



**Sun Valley General Improvement District  
Board Meeting Minutes of  
February 10, 2022**

**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
Nancyann Leeder	SVGID, Legal Counsel

**Other Members Present:**

Bo Ramsey	Audience
Kelly Glenn	roo co.

**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; Chair Ainsworth, Vice Chair Severt, Secretary Barstow, Treasurer Ortiz and Trustee Rider. 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. Secretary 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 announced Washoe County Sheriff Office and Remsa are hosting a Car Seat Inspection at the Sun Valley Community Park Saturday, February 19<sup>th</sup> from 10am until 2pm. The District office will be closed Monday, February 21<sup>st</sup> in observance of Presidents Day. He also announced Nevada Rural Water Association Conference has released a tentative conference schedule; please get with Ms. Merritt regarding conference registration.

**Item# 7. Discussion and action to approve account payables for February 10, 2022.**

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for February 10, 2022.

*Treasurer Ortiz made a motion to approve the account payables February 10, 2022 in the total amount of \$536,482.90. Trustee Rider seconded the motion. After discussion the motion carried unanimously.*

There were no public comments.

**Item# 8. Discussion and action to approve board meeting minutes of January 27, 2022.**

*Trustee Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of January 27, 2022 as submitted. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 9. Marketing update by Kelly Glenn with roo co.**

Ms. Glenn with roo co. gave a brief marketing update; she continues to meet with District staff on a monthly basis. She is currently working on multiple press releases for the District, they include Lifeguard recruitment, Opening of the Sun Valley Pool, Movie in the Park, E-Recycling Event and any other events scheduled in Sun Valley. She stated the District is more than just a utility and really wants to bring community awareness as to what is going on in the Sun Valley community.

There were no public comments.

**Item# 10. Review of proposed spring newsletter article ideas with possible direction to staff.**

Ms. Glenn provided a list of proposed articles for the upcoming District spring newsletter. The articles include, promoting the pool (hiring, operating schedule, free swim days and possible swim lessons), Movie in the Park, Keep Truckee Meadows Beautiful, Watering days/conservation and Did You Know. She stated the Did You Know article will focus on Sun Valley Citizens Advisory Board and its purpose.

Treasurer Ortiz inquired what information would be on the Sun Valley Citizens Advisory Board and suggested including a link to Washoe County's website for the SVCAB so residents can learn more about how to participate and applying to become a member.

Ms. Glenn responded; the District would like the Did You Know article to be educational regarding the Sun Valley Citizens Advisory Board. It would provide informational details of the meeting schedule, the purpose and role of the board, and how residents can get involved.

*Trustee Rider made a motion to accept the proposed newsletter articles as presented. Secretary Barstow seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 11. Discussion and possible action and/or direction regarding 2022 proposed Recreation Schedule.**

Ms. Dowling reported staff met to discuss the upcoming recreation events for 2022. The following tentative recreation calendar outlines what is tentatively scheduled, some events are subject to change/cancel pending agency partnerships. She reported Community Services Agency has confirmed they would like to host the annual Easter Egg Hunt, date to be determined. She also reported there is another agency that would like to host their own Easter Egg Hunt, that will be brought before the Board for approval. The District, in partnership with Lifecycle Solutions, will be hosting an Electronic Recycling Event for the month of April, Keep Truckee Meadows Beautiful Great Community Cleanup is scheduled for April 30<sup>th</sup>, May 21st Sun Valley Community Give-Away-Day hosted by 1<sup>st</sup> Century Church, June 10<sup>th</sup> Pool Opening, June 17<sup>th</sup> Movie in the Park, June 18<sup>th</sup> Free Swim Day (tentative, pending Fink Family sponsor), July 4<sup>th</sup> Free Swim Day sponsored by 5 Ridges, Car Show (tentative, pending sponsor), August 13<sup>th</sup> End of Season Pool Party followed by the last day of pool operations on August 14<sup>th</sup>. Ms. Dowling reported the 2022 Pool Season will be open for nine weeks, Tuesday through Sunday. She stated uncertainty continues whether swim lessons will be offered, staff will analyze once staffing levels are determined. Lastly, the Veterans Celebration would be held on November 5<sup>th</sup> in partnership with Washoe County Human Services (tentative). Ms. Dowling reported the Veterans Celebration participation has declined over the past several years and would like to suggest bringing the Veterans Celebration event back for additional discussion to consider to see if event modifications or change in venue is needed for this event. She reported the veteran agencies want to participate, but they have concerns with the lack of veterans attending the event.

