



**Sun Valley General Improvement District
Board Meeting Minutes of
January 25, 2018**

Board Members Present:

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

Board Members Not Present:

Staff Present:

Jon Combs	SVGID, Public Works Director
Jennifer Merritt	SVGID, Administrative Assistant
Nancyann Leeder	SVGID, Legal Counsel

Other Members Present:

Glenda Walls	Audience
Nancy Eklof	Eklof Public Relations

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 Barstow, Treasurer Ortiz, and Trustee Elliott. 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.

Chairperson Ainsworth announced Mr. Price is not able to attend the meeting and requested to postpone agenda item 10, 15, and 16 until March 08, 2018.

Trustee Elliott made a motion to approve the agenda as amended. Secretary Barstow seconded the motion. The motion carried unanimously.

Item# 5. Certify posting of the agenda.

Jennifer 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 Life Line Screening will be hosting a public health screening January 29, 2018 at the Sun Valley Neighborhood Center from 9am until 6pm. He also announced Sun Valley Citizen Advisory Board will be meeting February 5, 2018 at the Sun Valley Neighborhood Center starting at 6pm.

Trustee Elliott reported the Washoe County Planning Commission held a meeting on January 2nd and approved to amend the Sun Valley Area Plan reverting it back to allowing residential along the boulevard. He stated he was part of a committee who worked hard to get Washoe County to amend the Sun Valley Area Plan several years ago in efforts to clean up the area along the boulevard and to entice commercial businesses to open in Sun Valley. The final approval to amend the Sun Valley Area Plan will be considered by the Washoe County Commissioners in March 2018. He stated Washoe County Planning Commission will be considering the request of a 20' business sign for the new Sun Valley Shopping Center; meeting is scheduled for February 2018. He also commented during the recent Washoe County Commission meeting they approved to amend the County Code for Exotic Animal. The code amendment included adding more animal types to the list of exotic animals; reflecting in additional permitting fees to own an exotic pet.

Item# 7. Discussion and action to approve accounts payable and customer refunds for January 25, 2018.

Treasurer Ortiz gave a brief report of the accounts payable for January 25, 2018.

Treasurer Ortiz made a motion to approve the accounts payable for January 25, 2018 in the total amount of \$224,114.10. Vice Chair Severt seconded the motion. The motion carried unanimously.

Treasurer Ortiz gave a brief report of the customer refunds for January 25, 2018.

Treasurer Ortiz made a motion to approve customer refunds for January 25, 2018 in the total amount of \$257.08. Trustee Elliott seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 8. Discussion and motion to approve Board minutes of January 11, 2018.

Vice Chair Severt made a motion to approve the Board minutes of January 11, 2018 as submitted. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Discussion and action to approve Nancy Eklof Public Relations renewal Service Agreement.

Ms. Eklof with Eklof Public Relations gave a brief recap of the highlights for 2017. She stated she successfully assisted with the redesign of the District's Pipeline and incorporated each of the individual details requested. The new Pipeline is fresh and exciting for viewers. She organized a 50th Anniversary Celebration for the District including a new design of the District's logo. She assisted with the organizing and planning of all the District's events including securing television and radio interviews to help promote the events in place of the newspaper.

Ms. Eklof reported should her contract be renewed her goals for 2018 include utilizing the District's Pipeline as a communication tool with elected officials, media and local schools. Continue her partnership with Washoe County with the dispersing of District information/news. Continue to meet with District staff on a monthly basis including offering new ideas to enhance District events at the parks and pool.

Treasurer Ortiz commented she likes the idea of the newsletter being distributed at the schools; it may help increase attendance at the pool. She believes her school is close enough to Sun Valley to be considered as part of the school distribution list.

Vice Chair Severt commented she agrees that the newsletter needs to be distributed to all of the elected officials. It is a tool to keep them informed about Sun Valley and the District. She also was impressed with the activities that were done to help promote the District's 50th Anniversary.

Secretary Barstow suggested considering the newsletter being distributed at Traner Middle School since a lot of the students are from Sun Valley.

Ms. Merritt stated it has been a pleasure working with Ms. Eklof this past year. She has been available for District staff as needed. She has played a big part with planning events and has secured more media interviews this past year compared to prior years.

After further discussion Treasurer Ortiz made a motion to approve the renewal of Nancy Eklof Public Relations 2018 Service Agreement. Secretary Barstow seconded the motion.

During discussion Trustee Elliott requested the motion to reflect the monthly amount of Ms. Eklof's Service Agreement.

After discussion Treasurer Ortiz amended her motion to include Ms. Eklof's monthly service fee of \$1,400.00. Secretary Barstow amended his second. The motion carried unanimously.

There were no public comments.

Item# 10. Consideration of adopting a policy regarding donations and/or adoptions for items related to Sun Valley Parks.

Postponed

Item# 11. Discussion and direction to staff on potential projects within Sun Valley to utilize volunteers in coordination with Washoe County through Commissioner Kitty Jung and the Summit Christian Church.

