



**Sun Valley General Improvement District
Board Meeting Minutes of
January 14, 2021**

Board Members Present:

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

Board Members Not Present:

Staff Present:

Jon Combs	SVGID, General Manager
Chris Melton	SVGID, Public Works Director
Karen Pickens	SVGID, Billing Representative
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Kelly Glenn	Roo Co.
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The meeting of the Sun Valley General Improvement District was called to order by Chair Ainsworth at 6:04 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 Rider. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Trustee Rider

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. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Item# 5. Certify posting of the agenda.

Ms. Pickens 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 be closed on January 18, 2021 in observance of Martin Luther King Jr. The Western Regional Water Commission January meeting has been canceled. The Board of Trustees must complete their Financial Disclosure and the Nevada Ethical Standards Acknowledgment by January 15, 2021.

Trustee Rider announced the Sun Valley Citizen Advisory Board January meeting has been canceled.

Secretary Barstow announced he along with Trustee Rider and Trustee Ortiz were sworn in at Washoe County on January 5, 2021.

Item# 7. Discussion and action to approve account payables for December 24, 2020.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll checks for December 24, 2020.

Treasurer Ortiz made a motion to approve the account payables for December 24, 2020 in the total amount of \$737,059.68. Vice Chair Severt 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 14, 2021.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll checks for January 14, 2021.

Treasurer Ortiz made a motion to approve the account payables for January 14, 2021 in the total amount of \$152,432.51. 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 December 10, 2020.

Vice Chair Severt made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of December 10, 2020 as submitted. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Review of pool mural artists with possible direction to Kelly Glenn with Roo Co.

Ms. Glenn with Roo Co. reported she has met with multiple local artists regarding a mural on the side of the pool building. After meeting with the local artists regarding the Board of Trustees ideas for a mural, there are two recommended artists, Nathaniel Benjamin and Erik Burk. Ms. Glenn provided sample artwork by both artists for review and consideration. The next step would be to select an artist and initiate a service agreement for the mural; the

budget for a mural was estimated between \$2,500.00 up to \$6,000.00 depending on size and how detailed the mural will be. Once a service agreement is approved the artist will provide renderings for review and approval. The estimated project start time would be early spring or early summer.

Trustee Rider made a motion to approve a service agreement with Erik Burke for a mural on the side of the pool building and provide the District with mural samples. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Review and action to approve 2021 Winter Newsletter.

Ms. Glenn provided copy of the final draft for the District's 2021 winter newsletter for review and approval.

Secretary Barstow made a motion to approve the 2021 winter newsletter as presented. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Discussion and consideration regarding the 2021 Legislative Session with possible action to renew Holland & Hart proposal for legislative services on behalf of the Sun Valley General Improvement District.

Mr. Combs provided a copy of Holland & Hart proposal for lobbying services for the District during the 81st Legislative Session. The proposal is for \$15,000.00 for the period of February 2021 through June 2021 plus other reasonable expenses related to attending the legislative session (not to exceed \$500.00 per month). Mr. Combs reported the District's 2020/2021 approved budget includes lobbying services.

Additional discussion ensued regarding the need for a lobbyist to represent the District.

Trustee Rider made a motion to renew Holland & Hart Service Agreement for legislative services for the 2021 Legislative Session. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Review and discussion regarding the draft Rules of the Sun Valley General Improvement District Board of Trustees; with possible direction to staff.

Ms. Shipman reported the Board of Trustees section was removed from the District's Personnel Manual and it was recommended to have a set of Rules of the Board of Trustees adopted. The Rules would outline the Board of Trustees roles, duties, types of meetings, and code of conduct. She provided a draft set of Rules for the Sun Valley General Improvement District Board of Trustees for consideration. The set of Rules are considered a work-in-progress and can be amended at any time as needed.

Vice Chair Severt made a motion to adopt the Ruled of the Sun Valley General Improvement District Board of Trustees as submitted. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Action to adopt Resolution for the Rules of the Sun Valley General Improvement District Board of Trustees.

