



**Sun Valley General Improvement District
Board Meeting Minutes of
January 10, 2019**

Board Members Present: confidential

Sandra Ainsworth	Chair
Susan Severt	Vice Chair
Garth Elliott	Secretary
Carmen Ortiz	Treasurer
Joseph Barstow	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:

Linda Elliott	Audience
Michael Rider	Audience
Glenda Walls	Audience
Nancy Eklof	Nancy Eklof Public Relations
Karen Stark	Washoe County Regional Animal Services

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 Elliott, Treasurer Ortiz and Trustee Barstow. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Secretary Elliott

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

Carol Burns with the Sun Valley Citizen Advisory Board invited the Board of Trustees and audience members to a Town Hall Meeting scheduled for Saturday, January 19, 2019 beginning at 11 am. The meeting will be held at Hobeys Casino in the upstairs banquet room to discussion potential township opportunities.

Item# 4. Motion to approve the agenda.

Susan Severt made a motion to approve the agenda. Secretary Elliott 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 that the District received the Washoe County Debt Management Ballot; he voted for Sandra Ainsworth to be the representative for the General Improvement Districts. He reported Western Regional Water Commission, Northern Nevada Water Planning Commission and the Sun Valley Citizen Advisory Board meetings all have been canceled for January. Lastly, he reported the District office will closed January 21, 2019 in observance of Martin Luther King Jr holiday.

Secretary Elliott reported Washoe County employee Bob Webb has retired. Mr. Webb worked in the Planning Department; he hopes the County can prosper without him.

Item# 7. Discussion and action to approve accounts payable and customer refunds for December 27, 2018.

Treasurer Ortiz gave a brief report of the accounts payable for December 27, 2018.

Treasurer Ortiz made a motion to approve the accounts payable for December 27, 2018 in the total amount of \$753,225.65. Vice Chair Severt seconded the motion.

During discussion Mr. Combs reported checks payable to Sierra Nevada Construction for the total amount of \$55,274.58 was paid to the incorrect vendor; the correct vendor should have been Resource Development Company.

The motion carried unanimously.

Treasurer Ortiz gave a brief report of the customer refunds for December 27, 2018.

Treasurer Ortiz made a motion to approve customer refunds for December 27, 2018 in the total amount of \$819.41. Trustee Elliott seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve accounts payable and customer refunds for January 10, 2019.

Treasurer Ortiz gave a brief report of the accounts payable for January 10, 2019.

Treasurer Ortiz made a motion to approve the accounts payable for January 10, 2019 in the total amount of \$264,031.52. Trustee Elliott seconded the motion.

During discussion Mr. Combs reported checks payable to Resource Development Company are the corrected checks that were paid to Sierra Nevada Construction in error.

The motion carried unanimously.

Treasurer Ortiz reported there are no refunds for January 10, 2019.

There were no public comments.

Item# 9. Discussion and action to approve Board Meeting Minutes of December 13, 2018.

Vice Chair Severt made a motion to approve the Board Meeting Minutes of December 13, 2018 as submitted. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Request from Washoe County Regional Animal Services for waiver of Park Rental Fee and Deposit to host low cost vaccinations at the Sun Valley Community Park.

Mr. Melton reported the District received a request from Washoe County Regional Animal Services to host a vaccination event at the Sun Valley Community Park. The proposal is to host two events, May 4, 2019 and September 21, 2019. Ms. Stark is requesting waiver of the rental deposit and rental fees for both events. Total cost associated with the potential rental is Security/Cleaning Deposit of \$500.00 and Rent Fee of \$600.00 for both events.

Karen Stark with Washoe County Regional Animal Services reported several years ago Washoe County Regional Animal Services noticed a significant increase of animals from the Sun Valley area being seen particularly for parvo virus. Washoe County Regional Animal Services came up with a low cost vaccination program. Due to the cost associated with the program and keeping expenses as low as possible to offer low cost vaccinations, Washoe County Regional Animal Services cannot incur any additional expenses. In past years, they offered the program at the Sun Valley Scolari's parking lot. The parking lot is now being used for general store use and a park and ride for Tesla and offsite construction project. She potentially could use another Washoe County park in Hidden Valley to offer the program, but her concern is not many people from the north valleys will travel. She requested permission to offer the low cost vaccination program at the Sun Valley Community Park on the soccer field. Washoe County Regional Animal Services will provide its own tents and setup and cleanup.

Secretary Elliott inquired if there is an influence from animals from other countries regarding parvo. He thanked her for her participation with offering a low cost vaccination program.

