



Sun Valley General Improvement District Board Meeting Minutes of January 13, 2022

Board Members Present:

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

Board Members Not Present:

Michael Rider	Trustee
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Staff Present:

Jon Combs	SVGID, General Manager
Chris Melton	SVGID, Public Works Director
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

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; Chair Ainsworth, Vice Chair Severt, Secretary Barstow, and Treasurer Ortiz. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Secretary Barstow

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

None

Item# 4. Motion to approve the agenda.

Vice Chair Severt made a motion to approve the agenda. 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 also be closed Monday, January 17th in observance of Martin Luther King Jr.

Item# 7. Discussion and action to approve account payables for December 22, 2021.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for December 22, 2021.

Treasurer Ortiz made a motion to approve the account payables for December 22, 2021 in the total amount of \$128,366.22. Secretary Barstow seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve account payables for January 13, 2022.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for January 13, 2022.

Treasurer Ortiz made a motion to approve the account payables January 13, 2022 in the total amount of \$494,807.46. Secretary Barstow 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 December 09, 2021.

Treasurer Ortiz made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of December 09, 2021 as submitted. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Review of CliftonLarsonAllen, LLP Draft Sun Valley General Improvement District fiscal year 2020/2021 audit with action to approve.

Mr. Combs provided a draft copy of the District's fiscal year 2020/2021 audit for review. He reported the draft copy provides actual financials, and corrections prior to the final will be clerical/grammar only. CliftonLarsonAllen, LLP will give a presentation of the final audit at the next board meeting; he proceeded with giving a brief overview of the draft audit.

Mr. Combs reported the District's total assets increased by \$666,917, this is contributed to the new water main installed for the 5 Ridges development. The District decreased its long-term debt by \$1,112,658. The District's total water sales were \$3,419,850, an increase of \$39,417, but still under District's approved budget. The District's total wastewater sales were \$2,702,075, an increase of \$83,273; increase is a reflection of Washoe County's proportionate share of lease of the District's sewer interceptor. The overall Change In Net Position related to District's Operating Revenues and Operating Expenses is \$1,815,344; a variance over final approved budget of \$605,467. This positive variance is contributed to money not spent throughout the year on various operating expenses and a savings in Capital Improvement Projects that are being performed and paid by developers. He also

reported for the first time the District's assets and deferred outflows of resources of the District exceed liabilities and deferred inflows of resources by \$42,435,154, of which \$27,603,810 represents net position which are invested in capital assets. Mr. Combs was pleased to announce there were no deficiencies or findings for fiscal year 2020/2021.

Vice Chair Severt made a motion to approve the working draft of the Sun Valley General Improvement District fiscal year 2020/2021 audit performed by CliftonLarsonAllen, LLP. Chair Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Discussion and action to approve CliftonLarsonAllen, LLP as the Sun Valley General Improvement District auditor for the fiscal year ending June 30, 2022.

Mr. Combs reported staff is requesting approval to designate CliftonLarsonAllen, LLP as the District's auditor for the fiscal year ending June 30, 2022. CliftonLarsonAllen, LLP proposal is for \$35,000; this is a 5% increase from last year's proposal for auditing services. The increase in services is due to overall rising costs.

Treasurer Ortiz made a motion to approve CliftonLarsonAllen, LLP proposal as presented for auditing services for fiscal year ending June 30, 2022. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Action to ratify Sun Valley General Improvement District's General Manager actions signing Washoe County Park Fund Agreement for the acceptance of \$90,000 granted by Washoe County to the District; and to formally approve the Washoe County Park Fund Agreement for acceptance of grant funds for use in the District's Recreation budget.

Mr. Combs reported he has been working with Washoe County for several years to get approved funding from Washoe County to be used within the Sun Valley Parks. The District's request was granted and approved as a line item within the Washoe County 2021/2022 budget. The Board of Commissioners of Washoe County has determined that \$90,000 in funding will be granted to the District to assist in providing operational support within the District's Parks and Recreation Budget, these funds are granted via a subgrant. He also reported Washoe County is diligently working on getting continuous funding approved within the Washoe County budget to be provided to the District annually to be used within the District's Parks and Recreation Budget.

