



**Sun Valley General Improvement District  
Board Meeting Minutes of  
February 08, 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:**

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

**Other Members Present:**

Michael Rider	Audience
Glenda Walls	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, Treasurer Ortiz, Secretary Barstow and Trustee Elliott. A quorum was present.

**Item# 2. Pledge of Allegiance.**

Led by Ms. Merritt.

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

None

**Item# 4. Motion to approve the agenda.**

*Trustee Elliott made a motion to approve the agenda. Vice Chair Severt 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.**

Trustee Elliott reported the Sun Valley Citizen Advisory Board meeting was well attended. Items for discussion included a presentation by Washoe County Planning regarding the Sun Valley Area Plan and possible Valle Vista Development. Washoe County is considering reverting the commercial/mixed use zoning along Sun Valley Boulevard back to residential. He encourages public input at the Washoe County Commissioners meeting regarding the zone change. A presentation by developers of Valle Vista for a proposed development of a 75 home project located on 4<sup>th</sup> Ave. and Lupin Drive. He stated the last time this project came before the Citizen Advisory Board, the Board was not in favor of the project. He expressed his opinion about the project and provided suggestions for the project. He hopes the development will offer low-income housing for families and/or is senior friendly. He also stated Washoe County Commissioners will be considering raising seasonal employee's wages by 21% in efforts to keep up with local agencies seasonal positions. He has concerns that this will create a problem for Sun Valley GID recruiting seasonal employees.

Vice Chair Severt reported Washoe County School Naming Committee came up with the final three names for consideration for the new Sun Valley Middle School. The three names are Sun Valley, Desert Skies and the Michael Landsberry Middle School. The public can submit their name selection to the Washoe County School Naming Committee.

**Item# 7. Discussion and action to approve accounts payable and customer refunds for February 08, 2018.**

Treasurer Ortiz gave a brief report of the accounts payable for February 08, 2018.

*Treasurer Ortiz made a motion to approve the accounts payable for February 08, 2018 in the total amount of \$59,590.59. Vice Chair Severt seconded the motion. The motion carried unanimously.*

Treasurer Ortiz gave a brief report of the customer refunds for February 08, 2018.

*Treasurer Ortiz made a motion to approve customer refunds for February 08, 2018 in the total amount of \$1,108.16. Secretary Barstow seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 8. Discussion and motion to approve Board minutes of January 25, 2018.**

*Vice Chair Severt made a motion to approve the Board minutes of January 25, 2018 as submitted. Trustee Elliott seconded the motion.*

During discussion Ms. Merritt reported page 2 agenda item 6, should read "Trustee Elliott" instead of "Treasurer Elliott".

*Vice Chair Severt amended her motion to reflect the correction. Trustee Elliott amended his second. The motion carried unanimously.*

There were no public comments.

**Item# 9. Consideration of adopting a policy regarding donations and/or adoptions for items related to Sun Valley Parks.**

Mr. Price reported he has been researching other agency policies regarding park donations/memorials. As a reminder the District received a request last year from an organization to plant a Liberty Tree within one of the Sun Valley Parks. He stated many agencies do not have a policy regarding donations related to parks from specific organizations. Locally the City of Sparks has a program that recognizes remembrance, celebrations, birthdays, anniversary and other special occasions by placing a new tree or adopting an existing tree in the City of Sparks park(s). He also stated Las Vegas has a program that recognizes memorials by memorial plaques, trees, benches and pedestals in the City of Las Vegas park(s). He provided a copy of the City of Sparks and the City of Las Vegas park remembrance/memorial programs. Each agency handles each request on a case-by-case basis.

Ms. Shipman stated she does not suggest the District to consider requests on a case-by-case, this has opportunity of unwanted litigation. She stated after looking at both the City of Sparks and City of Las Vegas Programs, she is not opposed of the District allowing remembrances/memorials for individuals but not for an identified group or organization.