After further discussion Secretary Elliott made a motion to approve Washoe County Regional Animal Services request for use of the Sun Valley Community Park with waiving of the deposit and rental fees. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Discussion and action to approve final 2019 winter Pipeline Newsletter.

Ms. Eklof with Nancy Eklof Public Relations provided a final draft of the 2019 winter Pipeline. She reported there are two corrections she would like to make. She would like to add Jon Combs name to the General Manager article and add the word FREE to the Radon Kit article.

After some discussion Treasurer Ortiz made a motion to approve the final 2019 winter

Pipeline as presented including recommended changes. Trustee Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Marketing update by Nancy Eklof Public Relations.

Ms. Eklof provided a 2018 recap report of all the activities she assisted the District with. The two major highlights from last year was the increase in media coverage for District events and of the Sun Valley Pool. She also was very pleased with the Veterans Day event and the attendance.

There were no public comments.

Item# 13. Discussion and action to approve Nancy Eklof Public Relations renewal Service Agreement.

Ms. Eklof provided a copy of her 2019 Service Agreement for consideration. Her contract proposal is the same as last year with no rate increase; continuation of monthly fee of \$1,400.00. She stated her goal for this year is to assemble a public relations/marketing outline and a list of outreach contacts for the District.

Secretary Elliott suggested for consideration establishing a YouTube channel for marketing/advertising.

After further discussion Treasurer Ortiz made a motion to approve Nancy Eklof Public Relations 2019 Service Agreement as presented. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Discussion and action to approve final retention payment for the approved Capital Improvement Projects 1 and 2 associated with the new Middle School Project with acceptance of completion.

Mr. Combs reported Capital Improvement Projects 1 and 2 associated with the new Middle School is 100% completed. He reported the Certificate of Substantial Completion was signed on October 4, 2018. The District held a retention to ensure all subcontractors have been paid as well as any customer complaints have been satisfied.

Secretary Elliott made a motion to accept Capital Improvement Projects 1 and 2 associated with the New Middle School Project and authorize Mr. Combs to release the Retention Payment to Sierra Nevada Construction. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 15. Legal report by Maddy Shipman.

None

Item# 16. Field report by Chris Melton.

Mr. Melton reported on the following items;

- Middle School Project 3 Update - Resource Development Co. will be done with the removal of the interior coating of District's JT Tank this week. During the process it

has been noted that there is some deterioration on the ceiling beams that will take additional work, outside of the original scope of work agreement. Shaw Engineering had built in an additional 40 hours into the contract for welding repair, this will help compensate some of the unforeseen additional work. The Side Hill Talk Altitude Valve Project is making good progress. Resource Development Co. recently cut in valves and tee's. This particular project is estimated to be completed within three weeks, weather permitting.

- He reported District staff was notified of damage at the Gepford Park. Upon inspection the playground slide was potentially vandalized and will need to be replaced. Staff is unsure if the slide was vandalized or broke due to age of equipment and sun exposure. Staff isolated the playground equipment until it can be repaired.

Item# 17. Office report by Erin Dowling.

Ms. Dowling reported on the following items;

- None

Item# 18. Manager's report by Jon Combs.

Mr. Combs reported on the following items;

- None

Item# 19. Public Comments.

Mr. Rider commented the Sun Valley Cal Ripken Babe Ruth has opened registration for 2019 Spring Ball. He also commented the league will assess the fields after winter and report to the District of any weather related damage.

Item# 20. Board Comments.

Secretary Elliott commented he notified the property owners of the vacant pit located off of Highland Ranch Parkway to encourage them to block the road access to the public. He was pleased to see that the access road has been closed off with large boulders to prevent any illegal dumping activity. He thinks whomever placed the boulders should be nominated for a Community Service Award. He also reported he is seeing abanon vehicles throughout the Sun Valley area. Washoe County Sheriff's Office has been very responsive to the matter.

Item# 21. Future Agenda Items.

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

- Possible Request to attend NRPS Conference
- Request to attend the Nevada Rural Water Association Conference
- Request to attend the Springbrook Conference
- Legislative update; review of BDR List
- Discussion regarding 2019 E-Waste Event

Trustee Barstow requested an update on the community garden. Secretary Elliott requested to expand Trustee Barstow's request and have additional discussion regarding potential other uses for District Prosser Way property.

Item# 22. Adjournment.

Trustee Barstow made a motion to adjourn at 6:43 pm. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on January 24, 2019.

Minutes Prepared by:
Jennifer Merritt, Administrative Assistant