



**Sun Valley General Improvement District
Board Meeting Minutes of
February 22, 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
Chris Melton	SVGID, Field Supervisor
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Michael Rider	Audience
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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 audience member Mr. Rider

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.

Mr. Price requested to postpone agenda item 11 until Mr. Combs is present to give a brief presentation of Ladera Ranch subdivision.

After discussion Vice Chair Severt amended her motion to approve the agenda with postponing agenda item 11. Trustee Elliott seconded the amended motion. The motion carried unanimously.

There were no public comments.

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.

None

Item# 7. Discussion and action to approve accounts payable and customer refunds for February 22, 2018.

Treasurer Ortiz gave a brief report of the accounts payable for February 22, 2018.

Treasurer Ortiz made a motion to approve the accounts payable for February 22, 2018 in the total amount of \$492,875.89. Vice Chair Severt seconded the motion. After discussion the motion carried unanimously.

Treasurer Ortiz gave a brief report of the customer refunds for February 22, 2018.

Treasurer Ortiz made a motion to approve customer refunds for February 22, 2018 in the total amount of \$913.13. Trustee Elliott seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 8. Discussion and motion to approve Board minutes of February 08, 2018.

Vice Chair Severt made a motion to approve the Board minutes of February 08, 2018 as submitted. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Discussion and consideration to schedule an Electronic/Appliance Recycling day in partnership with Sims Metal Management and Intelligent Lifecycle Solutions.

Mr. Melton reported staff is requesting direction from the Board to host another Electronic/Appliance Recycling day. Staff is proposing April 21, 2018 from 9am until 1pm at the District's Annex on W. 4th Ave. This event will benefit the Sun Valley community and potentially reduce illegal dumping in the valley and surrounding open spaces.

Mr. Melton reported the District will partner with Lifecycle Solutions for the electronics (radios, tv's, monitors, computers, etc.) and SIMS Metal Management for appliances (refrigerators, stoves, dishwashers, etc.). The cost to dispose of a CRT/Tubed television or

monitor increased this year \$10 each; televisions will cost \$35 and computer monitors will cost \$20 to dispose. He stated last year the District approved the recycling program to allow each District customer to dispose of two televisions, or two monitors, or one of each, and \$10 for each additional television and/or computer monitor.

Mr. Melton gave a brief recap of last year's recycling event. The District collected 11.25 ton from appliances and received \$696.92 from the recycled metal. A total of 319 televisions were collected and cost \$7,975.00 to dispose of and 74 computer monitors were collected and cost \$740.00 to dispose of. The District collected \$685.00 for the disposal of additional televisions and computer monitors. The recycling event last year cost the District \$7,333.08 (this does not include staff time) which was paid from the District's Garbage Franchise Fee. He stated the Board approved the District's 2017/2018 budget that includes \$8,000.00 reserved for another recycling event using the District's Garbage Franchise Fees.

Mr. Price reported the Board has the option to charge a portion of the disposal expense or all of the disposal expense. He stated \$35 to dispose of a television is still less expensive than what it costs to dispose of it with Waste Management. The recycling event is a great event for the community and helps reduce on illegal dumping.

Chairperson Ainsworth wanted to confirm that the funds to cover the recycling event would be paid from the District's Garbage Franchise fees set aside for beautification projects. She inquired if the District would have to augment the budget should the event exceed \$8,000 that has been approved in the 2017/2018 budget.

Mr. Price responded, yes the event would be paid from the District's Garbage Franchise fees. Should the event exceed what was approved in the budget, the District may have to augment the District's Properties and Garbage Account. He stated that the District's Properties and Garbage Account does very well and is not a concern if the event goes over slightly because the event is a benefit to the community.

Mr. Melton reported the District's only charged for the CRT/tubed televisions and computer monitors. All other electronics are free of charge including flat screen televisions and monitors. Lifecycle Solutions provides the recycle bins and picks them up free of charge.

Trustee Elliott recommended the District utilizing the Summit Church volunteers for the event to cut down on employee overtime and suggested passing through to the customers the increase to dispose of a CRT/tubed televisions and computer monitors.