After further discussion Mr. Price reported he will continue researching policies, he will most likely have to look outside the State of Nevada. He will contact the National Recreation and Parks Society for any sample policies.

There were no public comments.

**Item# 10. Discussion and possible action to approve registering staff and board members to attend the Nevada Rural Water Association Conference.**

Mr. Combs 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 13, 2018 thru March 15, 2018 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 five single day registrations and two full conference registrations for staff members. Staff has applied for the Nevada Rural Water Association Scholarship to attend the conference at no charge. 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. Price provided a copy of the Board Track training schedule that was specifically focused for small system board members.

Chairperson Ainsworth and Treasurer Ortiz both stated they are interested in attending the full conference.

Vice Chair Severt stated she is interested in attending the conference on Tuesday, March 13<sup>th</sup>.

Trustee Elliott stated he is interested in attending the conference on both Tuesday, March 13<sup>th</sup> and Wednesday, March 14<sup>th</sup>.

*After further discussion Vice Chair Severt made a motion to approve four full conference registrations, one two day registration and six single day registrations. Trustee Elliott seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 11. Update and discussion regarding District's credit/debit card service fee in the Utility Fee Schedule with possible action to increase this fee.**

Ms. Dowling gave a brief report regarding the District's credit/debit card service fee. The District implemented the Online Payment Portal February 2015 with a service fee of \$1.97 per transaction whether paid online, over the phone or in person. In February 2016 the District increased the service fee from \$1.97 per transaction to \$2.71 per transaction to cover costs associated with the Online Payment Portal. Staff continues to analyze the District's credit/debit card service fee monthly in order to remain complainant with governing rules and regulations regarding this fee. She reminded the board, the District can charge a service fee to cover the cost associated with a credit/debit card payments, but cannot make a profit from the service fee. She provided a report showing the service fee averages based on the number of transactions over different time periods. Since the implementation of the \$2.71 service fee (March 2016 through December 2017) the District shows a loss of \$.08 per transaction. Based on a calendar year (January through December 2017) the District shows a loss of \$.15 per transaction. Based on the District current Fiscal Year to Date (July through December 2017) the District shows a loss of \$.20 per transaction, equivalent to a \$3,741.60 anticipated loss over a 12 month period. She stated staff is recommending an adjustment to the credit/debit card service fee to offset expenses by Accela (Springbrook, billing software) and Bluefin (credit card system). Staff is not recommending the full amount of \$.20 per transaction, but is proposing a \$.10 per transaction increase for consideration. Staff would continue to monitor the service fee monthly and throughout the fiscal year to assure the District is not profiting from the service fee.

Trustee Elliott inquired if the customers disagree with the District charging a service fee for the use of a credit/debit card.

Ms. Dowling responded it is rare that staff receives a complaint about the credit/debit card service fee. Staff receives inquiries why the District charges the fee at which staff explains to the customer the purpose of the fee.

Mr. Price reported there is no service fee to customers who pay with a check or cash, the \$2.71 service fee is only for those who pay by credit/debit card online, over the phone or in person. The service fee helps cover the District's third party expenses associated with card payments. He agrees with Ms. Dowling's recommendation of considering a \$.10 increase to the service fee and staff will continue to monitor the fee to in assure the District remains compliant.

Secretary Barstow stated he would like to propose a conservative increase so the District doesn't have to increase and/or decrease the service fee on a frequent basis.

Treasurer Ortiz inquired if the District is anticipated to have a profit should the board

implement a \$.20 increase to the credit/debit card service fee.

Ms. Dowling responded the total service fee is entirely based on the number of customers who pay with a credit/debit card. There is a standard fee for hosting of the Online Payment Portal should a customer use it to pay their bill or just have account access for viewing purposes. The service fee fluctuates once a payment is made, it is based on type of card, financial institute and how much is being charged.

Audience member Mr. Rider commented he is in favor of the District offering customers the ability to pay their account online. He does not mind the service fee because checks cost money too. He agrees with a conservative increase, he doesn't think many customers would even notice.