Trustee Rider commented he would like to see a future agenda item for additional discussion regarding the Veterans Event. He enjoys the event and the District needs to come up with a new way to outreach to the veterans. He also inquired where the cleanup site location will be for the Keep Truckee Meadows Beautiful Great Community Cleanup.

Mr. Melton responded and reported the Keep Truckee Meadows Beautiful Great Community Cleanup will continue to be held at the Chimney OHV site. There are other off-road agencies that assist with this location.

Vice Chair Severt agrees with Trustee Rider, she would like to have additional discussion regarding the Veterans Event. She would also like to confirm the District is available to have a Free Swim Day on July 4<sup>th</sup> considering it is on a Monday this year; pool regular operating hours are Tuesday through Sunday.

Mr. Melton responded staff will organize the July 4<sup>th</sup> Free Swim Day with pool staff to make sure it is available to the community.

Audience member Mr. Ramsey inquired about the Veterans Event; from an agency and/or business stand point, how many veterans are needed to be served at the event for it to be considered a successful event.

Ms. Dowling responded, she helps plan and facilitate the Veterans Event and the event was well attended and successful when there was a more active veterans base in the community, typically being able to serve 20 to 30 veterans. Over the past several years the veteran participation has declined for various reasons. Without having veterans at the event, the invited agencies are not able to provide additional resources available to the veterans. The event has become more of a community event and not being able to recognize and honor the veterans as intended.

Chairperson Ainsworth commented her neighborhood is full of veterans and every year her husband invites them to the event. She stated none of them want to attend the event because it has to do with government.

*Trustee Rider made a motion to accept the tentative 2022 Recreation Schedule as presented; adjust the recreation schedule on a as needed basis and to bring back the Veterans event for further discussion. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

**Item# 12. Discussion and consideration to schedule an Electronic Recycling Day Spring 2022.**

Mr. Melton reported the District partnered with Life Cycle Solutions last year to offer E-Waste Recycling throughout the month of April. The recycling event was modified due to COVID; District customers were able to take their E-Waste directly to Life Cycle Solutions. In prior years the event was restricted to 1 day, with moving the location the event is available for the month of April allowing customers to recycle any day that works with their personal/work schedule. This partnership was proven to be very beneficial to District customers and to the District. There was more E-Waste recycled last year than prior years; it also cuts down on District's overtime as well as potential injuries or other liabilities.

Mr. Melton reported the purpose of the event is to assist the community and reduce illegal dumping in Sun Valley and the surrounding open spaces. Lifecycle Solutions has graciously agreed to honor last year's disposal fees for televisions and CRT monitors. The cost to recycle televisions are \$35.00 per unit and CRT monitors are \$20.00 per unit. In past events District customers were allowed one television and one monitor or a combination of the two for free, any additional units were \$20.00 per unit at customers' expense.

Mr. Melton reported staff is requesting approval to offer electronic recycling for District customers with the partnership of Life Cycle Solutions for the month of April. This event has been budgeted in the District's Board approved 21/22 budget for the amount of \$9,000.

Additional discussion ensued regarding the benefit of this program, working with the community to help reduce the amount of illegal dumping. It also helps educate customers that they don't have to hold onto their recyclables, they can be recycled year-round.

*Vice Chair Severt made a motion to approve partnering with Life Cycle Solutions the month of April for Electronic Recycling as presented by staff. Trustee Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 13. Discussion and action regarding Sun Valley General Improvement District District's Ad Valorem Tax percentage collected by Washoe County Treasurer via property taxes.**

Mr. Combs reported the District is required each year to review its Washoe County tax rate (Ad Valorem) and vote to set the amount to be collected by Washoe County via property taxes. The District's current rate being collected is .2112%; the District increased the rate in 2020 from .1928%. Washoe County's preliminary tax rate calculations show there is room to raise the tax rate to .3065%. The Ad Valorem at the current rate generates \$353,169.10 per years for the District. The money from the Ad Valorem goes into the District's Acquisition Account for capital improvement projects. Mr. Combs reported staff is recommending to increase the Ad Valorem from .2112% to .2296% for fiscal year 2022/2023.

Mr. Combs reported the increase will not affect the resident's property taxes because Washoe County is already collecting the capped amount for property taxes. The amount collected by Washoe County will be recalculated and distributed among the various governmental agencies.