Treasurer Ortiz is in favor of the event and stated it is a benefit for the community and it reduces illegal dumping.

Mr. Price responded the District will reach out to the Summit Church for volunteers to help work the event. He stated there are some positions that will still need to be staffed by a District employee such as the person who handles the cash and a supervisor to oversee the event and volunteers.

Audience member Mr. Rider commented he believes the District should pass through the increase to dispose of additional televisions and/or monitors to help offset some of the event expense. He also suggested staff to come up with a plan to mitigate appliances and electronics dropped off after the event. Last year after the event was over and the gates were locked, he noticed several televisions disposed outside the District's property.

After further Vice Chair Severt made a motion to approve the District hosting an Appliance/Electronic Recycling Event April 21, 2018; allowing each household to dispose of two televisions, or two monitors, or one of each, and charge \$20 for each additional television and/or computer monitor. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

Item# 10. Review of proposed 2018 spring newsletter articles with possible direction to staff.

Ms. Dowling provided a list of suggested articles for the upcoming 2018 spring newsletter. The list of articles include: promotion of the Sun Valley Neighborhood Center programs (Senior Services, Family Resource Center, Martial Arts and Zumba Fitness), Pool opening and Dive Into Summer Event, Sun Valley park reservations, District's Online/Account access, District's Facebook page, Keep Truckee Meadows Beautiful Great Community Cleanup, water conservation and spring gardening, and possible lifeguard recruitment. Ms. Dowling stated due to the timing staff will have to announce the District's Appliance/Electronic Recycling Event with a separate flyer inserted with the monthly bills. Staff wants to make sure that all the Districts customers receive advance notice of the recycling event and it would be too late if it was published in the spring newsletter. She also stated there was a request for an article regarding the Ladera Ranch subdivision and the Middle School project. Because of the new newsletter design, the spring newsletter would not have enough room to provide a sufficient update for both projects and staff will reserve space in the summer or future newsletter for the requested update.

Trustee Elliott requested promotion of May, Older Americans Month, to be a part of the Senior Service program article.

Vice Chair Severt made a motion to approve the 2018 spring newsletter suggested articles. Trustee Elliott seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Review of subdivision plans for Ladera Ranch by D.R. Horton.

Postponed

Item# 12. Review of the District's Volunteer Program with possible direction to staff.

Mr. Price stated staff was not given specific direction from the last meeting what to present for review regarding the District's Volunteer Program. He provided a copy of the District's Volunteer Program for informational purposes. The program defines the purpose of the program, scope, planning, and definitions of types of volunteers and recruiting of volunteers. The program outlines District recognition of volunteers based on number of hours served. He also provided a copy of the District's Volunteer Application Agreement and the Consent and Disclosure Agreement.

Mr. Price reported the District does not have continuous programs for volunteers. The District's current Volunteer List consists of fifteen volunteers. Majority of the volunteers volunteer for District events only. It is difficult to retain volunteers for programs due to the time commitment.

Trustee Elliott stated the District really needs to take advantage of the Summit Church Volunteers through Commission Jung for some of the upcoming events.

Mr. Price agrees with Trustee Elliott's comment. The Summit Church has volunteered several times at the Sun Valley Community Park. He stated he and Mr. Melton will be following up with the volunteer coordinator with Summit Church. During the Sun Valley Leader's meeting with Commissioner Jung and Summit Church, the church had suggested hosting a community event on May 12, 2018 at the Sun Valley Community Park.

There was no direction given to staff.

There were no public comments.

Item# 13. Legal report by Maddy Shipman.

None

Item# 14. Field report by Chris Melton.

Mr. Melton reported on the following items;

- Ladera Ranch continues to install the sewer main up the hill to the project site. To date, a thousand feet of sewer main and approximately 20 manholes has been installed. He has been performing daily field inspections.
- Far West Engineering has GPS a good portion of the District's system (manholes, valves, etc.). They are currently working on the GIS system for the District and putting everything together for the District to use to help identify locations of District utilities.

Item# 15. Office report by Erin Dowling.

