



Sun Valley General Improvement District Board Meeting Minutes of January 23, 2020

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
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Judi Jensen	Audience
Mark Neumann	Audience
Glenda Walls	Audience
Blake Smith	5 Ridges Development
Seth Padovan	Padovan Consulting, LLC
John Martini	City of Sparks

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, Secretary Barstow, 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.

Secretary Barstow 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. Rider commented the Sun Valley Citizen Advisory Board was represented by Washoe County Commissioners, Sheriff Office, Code Enforcement and Planning. The District was also represented by multiple Trustees and Mr. Melton. He was extremely pleased with the number of residents that attended mainly to express their concerns regarding illegal dumping of vehicles. Other residents attended to learn more about the proposed housing subdivision located off of Highland Ranch Parkway.

Item# 7. Discussion and action to approve account payable for January 23, 2020.

Treasurer Ortiz gave a brief report of the accounts payable, customer refunds and payroll checks for January 23, 2020.

Treasurer Ortiz made a motion to approve the accounts payable for January 23, 2020 in the total amount of \$658,535.25. Trustee Rider seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 8. Request from John and Gayla Price with 1st Century Church of Christ for the use of the Sun Valley Neighborhood Center at no charge for the purpose of a distribution site for a Community Give Away Day with possible action.

Mr. Melton reported the District received a request from 1st Century Church of Christ for the use of the Sun Valley Neighborhood Center to host a Community Give Away Day on May 09, 2020. They are also requesting use of the room the evening of May 08, 2020 to set up for the event. Their request also includes waiver of the District's \$50 per hour rental fee, \$500 cleaning/security deposit and onsite security at \$25 per hour. Mr. Melton reported staff is recommending waiver of the rental fees only and require the cleaning/security deposit, insurance and onsite security requirements to be met by 1st Century Church of Christ.

Rob Hindman and Gayla Price with 1st Century Church of Christ thanked the Board of Trustees for the opportunity to host the Give Away Day last year at the Sun Valley Neighborhood Center; it was a huge success. Mr. Hindman reported last year they were not subject to the onsite security and does not believe that there would be a need for security at their event. He requested for the onsite security requirement be considered waived along with the rental fees. They are a small community church with limited funding, the purpose of the Give Away Day is to provide house hold items free to anyone that is in need.

Secretary Barstow inquired if security was required to be onsite for the entire duration of the event. He also inquired how many hours was last year's event.

Mr. Melton responded that the District's security contractor requires onsite security; the security service does not offer just an open and close option.

Mr. Hindman responded last year they were able to set up the Neighborhood Center Friday evening from 4pm until 7pm. The event was held the following day and they used the Neighborhood Center from 8am until 3pm.

Vice Chair Severt inquired if there will be multiple volunteers present at the event. She stated the District's concern is making sure the traffic, including foot traffic is overseen by someone to make sure there are no issues and/or accidents. Volunteers are also to watch over the facility and of the general public for safety purposes.

Mr. Combs requested for consideration, should the Board waive the onsite security that 1st Century Church of Christ pay for the opening and closing of the Neighborhood Center by the District's on-call employee. He stated the opening and close would cost \$80 to cover staffs time for both days.

Treasurer Ortiz inquired what kind of items are given away at the event.

Mr. Hindman responded there is a variety of items. Everything that is given away is gently used if not new. The majority of items that are given away is clothing for all ages. Other items include, household items, furniture, toys, decorations and non-perishable food items.

After further discussion Vice Chair Severt made a motion to approve 1st Century Church of Christ request for the use of the Sun Valley Neighborhood Center May 9, 2020 to host a Give Away Day including waiving of the rental fees, and onsite security; they will be required to pay the \$500 cleaning/security deposit, \$80 for open and close and provide proof of insurance for the day of the event. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

At 6:16 pm the public meeting was closed for a public hearing

- Item# 9. Consideration of Petition of Annexation for water service only and possible adoption of resolution annexing certain properties into the Sun Valley General Improvement District service territory filed by 5 Ridges Development Company Inc. 1 Liberty Street, Suite 444, Reno, NV 89501 C/O Blake Smith. The location of the property under consideration for annexation is located north of Highland Ranch Parkway and Pyramid Way; consisting of 386.87 acres of assessor parcel number 083-011-15. The applicant proposes to develop 1,216 single family homes and multi-family lots with two open spaces.**

Chairperson Ainsworth read into the recorder the Order of Procedures for the District's Public Hearing. Secretary Barstow provided proof of publication for the Public Hearing.

