Mr. Rider for his candidacy for the Sun Valley General Improvement District and encouraged him to run again next election.

Item# 7. Discussion and action to approve accounts payable and customer refunds for November 08, 2018.

Treasurer Ortiz gave a brief report of the accounts payable for November 08, 2018.

Treasurer Ortiz made a motion to approve the accounts payable for November 08, 2018 in the total amount of \$208,039.19. Vice Chair Severt seconded the motion. The motion carried unanimously.

Treasurer Ortiz gave a brief report of the customer refunds for November 08, 2018.

Treasurer Ortiz made a motion to approve customer refunds for November 08, 2018 in the total amount of \$1,384.92. Trustee Elliott seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve Board Meeting Minutes of October 11, 2018.

Treasurer Ortiz made a motion to approve the Board Meeting Minutes of October 11, 2018 as submitted. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Discussion and action to approve Board Meeting Minutes of October 25, 2018.

Secretary Barstow made a motion to approve the Board Meeting Minutes of October 25, 2018 as submitted. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Presentation by Erin Dowling and possible action regarding revisions to District customer monthly billing statement.

Ms. Dowling reported staff is proposing to make two revisions to the District's monthly billing statement. The first revision is implementation of the 500 gallon sewer minimum. She reported the District Board of Trustees approved during a Tariff Hearing in December 2014 implementing a sewer minimum of 500 gallons for residential customers. The sewer minimum was implemented in efforts to have customers pay for what they use and to avoid other customers subsidizing for the cost of sewer operations. Ms. Dowling stated the sewer minimum will display under the Account Activity itemized section a separate line item labeled "Residential Sewer Minimum"; this charge will be for the first 500 gallons billed; followed by the Sewer Base Rate and Residential Sewer Consumption (less the first 500 gallons). The other revision is relocating where credits are placed on the billing statement. The current billing statement displays customer credits in the Account Activity section below the itemized current charges section. The new location of customer credits will be displayed below Payments Received. Ms. Dowling presented various samples for review purposes only. Ms. Dowling stated staff is pleased this project is ready to be implemented as there were a number of significant reasons for the delay in moving forward with these revisions. The District's Springbrook database includes a lot of complexities which required a lot of testing by District staff, Springbrook staff and coordination with BDS the District's print and mailing company (BDS has never charged the District for any programming, testing or sampling of revisions). Other delays for this project include the acquisition of Springbrook by Accela then Accela back to Springbrook and including billing software upgrade from Version 7.16 to Version 7.18.

Ms. Dowling stated staff is recommending approval of implementing the revised customer billing statement as presented and recommends implementing prior to the District's winter sewer averaging.

Additional discussion ensued regarding the sewer minimum and revised billing statement.

Vice Chair Severt made a motion to approve the revised monthly billing statement as presented and implementing revised statement prior to the District's winter sewer averaging. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Update by Chris Melton regarding the District Safety Committee.

Mr. Melton gave a brief update regarding the District's Safety Committee. He stated the purpose of the Safety Committee is to bring District employees together to achieve and maintain a safe and healthy work place. The committee's goal is to eliminate workplace injuries and illnesses by involving employees and managers identifying hazards and suggest how to prevent them. Some of the committee's accomplishments include review and update of current safety programs and procedures, implementation of monthly vehicle and equipment inspections, appointed staff member to perform inspections of emergency lighting and fire extinguishers at all District facilities. The committee also implemented hard hat policy and is currently working on bloodborne pathogen cleanup and disposal program. He stated the committee is made up of one member from management, two field employees and one office employee. The committee meets consistently bi-monthly and provide minutes in the District's Hub for review. The committee also provides updates, as needed, during the District's employee meetings.

Trustee Elliott stated he would like to have regular committee updates provided to the Board. He also requested to include monthly checks of all the ADA doors to make sure they are working functionally.

There were no public comments.

Item# 12. Legal report by Maddy Shipman.

None

Item# 13. Field report by Chris Melton.

Mr. Melton reported on the following items;

- The District has a new field employee, Clint Vandiver, who recently filled a vacancy.
- Resource Development Company will begin construction next week on the District Juniper Terrace Pump House Capital Improvement Project.

Item# 14. Office report by Erin Dowling.

Ms. Dowling reported on the following items;

- Ms. Dowling congratulated both Chairperson Ainsworth and Vice Chair Severt with getting re-elected.
- Veterans Day Celebration Saturday, November 10, 2018 beginning at 9am.
- The District office will be closed on Monday, November 12, 2018 in observance of Veterans Day.
- The District office will be closed Thursday, November 22, 2018 and Friday, November 23, 2018 in observance of Thanksgiving and Family Day.
- The District's website payment portal was recently updated. There are no changes to the customer; the update will assist District staff with reconciling credit card reports.
- The District's Sensus Analytics upgrade is proceeding forward.

Item# 15. Manager's report by Jon Combs.

Mr. Combs reported on the following items;

- Washoe County School District has paid 95% of their portion of the Capital Improvement Projects, Water and Sewer, related to the Middle School.
- Truckee Meadows Water Authority deferred their approved rate increase for 2019 until 2020.
- Washoe County Assistant Manager Mr. Solaro is looking into opportunities for the District to receive additional tax revenue to assist with the District's Recreation.
- Mr. Comb's reported he will be on vacation beginning November 12, 2018 and returning December 3, 2018.
- On behalf of the District, he wished Vice Chair Severt and Ms. Shipman a Happy Birthday.

Item# 16. Public Comments.

Mr. Rider commented the Sun Valley Cal Ripken Babe Ruth fall ball season is finished. The league participated in a tournament and finished second.

Item# 17. Board Comments.

Trustee Elliott commented he visited Gepford Park on Saturday and the restrooms were closed at 2pm and inquired if that is regular practice. He also commented after discussion with Commissioner Herman, he would like to reconsider Sun Valley becoming an

unincorporated city. This has been researched once before and voted down because it was not feasible at the time.

Item# 18. Future Agenda Items.

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

- Presentation by Family Classics Car Club to the Sun Valley Cal Ripken Baseball League
- Approval of the 2019 Board Meeting Calendar
- Election of Officers
- Renewal of the District's Workers Comp Insurance

Item# 19. Adjournment.

Treasurer Ortiz made a motion to adjourn at 7:00 pm. Trustee Elliott seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on December 13, 2018.

Minutes Prepared by:
Jennifer Merritt, Administrative Assistant