Mr. Combs reported he signed the Washoe County Subgrant Agreement in December and submitted back to Washoe County for formal approval. He originally thought the Agreement was scheduled for approval at the Board of County Commissioners meeting January 11, 2022. He was recently notified by Washoe County Assistant County Manager, Mr. Solaro the Agreement was approved by the Board of County Commissioners of Washoe County during their December 14, 2021 meeting. Mr. Combs respectfully requested ratification for signing the Washoe County Subgrant Agreement prior to the District's Board of Trustees approval.

Treasurer Ortiz inquired what the funds will be used towards.

Mr. Combs responded the funds would be used to offset parks and recreation salaries, operations and maintenance and towards park improvements. District staff is required to provide an itemized report to Washoe County how the funds were spent.

Chair Ainsworth is appreciative of staffs work on getting funding from Washoe County to help with the District's Recreation Budget in efforts of not having to raise the District's Recreation Fee.

Vice Chair Severt made a motion to ratify the District's General Manager actions signing the Washoe County Subgrant Agreement for the use in the District's Recreation Budget. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Discussion and possible action to approve Ironclad Builders LLC proposal of \$24,260 for construction and remodel of a portion of the District's front offices to include the creation of two new offices and reconfiguration of two cubicles.

Mr. Melton reported staff is requesting approval of Ironclad Builders proposal in the amount of \$24,260 to construct private offices for the Accounting Department and the Administrative Assistant. This would ensure the safety and security of the District's banking financials, payroll and rental applications. As well as, create a quiet and secure space especially during times with meeting vendors, contractors, co-workers and board of trustees.

Mr. Melton reported the work would consist of installing walls, doors, relocating HVAC ducts and vents, electrical and rearrange existing desks and cabinets. If approved, work could commence as early as February depending on material and staff scheduling. This project would be funded by the Board approved 2021/2022 CIP Water and Sewer Budget. The District approved \$50,000 within the capital improvement budget for the office remodel.

Treasurer Ortiz made a motion to approve Ironclad Builders LLC proposal of \$24,260 for construction and remodel of a portion of the District's front office as presented by staff. Chair Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Discussion and action to approve Marine Industrial Tank Diving and Coating proposal of \$10,000 for tank diving inspection/cleaning services of Boundary, Klondike and Chocolate water tanks and to perform repairs on Chimney 1, Chimney 2 and Eastside water tanks.

Mr. Melton reported staff is requesting approval of Marine Industrial Tank Diving and Coating proposal in the amount of \$10,000. The proposal is for cleaning and inspecting District's Boundary Tank, Klondike Tank and Chocolate Tank. The proposal also includes epoxy repairs to coating inside both Chimney Tanks and Eastside Tank; these repairs were identified in the last inspection report.

Mr. Melton reported per American Water Works Association, they recommend all water storage tanks cleaned and inspected every five years; the District's last inspection was in 2017. This service would be funded by the Board approved 2021/2022 CIP Water Budget.

The District approved \$15,000 within the capital improvement budget for this service.

Vice Chair Severt made a motion to approve Marine Industrial Tank Diving and Coating proposal of \$10,000 to perform inspections, clean and repair of District's water tanks as presented by staff. Secretary Barstow 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:

- The District has an open Service Technician position; staff placed an ad for employment and will accept applications until position is filled. He will be conducting interviews beginning next week.

Item# 17. Manager report by Jon Combs.

Mr. Combs reported on the following:

- He personally wanted to thank the District employees for their continued hard work and dedication to the District.

Item# 18. Public Comments.

None

Item# 19. Board Comments.

Vice Chair Severt thanked staff for providing updates to the District's Tariff and Personnel Manual. She also announced the Fresh Revival Food Pantry will be open Saturday, January 15th at 205 W. Gepford Parkway.

Treasurer Ortiz requested to be added to the invite list to tour the new Hug High School.

Item# 20. Future Agenda Items.

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

- Presentation by CLA and acceptance of the Final District's 2021 Audit report
- Approval of Leak Detection proposal
- Approval of Termination of Restrictive Sewer Covenant for APN 52-250-09; future Chocolate Dr. development
- Approval of Board of Trustees, management and supervisor to attend Nevada Rural Water Association conference.

Item# 21. Adjournment.

Secretary Barstow made a motion to adjourn at 6:37 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on January 27, 2022
Minutes Prepared by: Jennifer Merritt, Administrative Assistant