Mr. Melton reported 5 Ridges Development Company has filed a Petition for Annexation for water service only with the Sun Valley General Improvement District. The property is known as APN 083-011-15, the general area of the 386.87 acre parcel to be annexed and is located north of Highland Ranch Parkway approximately, 350 feet northwest of its intersection with Highland Ranch Parkway and Pyramid Way. The application proposes development of 1,216 single family homes and multi-family lots with two open space parks.

Audience member Mr. Neumann commented he is concerned of the additional traffic that will incur on Sun Valley Boulevard, Highland Ranch Parkway and the intersection at

Pyramid Way. He lives in the Lifestyle subdivision and traffic is already congested with commuters from other north valley's using Sun Valley as a short cut. He is concerned how the development of additional 1,200 plus homes is going to create havoc on the existing roads and inquired what measures will be taken to help alleviate the additional traffic congestion.

Audience member Ms. Jensen commented she is concerned of the additional traffic that will incur from this proposed development and also another potential development adjacent to Highland Ranch Parkway. She recommends getting Regional Transportation Commission and Nevada Department of Transportation involved to improve the existing Highland Ranch Parkway to handle future traffic demands. She stated she is not in favor of the new development based on all the potential impacts it will have to the area.

Chairperson Ainsworth closed the Public Hearing at 6:23 pm

Blake Smith with 5 Ridges Development Company and Seth Padovan with Padovan Consulting, LLC gave an overview of the 5 Ridges single family project. Mr. Padovan reported 5 Ridges Development Company, Inc. is requesting annexation of parcel APN 083-011-15 into the District's service territory. A second parcel APN 508-020-01 part of the proposed development already resides within the District's service territory. The annexation request is for water service only. The development falls within the City of Sparks limits. The City of Sparks will provide the sewer service, garbage service and public works maintenance for public infrastructure such as roads, storm drain facilities. A landscape maintenance association will be formed to provide maintenance to common areas and park landscaping. Mr. Padovan reported the proposed development is comprised of approximately 1,216 single family and multi-family lots and two open space parks. The land is currently undeveloped but was a site to a former aggregate mining operation. The development is seeking entitlement approvals through City of Sparks and Christy Corporation is the development's civil design engineer. Mr. Padovan also reported the District's engineer, Shaw Engineering, prepared a Preliminary Water Service Planning Report. The report concluded that the District's water system currently has the source capacity available to meet the proposed development demands. The report details additional water system improvements in order to serve the proposed development. Due to the amount of improvements needed, improvements will be performed in phases in conjunction with the development in project phases.

Mr. Smith reported on the development access road, the access road is located approximately 350 ft. west of the Highland Ranch Parkway and Pyramid Way intersection. The development currently has one entrance from Highland Ranch Parkway. He has met with the City of Sparks and Nevada Department of Transportation regarding the proposed development; the development is subject to the following traffic condition improvements: Highland Ranch Parkway will need to be developed to four lanes from the point of entrance of the development to the Highland Ranch Parkway and Pyramid Way intersection. The intersection will have to provide two turn lanes as well as provide dedicated right lanes. He stated he has been working on this development project for the past four years. He has filed the first set of tentative maps with the City of Sparks and is currently in review phase; once approved by the City of Sparks he anticipates construction beginning in April of 2020. He reported 5 Ridges will only be developing the backbone infrastructure; once that is completed home developers will purchase the land and begin actual home construction. Mr. Blake gave a brief report of the water system improvements required and locations of some of the improvements. He reported 5 Ridges will be responsible for 100% of the cost of

the improvements. The improvements not only provide his development with water service, but it will benefit the Sun Valley community as a whole with other water system improvements.

Treasurer Ortiz inquired if the entrance on Highland Ranch Parkway will be the only entrance for this project. She has some concerns regarding no safe pedestrian paths for the youth to use to walk to the new middle school.

