



**Sun Valley General Improvement District
Board Meeting Minutes of
February 11, 2021**

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
Brad Baeckel	SVGID, Field Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Christi Cakiroglu	Keep Truckee Meadows Beautiful
Sophie Butler	Keep Truckee Meadows Beautiful

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 Treasurer Ortiz

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

Pastor Joseph Barstow gave an update regarding the Sun Valley Food Pantry; the Food Pantry is projected to reopen as early as April 2021 no later than June 2021.

Item# 4. Motion to approve the agenda.

Vice Chair Severt 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. Combs announced the District office will be closed February 15, 2021 in observance of President's Day. The Western Regional Water Commission meeting is scheduled for February 17, 2021. Mr. Combs congratulated Chair Ainsworth; she will represent the general improvement districts on the Washoe County Debt Management Commission. He also announced Governor Sisolak announced that effective February 15, 2021 the State of Nevada will increase its public gatherings from 50 people to 100 people or from 25% to 35% capacity.

Item# 7. Discussion and action to approve account payables for January 28, 2021.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll checks for January 28, 2021.

Treasurer Ortiz made a motion to approve the account payables for January 28, 2021 in the total amount of \$113,134.45. Trustee Rider seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve account payables for February 11, 2021.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll checks for February 11, 2021.

Treasurer Ortiz made a motion to approve the account payables for February 11, 2021 in the total amount of \$362,578.37. Trustee Rider seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 9. Discussion and action to approve board meeting minutes of January 14, 2021.

Secretary Barstow made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of January 14, 2021 as submitted. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Update and introduction by Keep Truckee Meadows Beautiful regarding cleanup efforts and future cleanup events; with possible action to approve partnership with Keep Truckee Meadows Beautiful Great Annual Cleanup May 1, 2021 including approval of donation from the Sun Valley General Improvement District's Garbage Fund.

Ms. Cakiroglu with Keep Truckee Meadows Beautiful thanked the District for the continued support of Keep Truckee Meadows Beautiful cleanup efforts. She provided a brief report with the results showing the total tons of trash, tires, hazardous waste over a ten-year period. Ms. Cakiroglu announced her retirement with Keep Truckee Meadows Beautiful after nineteen years. She thanked the District for partnership and support over the years. The

new Keep Truckee Meadows Beautiful Executive Director name is Mark Cameron.

Mr. Combs stated the District partners with Keep Truckee Meadows Beautiful Great Community Cleanup efforts by donating \$5,000 from the District's Garbage Franchise/Beautification Fund as well as provide staff and equipment. This year's Great Community Cleanup is schedule for May 1, 2021.

Vice Chair Severt presented Ms. Cakiroglu with a Certificate of Appreciation for her dedication to the cleanup efforts of the Sun Valley Community.

After further discussion Trustee Rider made a motion to approve donation of \$5,000 from the District's Garbage Fund including providing staff and equipment for the Keep Truckee Meadows Beautiful Great Community Cleanup May 1, 2021. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. District Safety Committee update by Field Supervisor Brad Baeckel.

Mr. Baeckel gave a brief update regarding the Sun Valley General Improvement District Safety Committee. He reported the purpose of the committee is to bring all District employees together to achieve and maintain a safe, healthy work place. The goal of the committee is to eliminate workplace injuries and illnesses by involving employees and manager in identifying hazards and suggesting how to prevent them. The current committee members are himself as chair, Mr. Poelstra as vice chair, Ms. Merritt as secretary and Mr. Terry as a committee member.

Mr. Baeckel reported during the COVID pandemic, the Safety Committee has held their meetings less frequently in order to reduce contact between members. Employees are still able to contact members via email for any concerns they may have. The Safety Committee posts meeting minutes in the hub and provide updates during the District's employee meetings. He reported on some of the accomplishments; the committee has reviewed and updated the current safety programs and procedures, conducted workplace safety inspections, continued safety lessons for office and field, and continued with monthly tailgate meetings for the field staff. Some of the topics that have been shared with District employees are Energized Equipment, Safe Lifting, Good Housekeeping, Get Up and Move and Pedestrian Safety. The committee continually reviews and updates COVID protocols, updated Safety Data Sheet Binders at all District facilities.

Mr. Baeckel reported the committee has created an incentive for the District being accident/incident free. The District has purchased a scoreboard that keeps count of the number of days the District has been incident free. The District will offer a pizza party for all employees every time the District achieves a full year with no accidents/incidents.

There were no public comments.

Item# 12. Discussion and possible action regarding Sun Valley General Improvement 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 for Sun Valley General Improvement District is .2112%; the District increased this rate last year 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 \$330,998.00 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 keep the Ad Valorem set at .2112% for fiscal year 2021/2022.

Treasurer Ortiz inquired how the increase will impact the customers.

Mr. Combs responded 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.

Ms. Shipman reported Ad Valorem for general improvement districts was cut off in 1999; only existing general improvement districts established prior 1999 were able to continue to receive Ad Valorem. Any general improvement district established after 1999 would not qualify to receive Ad Valorem; they would be solely dependent on rates.

Vice Chair Severt made a motion to keep the Sun Valley General Improvement District's tax rate (Ad Valorem) at .2112% for 2021/2022. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Discussion and action to approve CliftonLarsonAllen, LLP as the Sun Valley General Improvement District auditor for the fiscal year ending June 30, 2021.