*After further discussion Secretary Barstow made a motion to increase the District's credit/debit card service fee from \$2.71 per transaction to \$2.80 per transaction; a \$.09 increase. Vice Chair Severt seconded the motion. The motion carried unanimously.*

**Item# 12. Review and consideration regarding District's 2018 Recreation Season Draft Calendar with possible direction to staff.**

Ms. Dowling reported staff met to discuss upcoming recreation events and proposed the following recreation schedule for 2018: March 24, 2018 Easter Egg Hunt in partnership with Community Services Agency, April 21, 2018 Recycling Event, May 5, 2018 Great Community Cleanup in partnership with Keep Truckee Meadows Beautiful, June 8, 2018 opening of the pool (last day of school) followed by the District's annual Dive Into Summer Event (movie in the park), hopeful free swim days throughout the pool season (staff is soliciting donations), August 4, 2018 End of Season Pool Party, August 5, 2018 Last Day of Pool Operation (school back in session) and November 10, 2018 Veterans Celebration in partnership with Washoe County. She stated staff has reached out to 17 various car clubs, including Hot August Nights, in hopes of partnering with one to offer a show and shine at the Community Park. The feedback that she has received this far; need a year in advance notice or that car shows are fading away due to the lack of volunteers to work the event and the lack of public interest attending the event. The District's ongoing programs and recreational opportunities include: BMX, Baseball, Soccer, Football, Zumba, Martial Arts and hopeful addition of Paintball.

Chairperson Ainsworth inquired if the District is only offering one movie in the park.

Ms. Dowling responded at this time staff is suggesting one movie in the park to take place during the Dive Into Summer Event. Attendance for the second movie in the park late July early August is historically not well attended. Last year the District replaced the second movie in the park with the pool party which was a success.

Trustee Elliott inquired what happened to the company that organized the Sun Valley Fun Sunday Car Show. He requested staff to share the contact list for the 17 car clubs and he would follow up with them. He also would like to see a 10% to 20% recreational activity/event growth each year.

Vice Chair Severt stated some of our partnered leagues will be hosting their own events. Reno Battleborn BMX will be hosting a 600 point weekend and a Gold Cup Qualifying Race that will draw in large crowds. She reported USA BMX recently ranked the Reno Battleborn BMX track as the number one Northern Nevada BMX track. She suggested including league

events with the District's calendar.

Mr. Price responded Steve Maitland organized the Sun Valley Fun Sunday Event; he passed away several years ago. Steve's daughter tried to continue the event and eventually closed the promotional business.

Treasurer Ortiz stated the Summit Christian Church is proposing a community event of some kind on May 12, 2018 in Sun Valley.

*After further discussion Treasurer Ortiz made a motion to approve the proposed 2018 District Recreation Schedule as presented and directed staff to continue to outreach to organizations regarding the use of the Sun Valley Parks for events. Chairperson Ainsworth seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 13. Legal report by Maddy Shipman.**

Ms. Shipman thanked District for the flowers.

**Item# 14. Field report by Jon Combs.**

Mr. Combs reported on the following items;

- Ladera Ranch developers continue to install the sewer main from Chocolate and 6<sup>th</sup> Ave and working up the hill to the project site, some blasting was needed in a small area.
- Brandon Lacow will be coming back as the Aquatic Supervisor for the 2018 pool season.
- The District started watering the parks due to the lack of precipitation.
- Reno Action Sports, Paintball recently fixed the poles at the park. He has not heard from Larry regarding when he plans on opening the park for the season.