Mr. Smith responded the entrance on Highland Ranch Parkway is the primary entrance for the development. As other developments take place to the north of the development, it will provide additional opportunities to tie in developed roads for additional access. There will be secondary emergency road access, not for public use, to the development. Mr. Blake also stated the youth will be able to use the emergency road as a pedestrian path to walk to school. The current Washoe County School District zoning shows the other new middle school near Pyramid Way and Sparks Boulevard as the middle school zoned for this development.

Vice Chair Severt inquired if the District's water infrastructure will be installed in phases or all at once.

Mr. Melton responded Shaw Engineering has designed the water service planning around the development of the project. The water infrastructure will be installed in four to five phases. The phasing is based on the number of homes that get constructed in efforts to continue to meet water demands as well as fire flow demands. He reported on the specific improvements needed. He stated this development triggers a lot of identified capital improvement projects for the District. It is a benefit to the District and its current customers; these identified improvements are being constructed and paid for by 5 Ridges.

Mr. Combs reported there are identified areas within the District's existing service area that doesn't meet current fire code; with these improvements the District will have adequate fire flows per Washoe County Health and Washoe County Fire code. This project provides multiple improvements that is a huge benefit to the entire Sun Valley community. He also stated the District has an agreement with Truckee Meadows Water Authority for 4,700 gpm; with the District's current infrastructure the District is not capable of receiving this amount with our existing main pump station; in essence the District has stranded capacity at this time. With these improvements the District will be equipped to serve its existing service territory and future developments.

Trustee Rider inquired if there will be additional discussions/updates will be provided regarding the progress of the development.

Mr. Combs responded staff will continue to provide updates to the Board of Trustees of the progress of the development project. Staff is currently working on an Interlocal agreement with the City of Sparks regarding services and fees. Once this agreement has been finalized it will be brought before the Board of Trustees for review and approval.

After further discussion Vice Chair Severt made a motion to adopt the Resolution to annex property known as APN 083-011-15 into the Sun Valley General Improvement District service boundary as presented by the developer and staff. Secretary Barstow seconded the motion. The motion carried unanimously.

Item# 10. Amendment to Wholesale contract between Truckee Meadows Water Authority and Sun Valley General Improvement District.

Mr. Combs provided a copy of the District's Second Amendment to Contract for Delivery of Water with Truckee Meadows Water Authority. The amendment to the contract is adjusting the first tier of the Large Volume Resale Service rate schedule from 29,000,000 gallons/billing period to 34,000,000 gallons/billing period. This is a benefit to the District because the District will be paying a lower rate per gallon for the first 34,000,000 gallons.

Treasurer Ortiz made a motion to approve the Second Amendment to Contract for Delivery of Water as presented by staff. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Discussion and possible action to approve sending up to 8 employees and Board of Trustees to the Nevada Rural Water Association Annual Conference March 24, 2020 thru March 26, 2020 in Sparks, NV.

Mr. Melton requested permission to send seven field members, one office member and any board members to the upcoming Nevada Rural Water Association Conference. The conference is scheduled for March 24, 2020 thru March 26, 2020 at the Sparks Nugget Casino Resort. He gave a brief break down of the cost of the conference registrations. He stated he is requesting for one-day and two-day registrations for staff members, pending review of the conference schedule that has not been posted yet. Staff will be applying for the Nevada Rural Water Association Scholarship to attend the conference at no charge; scholarship application submittal deadline is February 10, 2020. The scholarship is funded by a grant from the State of Nevada. If awarded the scholarship, a minimum of four hours must be logged on each day of attendance.

Mr. Combs reported there could be additional office members that would like to attend the conference once the conference schedule has been issued. He respectfully requested to allow any other office members the opportunity to attend if desired.

After further discussion Vice Chair Severt made a motion to approve up to 12 employees and 5 board members to attend the Nevada Rural Water Association Conference March 2020 as presented by staff. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Discussion and possible action to remove the Credit/Debit Card Service Fee from the District's Recreation Fee Schedule; and to expand the District's Credit/Debit Card Service Fee on the Utility Fee Schedule to include all District transactions, including non-utility payments; and to reduce this fee by \$.20 per transaction; and to waive this fee for all Sun Valley Pool Admissions & Concession Purchases.

