



**Sun Valley General Improvement District
Board Meeting Minutes of
December 10, 2020**

Board Members Present:

Sandra Ainsworth	Chair
Susan Severt	Vice Chair
Carmen Ortiz	Treasurer
Michael Rider	Trustee

Board Members Not Present:

Joseph Barstow	Secretary
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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:

Kelly Glenn	Roo Co. (phone)
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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, 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.

Trustee Rider made a motion to approve the agenda with the following correction "Nation" to "National" on item 15. Treasurer Ortiz 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 office will close early at 1pm on December 24, 2020 and all day on December 25, 2020 in observance of Christmas. The District will also be closed on January 1, 2021 in observance of New Year's Day. Mr. Combs congratulated Vice Chair Severt as she was awarded the Human Services Network Impact Award for her continued work for the Sun Valley community.

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

A) Payables for November 12, 2020.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll checks for November 12, 2020.

Treasurer Ortiz made a motion to approve the account payables for November 12, 2020 in the total amount of \$299,729.91. Vice Chair Severt seconded the motion. After discussion the motion carried unanimously.

B) Payables for November 25, 2020.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll checks for November 25, 2020.

Treasurer Ortiz made a motion to approve the account payables for November 25, 2020 in the total amount of \$195,509.73. Trustee 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 December 10, 2020.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll checks for December 10, 2020.

Treasurer Ortiz made a motion to approve the account payables for December 10, 2020 in the total amount of \$100,213.07. Trustee 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 October 22, 2020.

Trustee Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of October 22, 2020 as submitted. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Action to ratify Sun Valley General Improvement District's Chair's action Adopting Resolution 2003; amending Sun Valley General Improvement District Tariff, said amendments as approved by the Board of Trustees following the October 22, 2020 public hearing; to become effective as of December 14, 2020.

Mr. Combs reported the Sun Valley General Improvement District's Board of Trustees November meeting was canceled. Due to the necessity to implement the District Tariff amendments that were approved during the October 22, 2020 board meeting, he requested Chairperson to sign Resolution 2003 to adopt the various amendments; amendments were implemented on December 14, 2020.

Trustee Rider made a motion to formally adopt Resolution 2003 Adopting Various Amendments to the Sun Valley General Improvement District's Tariff that was signed by Chairperson Ainsworth on November 12, 2020. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Update by Roo Co. including review of proposed winter newsletter articles; with possible direction to staff.

Ms. Glenn reported she and District staff continue to meet monthly to discuss the needs of the District. She provided a list of suggested articles for the upcoming 2021 winter newsletter. Articles include: Acknowledgment of the 2020 Community Service Award Recipients, 2020 Photo Contest Winners, 2021 District Officers and Trustees, Radon Detection Month, Tariff Update, important dates and if room is available winterizing tips and garbage assistance program.

Vice Chair Severt made a motion to approve the 2021 winter newsletter articles as presented. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Review and possible action to renew Roo Co. Service Agreement for marketing and public relations services.

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 retroactive to October 1, 2020 through September 30, 2021.

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

There were no public comments.

Item# 13. Discussion and action regarding appointment of Sun Valley General Improvement District Board of Trustee to Western Regional Water Commission to serve a two-year term.

Mr. Combs reported Sun Valley General Improvement District is a representative on the Western Regional Water Commission that was formed during the 2007 legislative session. Chair Ainsworth is the District's current representative and her term is set to expire March 31, 2021. Mr. Combs reported it is recommended the District Board of Trustees appoint a District representative to serve the Western Regional Water Commission for a two-year term commencing April 1, 2021.

Chair Ainsworth reported it has been District practice to appoint the District's Chair to represent the District on the Western Regional Water Commission. It is not mandatory the Chair assume this position; it can be any Board of Trustee. The Western Regional Water Commission meets once a month during normal business hours.

Trustee Rider made a motion to approve Chair Ainsworth to represent the Sun Valley General Improvement District on the Western Regional Water Commission for a two-year term commencing on April 1, 2021. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Discussion and action to nominate a Sun Valley General Improvement District Trustee as a representative to Washoe County Debt Management Commission for a two-year term.