Mr. Combs reported staff is requesting approval to designate CliftonLarsonAllen, LLP as the District's auditor. He provided a copy of CliftonLarsonAllen, LLP proposal to perform the District's audit for fiscal year 2020/2021 ending June 30, 2021. CliftonLarsonAllen, LLP is honoring their rate from last year for auditing services for the total amount of \$33,500.00. He stated the District's savings is contributed to Ms. James work and cleaning up the District's books and having material prepared for the auditor.

Trustee Rider made a motion to approve CliftonLarsonAllen, LLP proposal of \$33,500.00 to perform the District's audit for fiscal year ending June 30, 2021. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Discussion and action to approve Landscaping and Maintenance Contract for the Sun Valley General Improvement District Parks.

Mr. Melton provided three landscape and maintenance proposals for the Sun Valley Parks for review and consideration; Brothers Lawn and Landscaping for \$36,000.00 annually, Nevada Outdoors for \$45,000.00 annually, and Reno Green Landscaping for \$86,130.00 annually. These proposals are all based on the same Scope of Work and the variance in price is due to the size of the of the landscaping company. The District used Brothers Lawn and Landscaping for the past two years. There were some issues regarding over watering and attention to details, those issues have been addressed with the owner prior to proposal submittal.

Mr. Melton reported staff is recommending approval of Brothers Lawn and Landscaping proposal of \$36,000.00 annually as the lowest and qualified bidder. The proposal includes sprinkler and dripline repairs at no cost, minus cost of materials. This is a savings to the District on repairs throughout the year. Their proposal also includes an option for a two-year agreement for the same proposed annual amount.

Additional discussion ensued regarding getting the fields ready for this year's leagues and quality of work. Mr. Melton reported he has spoken with Brothers Lawn and Landscaping regarding the field concerns. He also informed the Board of Trustees that he will enforce the Scope of Work anytime there is performance concerns. The District has the opportunity to cancel the contract with a 30 written notice.

Secretary Barstow made a motion to approve Brothers Lawn and Landscaping proposal in the total amount of \$36,000.00 annually with a two-year agreement. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 15. Legal report by Maddy Shipman.

None

Item# 16. Field report by Chris Melton.

Mr. Melton reported on the following items;

- The District sent backflow compliance letters to various commercial customers. The letter identifies certain customers that they are not compliant with the District's backflow prevention/cross-connection program requirements. The District will be working with these customers (9 customers) to get them in compliance for the safety of the District's water system.
- He gave a brief COVID update; Governor Sisolak announced today the State of Nevada is lifting some of the gathering restrictions. Public gatherings will increase from 50 people to 100 people or 25% to 35% capacity effective February 15, 2021. Larger gatherings for events and leagues are required to submit a mitigation plan to the State of Nevada Department of Business and Industry by March 1, 2021. Once the leagues receive their mitigation plan approval by the State of Nevada of Business and Industry, they can submit to the District and the District can permit the league use of the fields. The next schedule restriction lift is scheduled for March 15, 2021; public gatherings from 100 people to 250 people or 35% to 50% capacity. The goal is

to have the local county authorities provide COVID mitigation plans by May 1, 2021.

Item# 17. Manager report by Jon Combs.

Mr. Combs reported on the following items:

- He wished Joseph Barstow a Happy Birthday.
- He reported on the District's cash/reserves/debt analysis thru January 31, 2021. The District has three bank accounts; O&M (operating account) with a cash balance of \$3,491,697.00, CIP (reserve account) with a cash balance of \$8,673,942.00, and CD's (investment account) with a cash balance of \$3,133,346.00. The District's debt consists of two sewer loans with the City of Sparks (Truckee Meadows Water Reclamation Facility) and two State of Nevada Water Bonds. The first City of Sparks Sewer Loan; principal balance is \$1,033,018.19 plus interest of \$46,388.18 (interest at maturity) with a scheduled payoff date of fiscal year 2027. The second City of Sparks Sewer Loan; principal balance is \$1,622,346.90 plus interest of \$72,871.89 (interest at maturity) with a scheduled payoff date of fiscal year 2027. The first State of Nevada Water Bond; principal balance is \$2,967,230.11 plus interest of \$213,724,.37 (interest at maturity) with a scheduled payoff date of fiscal year 2026. The second State of Nevada Water Bond; principal balance is \$1,504,750.56 plus interest of \$159,294.10 (interest at maturity) with a scheduled payoff date of fiscal year 2029. The District's reserve consists of the following; Unrestricted reserves in the overall CIP account is \$4,678,531.00; \$2,402,842 reserved for Water CIP (AB 198 Grant/Capital Replacement per the bond contract), Water Bonds 1 & 2, and Depreciation/R&M misc.; \$2,218,527 City of Sparks Loans plus improvements; and \$2,507,388 for CD Investments.
- He reported he signed the 5 Ridges Phase 1 contract for T-Main to Klondike Tank project. The developer has secured and paid the District the 50% plus a 15% contingency of the contract estimate to start the project.

Item# 18. Public Comments.

None

Item# 19. Board Comments.

Secretary Barstow thanked District staff for all of their hard work; he has seen more now in the last year than he has in the last seven years.

Item# 20. Future Agenda Items.

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

- Consideration to schedule a Tariff Hearing
- Review of the District's Credit/Debit Card Service Fees
- Review of the spring newsletter articles
- Consideration to offer an electronic recycling event
- Review of the 2021 Recreation Schedule
- Manager update regarding marijuana tax funds

Item# 21. Adjournment.

Secretary Barstow made a motion to adjourn at 7:00 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on February 25, 2021

Minutes Prepared by: Jennifer Merritt, Administrative Assistant