



**Sun Valley General Improvement District
Board Meeting Minutes of
January 24, 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:

Carol Bratcher	Audience
Linda Elliott	Audience
Michael Rider	Audience

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 Treasurer Ortiz

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. Trustee Barstow 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 there was a tie vote for the Washoe County Debt Management Commission for the general improvement district seat. Washoe County Clerk, Nancy Parent, was hoping that Sun Valley General Improvement District would rotate the seat and allow for Incline Village General Improvement District to have an opportunity to represent the general improvement districts on the Washoe County Debt Management Commission. In the event that Sun Valley General Improvement District still wants the seat; Washoe County Debt Management Commission will perform a tie breaker during its February 8, 2019 special meeting.

Chairperson Ainsworth reported she is aware of the Washoe County Debt Management Commission tie vote. Because Sun Valley General Improvement District had already submitted its vote for her, she will attend the Washoe County Debt Management Commission special meeting for the tie breaker.

Secretary Elliott stated he is concerned regarding trustees being censored by Ms. Shipman and not having the opportunity and/or flexibility to have limited discussion related to announcements and staff reports. He would like to see agenda's worded creatively to allow for discussion for non-agenized topics without violating the Open Meeting Law.

Item# 7. Discussion and action to approve accounts payable and customer refunds for January 24, 2019.

Treasurer Ortiz gave a brief report of the accounts payable for January 24, 2019.

Treasurer Ortiz made a motion to approve the accounts payable for January 24, 2019 in the total amount of \$379,898.44. Vice Chair Severt seconded the motion. The motion carried unanimously.

Treasurer Ortiz gave a brief report of the customer refunds for January 24, 2019.

Treasurer Ortiz made a motion to approve customer refunds for January 24, 2019 in the total amount of \$1,771.94. Trustee Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve Board Meeting Minutes of January 10, 2019.

Treasurer Ortiz made a motion to approve the Board Meeting Minutes of January 10, 2019 as submitted. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Discussion and possible action to approve sending up to 8 employees and Board of Trustees to the Nevada Rural Water Association Annual Conference March 12, 2019 thru March 14, 2019 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 12, 2019 thru March 14, 2019 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 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 4, 2019. 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.

Additional discussion ensued regarding business coverage during conference and opportunity for field employees to obtain their continued education credits as required by the State of Nevada. Treasure Ortiz, Secretary Elliott, Chairperson Ainsworth and Vice Chair Severt all indicated they would like to attend the conference.

After further discussion Vice Chair Severt made a motion to approve up to 8 employees and 4 board members to attend the Nevada Rural Water Association Conference March 2019 as presented by staff. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Discussion and possible action to approve sending up to 3 employees to the Springbrook National User Group Annual Conference June 13, 2019 thru June 14, 2019 in Portland, OR.

Ms. Dowling requested permission to send up to two office members to the upcoming Springbrook National User Group Annual Conference June 13, 2019 and June 14, 2019 in Portland, Oregon. She reported the last conference that staff attended was in 2014; attending the conference is an essential way to gain additional training and knowledge of the Springbrook software. The tentative schedule offers 36 different modules, 27 of the modules relate to SVGID daily business; utility billing, cash receipts, accounts payable, and accounts receivable. All training would be shared with other office employees. She gave a brief break down of the cost to attend the conference and the total estimated cost for two employees to attend is \$3,030.00.

Additional discussion ensued regarding staff giving a brief report of training obtained and which staff members were recommended to attend the conference.

After some discussion Vice Chair Severt made a motion to approve up to three office employees to attend the Springbrook National User Group Annual Conference June 2019 as presented by staff. Chairperson Ainsworth seconded the motion. After additional discussion the motion carried by the following: Yeas, Treasurer Ortiz, Chairperson Ainsworth, Trustee Barstow and Vice Chair Severt. Nay, Secretary Elliott.

There were no public comments.

Item# 11. Discussion and consideration to schedule an Electronic/Appliance Recycling Day spring of 2019.

Mr. Melton reported the District hosted an E-Waste Event last year April 21, 2018. The event was held from 9am until 1pm at the District's Annex located at 11- W. 4th Ave. The purpose of the event was to assist the community and reduce illegal dumping in Sun Valley and the surrounding open spaces. Last year the District collected 9.54 tons of appliance metal, 237 televisions, 31 computer monitors and various batteries. After applying funds received from recycled material and offsetting expenses for televisions and monitors, last year's event cost \$6,341.68 (this does not include staff time). The event is funded by the District's Properties and Garbage Fund using garbage franchise fees.