**Item# 15. Office report by Erin Dowling.**

Ms. Dowling reported on the following items;

- The District is still performing its winter evaluation. The District has forms for those who would like to report excess water usage due leaks, outside watering or open taps to avoid freezing pipes.
- The District will be closed Monday, February 19, 2018 in observance of President's Day.
- The District prepared a flyer to promote Online Payment Portal/Account Access; the flyer will be a separate insert with the February bills.
- The District recently upgraded its billing and accounting Springbrook software. The upgrade took place January 30 and January 31, 2018. The system went back up on February 1, 2018 and had several glitches. She complimented staff for their hard work finding new methods on providing information to customers and internally. The upgrade had more streamlining than anticipated. The Online Payment Portal was down for several days while the District's IT Consultant, Erlach and Accela worked together to get both systems to talk with each other due to high security measures in place. She also complimented the customers; they were very patient through the process.

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

Darrin Price reported on the following items;

- He thanked Ms. Dowling and staff for their hard work and patience during the recent Springbrook upgrade, it was a little challenging. He reported he tasked Ms. Dowling to eliminate several of the District's custom reports with the recent upgrade in efforts to save on the District's expenses associated with the Springbrook software. Ms. Dowling was successful at eliminating several custom reports; the same data is still available to the District in the form of a standardized report. The standardized report will look a little different than what we are all accustomed to.
- He attended the Sun Valley Leaders' Summit meeting hosted by Commissioner Jung regarding Summit Christian Church volunteers. The Church proposed several ideas for projects and/or events for Sun Valley.
- He has been attending several meetings at Nevada Department of Environmental Protection regarding water/wastewater project submittals with Washoe County Health Department. Nevada Department of Environmental Protection is considering changing a portion on the law that would appease Truckee Meadow Water Authority, since they are a large water purveyor, regarding the strict restrictions when submitting projects. Mr. Price is requesting for the same exemption as Truckee Meadow Water Authority for the District's water/wastewater project submittals.
- He wished Pastor Joe a happy birthday on behalf of the District.

**Item# 17. Public Comments.**

Mr. Rider with Sun Valley Cal Ripken reported the League recently met as a board and voted on officers. Bonnie Daily was voted as President; she will be resigning from various league positions and will begin training the newly elected Vice Chair Billy Highline. Spring ball signups have begun online and registration will be advertised at Gepford Park and the Sun Valley Community Park. He will continue to be the liaison for Sun Valley Cal Ripken.

**Item# 18. Board Comments.**

Treasurer Ortiz reported she received the Sun Valley Citizen Advisory Board upcoming meeting schedule and they changed the meetings to the second Thursday's at 6pm which will be a conflict with the Sun Valley General Improvement District Board meeting.

Ms. Merritt responded to Treasurer Ortiz statement. Ms. Merritt has been working with Ms. McQuone with Washoe County Mangers Office regarding the Sun Valley Citizen Advisory Board meeting schedule. Ms. Merritt informed Ms. McQuone of the meeting schedule conflict and Washoe County is now considering the third Monday for Sun Valley Citizen Advisory Board meetings.

Trustee Elliott reported on behalf of the Washoe County Citizen Advisory Committee, seniors could benefit from the Summit Christian Church volunteers in the way of cleaning up Sun Valley and hopefully some yards owned by seniors with limited mobility.

Vice Chair Severt reported Washoe County School District is looking for committee members for the Washoe County School District Zoning and School Naming Committees. She would like to see a Sun Valley citizen as a representative for both of these committees. Applications are available on the Washoe County School District website.

**Item# 19. Future Agenda Items.**

Darrin Price reported the following items will be on the next agenda;

- Review of spring pipeline newsletter articles
- Consideration of a recycling event

Vice Chair Severt requested a presentation of Ladera Ranch and Middle School development plans and/or infrastructure plans. She would like to learn more about the connection(s) to assist her with answering questions she receives from the public.

Treasurer Ortiz agreed with Vice Chair Severt's request and would like to include the Valle Vista project.

Secretary Barstow requested a review of the District's adopted Volunteer Policy.

**Item# 20. Adjournment.**

*Trustee Elliott made a motion to adjourn at 7:27 pm. Chairperson Ainsworth seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on February 22, 2018.

Minutes Prepared by:  
Jennifer Merritt, Administrative Assistant