Ms. Shipman reported the provided Resolution for the Rules of the Sun Valley General Improvement District Board of Trustees, formally approves the District's actions approving the Rules of the Board of Trustees. The Rules shall act as a guidance regarding the roles of a Board of Trustees.

Trustee Rider made a motion to adopt Resolution 21-01; Rules of the Sun Valley General Improvement District Board of Trustees. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 15. Discussion and action to reschedule the Sun Valley General Improvement District Board of Trustees November 2021 board meeting.

Mr. Combs reported staff is requesting to reschedule the Sun Valley General Improvement District Board of Trustees November 11, 2021 board meeting. After finalizing the 2021 Board of Trustees meeting calendar it was noticed that the District will be closed on November 11, 2021 in observance of Veterans Day. Staff is recommending to reschedule the November 11, 2021 Board of Trustees meeting to November 10, 2021 or November 18, 2021.

After further discussion Vice Chair Severt made a motion to reschedule the Board of Trustees November 11, 2021 board meeting to November 10, 2021. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 16. Legal report by Maddy Shipman.

Ms. Shipman reported she has provided her annual claims report for Sun Valley General Improvement District. She reported there are no active or pending claims to report for the 2020 calendar year.

Item# 17. Field report by Chris Melton.

Mr. Melton reported on the following items;

- The District held a pre-bid meeting for the first phase of construction for water service to 5 Ridges. The first phase of construction consists of replacement of the T-Main starting from Raphael Dr. to Warhol Dr. and then up to Klondike Tank. The pre-bid meeting had a good turn out and he believes the bidding process is going to be competitive. The official bid-opening is scheduled for January 19, 2021.
- He congratulated Treasurer Ortiz, Secretary Barstow and Trustee Rider for their swearing in ceremony at Washoe County.

Item# 18. Manager report by Jon Combs.

Mr. Combs reported on the following items:

- He reported on the District's financials ending on December 11, 2021. The District's Water Fund revenues are up by 2.54%, expenses are 7.51% under budget from the approved budget. He reported the District added to new line items "Other Non-Operating Developer Revenue" and "Other Non-Operating Developer Expenses"; this is how staff is tracking developer deposits for engineering services/studies. Sewer Fund revenues are down by 6.11%; this should be balanced out once the District receives its quarterly sewer payments from Washoe County and the City of Reno for their share of the District's interceptor. Sewer Expenses are 8.74% under budget from the approved budget. The District's CIP Acquisition Fund revenue is 28.5% down; it will balance out once the District receives its interest, C Tax and Ad Valorem payments. The District's CIP expenses are down; majority of the capital improvement projects have been triggered by new development and those projects will be funded by the developer. Properties and Garbage Fund revenues are up by 14.8%, some of the increase is related to the Garbage Franchise Fees the District receives from Washoe County. Properties and Garbage Fund expenses are down by 9.87%, the savings is contributed to the various events the District had to cancel due to COVID-19. Parks and Recreation revenue is down by 9.26% this is contributed to the restrictions of park and pool use due to COVID-19. Park and Recreation expenses are down by 5.37%. The District's overall revenues are down 6.4% and overall expenses are under budget by 14% for the first half of the approved 2020/2021 budget.

Item# 19. Public Comments.

None.

Item# 20. Board Comments.

Trustee Rider, Secretary Barstow and Treasurer Ortiz commented on the protest at the Washoe County Chambers the same day as the Special Commission Meeting swearing in elected officials. The protest was regarding mandating of facial coverings. The protest was large and various members participating in the Special Commission Meeting had to be escorted into the Chambers.

Trustee Rider commented on the athletic fields and their current conditions with the lack of use last year. He believes the District will have to assist the various organizations to get the fields ready for this year.

Item# 21. Future Agenda Items.

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

- Renewal of Landscape Maintenance Agreement
- Approval of CliftonLarsonAllen Auditor Engagement Letter
- Possible update regarding the marijuana tax funds
- Possible review of Ad Valorem percentage

Vice Chair Severt requested a Safety Committee update.

Item# 22. Adjournment.

Secretary Barstow made a motion to adjourn at 6:49 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on February 11, 2021.

Minutes Prepared by:

Jennifer Merritt, Administrative Assistant