Mr. Melton reported should the event be approved for this year, the District would offer it to District customers only, same as last year. The District would partner with Lifecycle Solutions for the recycling of electronics and SIMS Metal Management for appliances. The cost associated with the program is the disposal of televisions and monitors: \$30.00 per television and \$15.00 per CRT monitor. He stated last year each customer was allowed to dispose of two televisions and/or monitors or one of each for free and \$20.00 each additional unit.

Additional discussion ensued regarding if the event has grown and/or slowed down in regards to the number of materials being recycled.

Secretary Elliott strongly suggested the District find a way to utilize more volunteers for this program to cut back on overtime. He also suggested for consideration creating a program to assist senior citizens using garbage franchise fees.

Other board members stated there is a need to have staff on site to oversee the program to ensure the safety of any member working the event. The event also requires a lot of labor to unload items for recycling. They also have seen the benefits of the program.

Vice Chair Severt made a motion approve the District hosting an E-Waste/Appliance Recycling Day April 20, 2019. Trustee Barstow seconded the motion.

Audience member Mr. Rider commented he has utilized the recycling day each year to dispose of his broken electronics. The program has grown each year by word of mouth. He suggested continuing the program annually until there is a decrease in the number of televisions being recycled, at which time the District could consider hosting it every other year.

After further discussion Vice Chair Severt amended her motion to include disposal of two televisions and/or monitors or one of each for free and \$20.00 each additional unit. Trustee Barstow amended his second. After additional discussion the motion carried by the following: Yeas, Treasurer Ortiz, Chairperson Ainsworth, Trustee Barstow and Vice Chair Severt. Nays, Secretary Elliott.

Item# 12. Discussion regarding future uses for District property 5095 Prosser Way with possible direction to staff.

Mr. Melton gave a brief report regarding past use of 5095 Prosser Way. He stated the Prosser property has been used as a community garden from 2009 thru 2017, maintained by various organizations. The District has partnered with some of the organizations and has donated the cost of water for the garden several years. He reported each year the community garden has not generated a significant amount of produce for harvest due to the

lack of volunteers and time commitment needed to maintain the garden. He also reported historically District staff has to clean up the property after each organization because they basically abandon the property. Staff is requesting board direction whether they want to continue using the property as a community garden or consider other uses.

Secretary Elliott has always been an advocate for a community garden, but he is disappointed there is no organization that is willing to adopt the program. He suggested renting the lots for housing to generate revenue rather than them sitting vacant.

Trustee Barstow inquired with staff if the District could place mobile homes on the vacant properties and rent them out.

Mr. Combs responded when the District acquired the properties and removed the units on the properties; the District was required to disconnect gas and electricity. These utilities would need to be brought back to the properties. He stated one of his concerns is leasing the land only while the tenant abandoning the unit(s) or become delinquent and the District become responsible for a potential uninhabitable trailer. The District could consider restricting the year of trailer to be placed on one of the vacant Prosser properties in the event the District had to or want to assume the possession of any abandoned units. Mr. Combs stated the community garden has always been a good suggestion, but the program has not been sustainable for the community. Staff's preference is to discontinue the community garden and prep the lot(s) for potential rentals.

After further discussion staff was directed to investigate and provide a cost analysis to convert the property back to a rentable residential lot.

There were no public comments.

Item# 13. Discussion and possible action to approve a Water Rights Deed to convey 20.08 acre feet of water right from Sun Valley General Improvement District to Truckee Meadows Water Authority for record archiving purposes associated the merger of the Washoe County Department of Water Resources and the Truckee Meadows Water Authority water utility operations.

Ms. Merritt reported staff is requesting approval for 18.08 acre feet for dedication to Truckee Meadows Water Authority; the balance of the dedication is still being reviewed by both Sun Valley General Improvement District and Truckee Meadows Water Authority to come up with the correct allocation. Ms. Merritt gave a brief report how the District handled dedicated water rights prior to the 2014 merger between Washoe County Department of Water Resources and Truckee Meadows Water Authority. The District would accept water right deed for development projects; followed by filing a Report of Conveyance putting the said water right(s) into Sun Valley General Improvement District's name. Once the District was declared the new owner of the water right(s), the District would deed them to Washoe County and lease them back from Washoe County on a 99 year lease, per Article 422. As part of the merger Washoe County deeded all water rights that pertained to the District to Truckee Meadows Water Authority. After sorting through all of the water right files, it was determined that not all of the water rights were deeded to Washoe County. She stated Truckee Meadows Water Authority is requesting for the District to deed several identified water rights to Truckee Meadows Water Authority to complete the water rights transfer and for record archiving purposes. She indicated there will be an additional deed required for issuance once the correct acre foot has been determined by both entities.

Audience member Mr. Rider thanked staff for the explanation of how water rights are processed, very informative.