Mr. Combs reported Washoe County Debt Management Commission allows for one representative of the general improvement districts, to be nominated by the governing bodies. This position would represent all the general improvement districts for a two-year term. Mr. Combs stated the Sun Valley General Improvement District has represented the general improvement districts for many years; currently Incline Village General Improvement District is representing the general improvement districts. The Board of Trustees need to nominate a Sun Valley General Improvement District Trustee to be placed on the Washoe County Debt Management Commission Ballot for voting purposes.

Chair Ainsworth commented the Washoe County Debt Management Commission meets quarterly during normal business hours to review debt management plans of local government entities and approve debt issuance by local government entities.

Treasurer Ortiz made a motion to nominate Chair Ainsworth to represent the general improvement districts on the Washoe County Debt Management Commission for a two-year term. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 15. Discussion and action to proclaim January National Radon Action Month and to approve Radon Proclamation.

Mr. Combs reported the District has participated with the University of Nevada, Reno Extension's Nevada Radon Education Program for the past several years by proclaiming January as National Radon Action Month. Mr. Combs read into the record the Proclamation Declaring January 2021 as "National Radon Action Month in Sun Valley Nevada". He stated the District would also participate by being a kit distribution location, however due to COVID-19, the District will not be handing out kits to the public in efforts to reduce the spread of COVID-19. Kits will be available through the University of Nevada, Reno Extension's Nevada Radon Education Program.

Treasurer Ortiz made a motion to proclaim January 2021 as National Radon Action Month and approve proclamation as presented by staff. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 16. Discussion and action to approve renewal of Sun Valley General Improvement District's Workers Comp Insurance.

Mr. Combs provided a copy of the District's 2021 Workers Comp Insurance renewal with Benchmark Insurance Company. The 2021 proposed renewal amount is \$11,918.00, premiums are based on the 2020 paid compensation of all employees, trustees and volunteers.

Treasurer Ortiz made a motion to approve the renewal of the District's 2021 Workers Comp Insurance with Benchmark Insurance Company for the amount of \$11,918.00 as presented by staff. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 17. Discussion and possible action to update Sun Valley General Improvement District Personnel Policies:

A) Personnel Policy 2 – Employee Relations

Ms. Dowling provided a copy of the amended Personnel Policy Section 2 Employee Relations. Section 2 amendments include general housekeeping and required updates due to state and federal changes. Section 2 has been reviewed and approved by the District's POOL/PACT representative. The biggest changes to Section 2 are moving majority of the employment disabilities to Section 11 Definitions of Terms, adding a new section 2.7 regarding pregnancy, childbirth, and related medical conditions and new section 2.8 regarding reasonable accommodation for victims of domestic violence; these are new laws that were passed during the 2017 legislative session. She reported section 2.9 regarding drug and alcohol was expanded to address testing of prohibited substances as well as the overall testing process. Section 2.12 regarding employee appeal process was amended; employees will appeal to the General Manager to discuss complaints and/or actions taken. At which time the General Manager will have 10 business days to deliver a written decision to the employee. The employee will also be provided the opportunity for a due process at the board level depending on the escalation/investigation of the initial complaint/action taken against an employee. The POOL/PACT representative strongly recommends removal of Authorized Charitable Activities and Facility Lessees' from section 2.19 Solicitation Prohibited. These two sections are considered a company policy and not a personnel policy. Lastly, Ms. Dowling reported additional language was included in section 2.23 regarding

reporting of convictions.

Treasurer Ortiz made a motion to approve the amended Personnel Policy Section 2 Employee Relations as presented. Chair Ainsworth seconded the motion. The motion carried unanimously.

B) Personnel Policy 11 – Definitions of Terms

Ms. Dowling provided a copy of the amended Personnel Policy Section 11 Definitions of Terms. Section 11 was amended to incorporate all of the approved changes for the entire personnel manual.

Trustee Rider made a motion to approve the amended Personnel Policy Section 11 Definitions of Terms as presented. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 18. Review and action to approve 2021 Sun Valley General Improvement District Board of Trustees meeting schedule.