Ms. Dowling reported the District implemented its online payment portal in 2015 and the Board implemented a credit/debit card service fee to cover the expenses associated with credit/debit card payments. District staff monitors the service fee closely to ensure it covers all costs but also to make sure the District remains compliant with governing rules and regulations regarding the service fee. Ms. Dowling reported the District currently charges a \$2.80 service fee per transaction for all utility (monthly water/sewer bills) credit/debit card payments and \$1.00 service fee per transaction for all non-utility (park/neighborhood center

rentals, league use and Prosser property rentals) credit/debit card payments. These service fees are different because the credit/debit card merchants are different. Staff has been streamlining cash management processes over the last several months and has consolidated all merchant processing to one company, which is the exclusive payment processing company used with Springbrook software. After consolidating the merchant companies and monitoring the service fees, it is recommended to adjust the service fee. Staff is recommending to remove the credit/debit card service fee from the District's Recreation Fee Schedule; expand the District's credit/debit card service fee on the District's Utility Fee Schedule to include all District transactions, including non-utility payments; reduce the credit/debit card service fee from \$2.80 per transaction to \$2.60 per transaction; and waive the credit/debit card service fee for Pool admissions and concessions.

Treasurer Ortiz made a motion to remove the Credit/Debit Card Service Fee from the District's Recreation Fee Schedule; and to expand the District's Credit/Debit Card Service Fee on the Utility Fee Schedule to include all District transactions, including non-utility payments; and to reduce this fee by \$.20 per transaction; and to waive this fee for all Sun Valley Pool Admissions & Concession Purchases. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Discussion and consideration to schedule an Electronic/Appliance Recycling Day spring of 2020.

Mr. Melton reported the District held an electronic/appliance recycling day last year on April 20, 2019 from 9am until 1pm. The purpose of the event is to assist the community and reduce illegal dumping in Sun Valley and the surrounding open spaces. The District partnered with Lifecycle Solutions and SIMS Metal Management to provide a recycling day for the District customers. The cost associated with the program is the disposal of the televisions, computer monitors and District staff time. Last year televisions cost \$30 per unit and CRT monitors cost \$15 per unit, there is a \$5 increase for 2020 for the disposal of these units. He reported the event has been successful over the past years, the District is seeing a decrease in the number of televisions and monitors being recycled. He briefly discussed how much was recycled last year and what the District had to pay in recycled televisions and monitors including how much the District received from the recycled metals; overall last year's event cost the District \$5,000. He requested for staff direction if there is a desire to host another recycling day this year or if the Board would like to provide a recycling day every other year. If the Board would like to host an event this year, he recommends Saturday, April 18, 2020.

Trustee Rider commented one of the biggest topics at the Sun Valley Citizen Advisory Board Meeting was regarding illegal dumping. The District is doing a good job with helping reduce illegal dumping, but there is still more work to be done before considering offering a recycling day every other year. It is a big event and more community members are becoming aware of the event and plan on it each year.

Mr. Combs reported this has always been a well attended event and recommends approving this event for the next three years rather than requesting every year. Staff will add it to the District's yearly event schedule.

Additional discussion ensued regarding advertising the event and the success of prior events.

Secretary Barstow made a motion to approve the District continue hosting an Electronic/Appliance Recycling day for the next three years, starting with this year's event schedule for April 18, 2020; including allowing customers to recycle 2 televisions or monitors or one of each for free and charge \$20 for each additional unit. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Review and action to adopt Sun Valley General Improvement District Public Records Request Policy.

Mr. Combs reported staff has developed a Public Records Request Policy pursuant to the Nevada Revised Statute 239 (NRS 239). Per the policy the District has five business days to respond to each public records request, if staff is unable to supply the request within five business days, staff will notify the requestor with a specific date and time when the records will be available. Staff will also notify the requestor if requested information is deemed confidential per NRS 239.010 and/or if the public records has been destroyed per the District's approved Record Retention schedule. The District is required to post its adopted Public Records Request Policy and fees associated with the request, even if there are no fees required. Mr. Combs reported staff recommends the following fee schedule for all public records request: No Charge for requests that are for copies letter or legal size paper and less than 50 pages, \$.05 per page for copies beyond the first 50 pages, no charge for requests sent by email and \$5 per compact disc for requests.