Chairperson Ainsworth reported Commissioner Jung is hosting a meeting with community leaders to discuss opportunities to enhance the Sun Valley community through the efforts of utilizing volunteers. At this time the District has been requested to come up with a list of project ideas for Mr. Price to report to Commissioner Jung.

Mr. Combs reported staff has come up with several ideas for consideration they include: cleanup of Sun Valley Boulevard starting from Rampion Way to 7th Avenue, possible abatement of weeds and brush in the detention basin at the Community Park and painting the inside of the pool house. The District has utilized volunteers groups several times to spread bark at the parks.

Chairperson Ainsworth suggested a cleanup day at the community garden. She also likes the idea of the detention basin weed and brush abatement project.

Trustee Elliott suggested utilizing the volunteers during the Keep Truckee Meadows Beautiful Great Community Cleanup in lieu the District's donation. He would like to see cleanup projects within the internal areas of Sun Valley.

Vice Chair Severt would like to continue spreading bark throughout the parks utilizing the free bark provided by Washoe County from Christmas tree recycling. She also would like to see maintenance done on the walking path around the Sun Valley Community Park soccer field. The volunteers could assist with prepping for the District.

Treasurer Ortiz likes the idea of the detention basin weed and brush abatement project.

Mr. Combs responded to Trustee Elliott's suggestion regarding the Keep Truckee Meadows Beautiful Great Community Cleanup. The District would still have to provide some staff for the cleanup because only District employees are able to operate District equipment. Staff is discussing cutting back staff for the basic cleanup portion.

After further discussion no motion was made. Mr. Combs would report to Mr. Price the list of suggested projects to discuss at the upcoming community leaders meeting hosted by Commissioner Jung.

There were no public comments.

Item# 12. Discussion and possible action to approve registering staff and board members to attend the Nevada Recreation and Park Society Conference.

Mr. Combs reported the Nevada Recreation and Park Society Conference is scheduled for April 16, 2018 thru April 18, 2018 at the CasaBlanca Resort and Casino located in Mesquite, Nevada.

Trustee Elliott commented he is interested in attending the conference but, it is difficult to make a decision not having a training schedule to look at prior to committing. It is a huge

investment, money and time, with it being out of town this year.

Mr. Combs reported Mr. Price is a Nevada Recreation and Park Society member and board member, so he would like to attend the conference. Staff is also requesting permission to send one field employee to attend along with any board members.

Treasurer Ortiz commented she would like to attend the full conference to continue her education since she is a newer board member.

Both Chairperson Ainsworth and Vice Chair Severt declined going to the conference due to other obligations.

Vice Chair Severt made a motion to approve two staff members and up to three board members to attend the Nevada Recreation and Parks Society Conference. Trustee Elliott seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Legal report by Nancyann Leeder.

None

Item# 14. Field report by Jon Combs.

Mr. Combs reported on the following items;

- He has reviewed and provided comments for Ladera Ranch Phase II plans. Plans have been corrected and submitted to Washoe County Health Department for approval. He stated the District will not provide a Will Serve Letter until District Facility Fees have been paid and donation of water rights for Phase II.
- Contractors continue to install sewer collection system from project site to the connection point located on Chocolate Drive. They have run into rock in one section and are considering blasting in the area. If blasting occurs, District staff will have the Westside Tank foundation inspected before and after the blast.
- Staff is looking into replacing the media in the sand filters at the pool. The replacement would be performed by an approved contractor.
- He reported staff would like to paint the inside of the pool house and rehab the sinks in the locker rooms prior to opening for the 2018 pool season. Staff is currently requesting quotes for these items.
- Washoe County Health Department recently approved the water and wastewater project(s) for the Sun Valley Middle School.
- He has been working with the non-profit organization regarding the cleanup of the Community Garden. The District will provide a dumpster for the cleanup. The organization will provide a group of volunteers to perform all the work. Staff will discuss with the Board at a later time whether or not to proceed with a community garden and/or revert the property back to a rental.

Item# 15. Office report by Erin Dowling.

None

Item# 16. Manager's report by Darrin Price.

Mr. Combs reported the District will be upgrading its billing software and will not be able to take customer payments January 30th and January 31st.

Item# 17. Public Comments.

None

Item# 18. Board Comments.

Vice Chair Severt commented she recently visited the Senior Program at the Sun Valley Neighborhood Center. She was happy to see approximately twenty seniors sitting together and interacting with each other. She was informed that particular day was one of the programs slower days. She would like to see the Community Library refreshed at the Neighborhood Center. She would also like to see the newsletter distributed at the Neighborhood Center.

Item# 19. Future Agenda Items.

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

- Request to attend the Nevada Rural Water Association Conference
- Possible update regarding District credit card fees
- Possible review of the 2018 Recreation Schedule
- Continuation of park donation/adoption policy

Trustee Elliott would like to see a Show N' Shine part of the 2018 Recreation Schedule.

Item# 20. Adjournment.

Trustee Elliott made a motion to adjourn at 6:56 pm. Secretary Barstow seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on February 08, 2018.

Minutes Prepared by:

Jennifer Merritt, Administrative Assistant