Mr. Combs reported staff is requesting to continue the District's Board of Trustees 2021 board meetings on the second and fourth Thursday of each month with the exception of November and December due to the holidays.

Trustee Rider made a motion to approve the Sun Valley General Improvement District Board of Trustees 2021 meeting schedule; meeting on the second and fourth Thursday of each month with the exception of November and December. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 19. Election of officers for 2021.

Trustee Rider nominated Sandra Ainsworth for Chair. Trustee Ortiz seconded the nomination. The nomination carried unanimously.

Trustee Ainsworth nominated Susan Severt for Vice Chair. Trustee Ortiz seconded the nomination. The nomination carried unanimously.

Trustee Rider nominated Joseph Barstow for Secretary. Trustee Severt seconded the nomination. The nomination carried unanimously.

Trustee Ainsworth nominated Carmen Ortiz for Treasurer. Trustee Rider seconded the nomination. The nomination carried unanimously.

There were no public comments.

Item# 20. Legal report by Maddy Shipman.

Ms. Shipman reported she has completed the Board of Trustees Rules and the Resolution adopting the Rules. She will present the Rules at the first meeting in January for consideration and possible adoption.

Item# 21. Field report by Chris Melton.

Mr. Melton reported on the following items;

- The Sun Valley Blvd. sidewalk project has been completed for 2020, the project will continue spring of 2021. Field staff has performed a walk through for the District's utilities.
- The District has advertised for bids for the T Main upgrade from 12" to 16" from Rafael to Klondike Tank; this is part of Phase 1 of the 5 Ridges development. The opening of bids is scheduled for January 19, 2021 with bid approval on January 28, 2021.
- He gave a brief update regarding recreation restriction due to COVID-19; Zumba Fitness and Martial Arts can continue to conduct their programs with strict health and safety protocols in place. The District had to cancel the remainder of the BMX season due to the recent Governor Directive related to athletics/leagues. BMX staff and volunteers can access the track for grooming and maintenance only.
- He wished everyone a Merry Christmas and a Happy New Year.

Item# 22. Office report by Erin Dowling.

Ms. Dowling reported on the following:

- The District hired a new part time Customer Service Representative, Ms. Dominguez.
- The District's non-payment disconnects is back to its normal average of 41 disconnects per week with an average outstanding balance of \$105.00.
- All COVID related payment arrangements have been paid in full.
- She wished everyone happy holidays.

Item# 23. Manager report by Jon Combs.

Mr. Combs reported on the following items:

- He reported the District's 1st quarter financials ended in October 2020; the District is on target with the approved budget. He reported he will share the 2nd quarter financials at future board meeting.
- The Board of Trustee laptops have been received, old laptops will need to be turned in for the District's IT Consultant to perform the conversion.
- He reported he will be on vacation beginning December 14, 2020 and returning on January 11, 2021.
- He wished Ms. Shipman, Trustee Rider and Vice Chair Severt a happy birthday.
- He wished everyone a Merry Christmas and a Happy New Year.

Item# 24. Public Comments.

None.

Item# 25. Board Comments.

Trustee Rider thanked the Board of Trustees for appointing him to fulfill the remainder of Trustee Elliott's term and then thanked the public for officially electing him as a District Board of Trustee.

Vice Chair Severt commented she was surprised that she won the Human Services Network Impact Award; there will be a virtual ceremony on January 12, 2021.

Chairperson Ainsworth thanked everyone for all of their hard work, especially during this year. She hopes for a better year next year.

Item# 26. Future Agenda Items.

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

- Approval of the 2021 winter newsletter
- Review of pool mural artist
- Review and adoption of the Board of Trustees Rules
- Possible oath for Board of Trustees
- Possible Keep Truckee Meadows Beautiful update
- Discussion regarding the need of a lobbyist for the upcoming 2021 Legislative Session

Chair Ainsworth requested an update regarding the District's share of the marijuana tax funds from Washoe County.

Item# 27. Adjournment.

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

Approved by the SVGID Board of Trustees on January 14, 2021.

Minutes Prepared by:
Jennifer Merritt, Administrative Assistant