*Vice Chair Severt made a motion to increase the Sun Valley General Improvement District's tax rate (Ad Valorem) to .2296% for 2022/2023 as presented by staff. Trustee Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 14. Legal report by Nancyann Leeder.**  
None

**Item# 15. Field report by Chris Melton.**

Mr. Melton reported on the following:

- The District made an emergency purchase of a new Variable Frequency Drive (VFD) for one of the motors at the District's Main Pump Station. The VFD allows the pumps to run motors at various speeds; ramping up slowly and shutting down slowly to avoid water hammer. He reported during a routine maintenance, staff discovered the issue. Staff contacted the manufacture and the failed VFD is obsolete and cannot be repaired. He also reported he is in communication with developer Mr. Smith for potential cost sharing since this equipment was scheduled to be replaced as part of the new pump station improvements as identified for 5 Ridges development. There will be some additional expenses for installation and SCADA programing.

**Item# 16. Office report by Erin Dowling.**

Ms. Dowling reported on the following:

- She attended the State of Nevada Low Income Hardship Water Assistance Program progress meeting. There is nothing new to update at this time. The State is recognizing how complex the program is going to be. They are trying to create a policy that works with the property owners and renters, since each water utility is unique in the respect who is required to sign up for service.

- She reminded the Board the District is conducting their Winter Evaluation Period, it is scheduled to end March 31, 2022.

**Item# 17. Manager report by Jon Combs.**

Mr. Combs reported on the following:

- He wished Secretary Barstow a Happy Birthday on behalf of the District.
- He reported on the District's financials as of December 2021. He reported the District's Water Fund revenues are 5% below budget; this is contributed to reduction of water sold due to the winter months, a decrease in credit card fees since implementation of the flat credit card fee, and backflow testing that will take place in the spring. Water expenses are on target with the approved budget. He reported on Depreciation; the current period amount is high due to the depreciation expense being posted in November for periods 1 thru 5. The year-to-date amount is less than budgeted due to evenly spreading the overstated accumulated depreciation variance over the fiscal year. The District's BLM Rent expense is over budget due to a new surety bond requirement. The District will be required to hold a surety bond on all its Right-Of-Way Agreements commencement of new applications or renewals. The District's R&M Mains is over budget, this was because expenses were mis-appropriated and a true-up will take place prior to approval of the District's new budget. The District's Sewer Charges are 7.24% below budget, this is contributed to the Washoe County Sewer reimbursement. Washoe County is invoiced quarterly, and payment is received quarterly, however the budget is reflected evenly over a 12-month period. The Sewer expenses are 11% below budget. The Acquisition revenue is below budget because the District's Ad Valorem is only paid out quarterly, however the budget is reflected evenly over a 12-month period. Properties and Garbage Fund revenues are below budget, but once again Washoe County only pays the District on a quarterly basis for Garbage Franchise Fees. There was an increase in Property expenses, the District's rental properties has a property tax increase. Lastly, District's Recreation revenue is at target; the District had good park use considering a lot of facilities were closed down due to COVID. There was a decrease in pool revenue because of no swim lessons offered because of COVID restrictions and a decrease in pool admissions because of the unhealthy air quality due to the wild fires. Overall, the District's revenues are 4% under budget and expenses are 12% under budget.
- Mr. Combs announced his retirement and his last day will be March 25, 2022, he has served the District for 25 years. He thanked the current and past boards for the opportunity to serve the District, it has been his favorite job out of all his careers.

**Item# 18. Public Comments.**

None

**Item# 19. Board Comments.**

Treasurer Ortiz reported Sun Valley Citizen Advisory Board is scheduled to meet March 5, 2022, at 10 am at the Sun Valley Neighborhood Center. She also thank Mr. Melton and Ms. Merritt for their time meeting with Washoe County regarding Envision Washoe County 2040 and the future of Sun Valley community.

Vice Chair Severt reported she has known Mr. Combs for several years and watched him work his way up in various positions with the District. She congratulated him on his retirement and thanked him for his service and appreciates him for keeping employees in place for a good succession plan.

Trustee Rider acknowledged Mr. Combs hard work, when Mr. Combs first became the

General Manager, he had to fix several areas of concerns. He has made the District more efficient and that is a cost savings to the District and customers.

Chairperson Ainsworth agrees with all of the comments, Mr. Combs has been a great manager and the employees appreciate him. She wished him the best on his new venture.

**Item# 20. Future Agenda Items.**

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

- Public request for approval of Food/Vendor Trucks at Sun Valley Parks.
- Update by Keep Truckee Meadows Beautiful 2021 Great Community Cleanup Event and request for continued partnership with 2022 event.
- Possible request by Developer for Facility Payment Plan different than existing payment options offered via District Tariff Rule 21 & 22.

**Item# 21. Adjournment.**

*Secretary Barstow made a motion to adjourn at 6:57 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on February 24, 2022  
Minutes Prepared by: Jennifer Merritt, Administrative Assistant