Trustee Barstow made a motion to approve dedicating 18.08 acre feet for to Truckee Meadows Water Authority as presented by staff. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Item# 14. 2019 Legislative Session update with possible direction to staff.

Ms. Shipman briefly commented on BDR 246, the BDR was intended to require general improvement district's to follow the same process as Cities and the County when selling public property.

Item# 15. Legal report by Maddy Shipman.

Ms. Shipman reported on the District's Annual Claim's Report as required by statute. There was one bodily injury claim filed for 2018 that is still pending, one property damage claim which was closed with no payments made, and no workplace injury claims for 2018.

Item# 16. Field report by Chris Melton.

Mr. Melton reported on the following items;

- Middle School Project 3 Update – A structural engineer was brought in to evaluate the JT Tank beams, after inspection of the interior of the tank and beams, this would be the last time the District could have the beams refurbished. The work that Resource Development Company is proposed to perform on the JT Tank should last for an additional 20 years.
- The District purchased last year a generator to be used as backup in the event the District experienced extended power outages. The structural, electrical and gas plans have been submitted to the District's electrical contractor; who in return will submit to Washoe County for permitting.

Item# 17. Office report by Erin Dowling.

Ms. Dowling reported on the following items;

- The District has partnered with Nevada Extended Studies proclaiming January National Radon Month. The District is providing free Radon kits through the month of February.
- District staff continues to work on the Sensus Analytics upgrade project. The District is currently working with both the Springbrook system and the test Logic system to make sure meter readings and reporting are accurate prior to permanently switching over to the new Logic system.

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

Mr. Combs reported on the following items;

- He recently met with District's IT Computer Specialist, they are moving forward with replacing the District's server. As a reminder the existing servers are aged and will be used as backup once the new server is in place.

Item# 19. Public Comments.

None

Item# 20. Board Comments.

Secretary Elliott commented he attended the recent Sun Valley Town Hall Meeting regarding the future of Sun Valley and potential township opportunities. He stated he did not

get enough information from the presentation to know whether or not it would be beneficial for Sun Valley.

Vice Chair Severt commented she has received several phone calls regarding individuals abandoning vehicles in Sun Valley. She stated the number of vehicles being abandoned is becoming a huge problem not only for Sun Valley but for the entire Washoe County area. She reminds everyone it is not within the District's purview to address the abandoned vehicles and to report them to Washoe County Sheriff's Office. However, Washoe County Sheriff's Office is indifferent with reports, because they claim they have to witness who abandoned the vehicle(s).

Trustee Barstow commented the H.O.P.E. Church experienced the same problem with individuals abandoning vehicles at the Church. The Church has been successful with getting the vehicles removed. He also stated he attended the Sun Valley Town Hall Meeting and he was not impressed with the presentation. The information was very vague and difficult to get an answer. Based on the presentation, it appears that majority of the functions of a township are already being done either by the District and/or the County; other functions would require an additional tax on the Sun Valley residents.

Item# 21. POSSIBLE Closed Meeting pursuant to NRS 241.030(1)(a) to consider appeal by Carol Bratcher of personnel action taken pursuant to SVGID Personnel Policy 10.1.1.

Board to reconvened at 9:45PM to Open Session

Item# 22. Board decision regarding Agenda Item# 21.

Vice Chair Severt made a motion to uphold Management's Intent to Terminate District employee, Carol Bratcher. Chairperson Ainsworth seconded the motion.

During discussion on the motion, Secretary Elliott commented Ms. Bratcher has been employed with the District for 17 years, the number of mistakes and/or errors is small, and that the District was going to hurt with her absence if terminated. Vice Chair Severt commented that the basis for Ms. Bratcher's termination was well-documented and that the concerns raised by Mr. Bratcher will be reviewed and addressed as needed. Trustee Barstow commented generally that when issues arise that need correcting, the person seeing those issues should speak up. Treasurer Ortiz indicated she agreed with management's decision for the reasons provided. And Chairperson Ainsworth stated that she agreed with both Treasurer Ortiz and Trustee Barstow's comments.

After discussion the motion carried by the following: Yeas, Treasurer Ortiz, Chairperson Ainsworth, Trustee Barstow and Vice Chair Severt. Nay, Secretary Elliott.

There were no public comments.

Item# 23. Future Agenda Items.

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

- Possible Request to attend NRPS Conference
- Presentation by Keep Truckee Meadows Beautiful regarding Waste Characterization Study Result
- Possible review of 2019 Recreation/Event Calendar
- Legislative update; review of BDR List

Item# 24. Adjournment.

Trustee Barstow made a motion to adjourn at 10:03 pm. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on February 14, 2019.

Minutes Prepared by:

Jennifer Merritt, Administrative Assistant