After some discussion Vice Chair Severt made a motion to adopt the Sun Valley general Improvement District Public Records Request Policy as presented by staff. Secretary Barstow seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

STANDING ITEM:

Item# 15. Update regarding Reno Battle Born BMX activities and Lease Agreement compliance with possible action and/or direction to staff.

Mr. Melton reported the BMX Track has been unlocked. Ms. Daly has complied with all District's requests and has signed an acknowledgement that lists inventoried items that belong to the District and not Reno Battle Born BMX. Ms. Daly is proceeding with operating the BMX Track per the Lease Agreement until March 28, 2020.

There were no public comments.

Item# 16. Legal report by Maddy Shipman.

Ms. Shipman reported there were no claims made against the District for calendar year 2019 and only one claim that was still pending in the year 2019 resulted in a defense verdict on behalf of the District. She also reported there were no workplace injury claims made in 2019.

Item# 17. Field report by Chris Melton.

Mr. Melton reported on the following items;

- The Sun Valley Citizen Advisory Board reviewed the proposed Highland Village development and there was a request for a zoning change. The Citizen Advisory Board voted for zoning to be MDS instead of HDS as requested by the developer.
- He also reported the District had a few break-ins one at the District's shop yard and the other at the Sun Valley Pool. Staff responded to the Sun Valley Pool alarm and upon inspecting the area, staff came face to face with the individual trying to remove parts from the pump house. A report has been filed with Washoe County Sheriff's Office.

Item# 18. Office report by Erin Dowling.

None

Item# 19. Manager report by Jon Combs.

Mr. Combs reported on the following items;

- The District's current computer operating system is Windows 7; Windows 7 is no longer supported and there was a need to purchase three new computers with Windows 10 for employees who have sensitive duties that require computer protection at all times. The District's IT Consultant is assessing the remainder of the District computers to see what computers need to be replaced entirely and what computers can be upgraded to Windows 10 to help keep costs down.
- The recent break-in is concerning, it is difficult to avoid all the time. District staff takes all precautions as possible to avoid these situations. There may be the need to acquire additional security system equipment.
- Staff continues to streamline processes to assist with efficiencies. He thanked all staff for continuing to work towards additional efficiencies and working together as a team.

Item# 20. Public Comments.

None

Item# 21. Board Comments.

Vice Chair Severt commented she has seen the change in the District savings related from the various efficiencies by staff. Ms. Severt commented she also attended the Sun Valley Citizen Advisory Board Meeting. She agrees that traffic concerns need to be addressed regarding new development. Developers are put in a tight spot; they don't have any control over when it comes to roads; Regional Transportation Commission and Nevada Department of Transportation control the planning process. She encourages citizens to raise these concerns to respected Board of Directors that control planning of our regions roads. Ms. Severt also thanked the District for the beautiful flowers in recognition of her sister.

Trustee Rider complimented District field staff; he was recently at the park and witnessed one of the field guys picking up trash and debris. He commented the District has hard working employees and thanked everyone for their dedication.

Treasurer Ortiz thanked everyone who attended the Sun Valley Citizen Advisory Board meeting.

Item# 22. Future Agenda Items.

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

- Consideration to adjust the District's Ad Valorem percentage collected by Washoe County Taxation
- Approval of Shaw Engineering's Agreement to provide services for the 5 Ridges development
- Presentation by Keep Truckee Meadows Beautiful and consideration to participate with the Great Community Clean Up
- Review of 2020 Recreation Event Schedule
- Standing item regarding BMX Track and review of revised BMX Agreement

Vice Chair Severt requested an update from the District's Safety Committee.

Trustee Rider requested an update on all the development projects.

Item# 23. Adjournment.

Secretary Barstow made a motion to adjourn at 7:30pm. Trustee Rider seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on February 13, 2020.

Minutes Prepared by:
Jennifer Merritt, Administrative Assistant