Ms. Dowling reported on the following items;

- The District is recruiting for a part time Customer Service Representative to replace a vacant position.
- Staff continues to update the System Operation Procedures Manual since the Springbrook software upgrade.

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

Darrin Price reported on the following items;

- The District continues to work on negotiations with the Nevada Division Environmental Protection and Washoe County Health. From the meetings it appears that the main focus is on the specifications of construction and installation of infrastructure opposed to the approval process for map submittal for developers. He stated he is still pursuing an exemption for the District per the NAC 445. The exemption would pertain to any project that is five hundred feet or less, the District can approve the project without having authorization from Washoe County Health Department.
- He recently met with Truckee Meadows Water Authority regarding dedication of Water Rights for development. The District's Water Right Policy requires the developer to dedicate permitted Truckee River Water Rights to the District. Truckee Meadows Water Authority applies in addition to the Water Right dedication a drought factor fee, a water conservation fee and meter-retrofit fee. He has asked for clarification regarding the additional fees from Truckee Meadows Water Authority's attorney. He also reported during the meeting with Truckee Meadow Water Authority they reviewed an agreement, originally initiated with Sierra Pacific Power, regarding the District providing emergency and fire storage for a portion of the Sun Valley area outside the District's service boundary. The agreement expires this year and new

agreement will come before the District board for renewal. In the interim the District has been providing Truckee Meadows Water Authority water for the past year to service their area while they rebuild a pump station.

Item# 17. Public Comments.

Mr. Rider commented Sun Valley Cal Ripken spring ball registration is open, registration can be done online at www.sunvalleyouthball.com or in person. The Sun Valley Cal Ripken Board will be meeting Saturday, February 24, 2018 if anyone would like to attend. Mr. Rider also commented he volunteered last year with the Truckee Meadows Fire District yard waste recycling day, he would be happy to volunteer again if they schedule another recycling day.

Item# 18. Board Comments.

Trustee Elliott reported the Sun Valley Area Plan update will go before the Washoe County Planning Commission sometime in March. He is disappointed with the Area Plan update because it takes away most of everything that was fought for to help clean up the Sun Valley Boulevard and make it more welcoming for businesses. He stated according to Washoe County staff the purpose of the update of the Sun Valley Area Plan was because property owners along Sun Valley Boulevard were complaining about being impacted by the Area Plan. He stated a lot of items did not get incorporated with the existing Area Plan that would have resolved a lot of the property owner's complaints. If a property owner wanted to replace their mobile home on the property they had a certain amount of time to do so before it would not be permitted (approximately one year) and the Area Plan also dictated what size mobile home could replace the old one. The replacement mobile had to stay within 10% of same size enabling property owners to upgrade their homes. He will be requesting Washoe County Planning Commission to postpone the discussion until the Sun Valley community has had the opportunity to provide their input.

Treasurer Ortiz thanked Ms. Merritt for working with Washoe County regarding the scheduling of the Sun Valley Citizen Advisory Board meetings. The new Sun Valley Citizen Advisory Board meetings will be held quarterly on the third Monday (January, April, June and October).

Chairperson Ainsworth commented there were unintended consequences that happened to the Sun Valley Area Plan and Washoe County is blaming the Sun Valley Leadership that caused the changes on Sun Valley Boulevard. She stated the changes, such as replacing and/or upgrading a mobile home along Sun Valley Boulevard was never intended to restrict size or timing of replacements. She stated the existing Area Plan will not allow for a new mobile home to be set up in the mobile home park on Sun Valley Boulevard when a tenant moves out of the park.

Chairperson Ainsworth commented she spoke to City of Sparks Council Member Abbott regarding the City of Sparks Memorial Tree Program. Mr. Abbott reported the Memorial Tree Program was canceled six months ago because the individuals who requested a memorial tree and plaque were not properly maintaining the memorial space. The City of Reno has a donation program that the District should inquire about, if staff hasn't done already. She also spoke with City of Reno Council Member Duerr and she reported the Sparks and Reno Rotary Club will be planting trees in both the Sparks and Reno Parks on Earth Day and no tree donations can be political affiliated.

Chairperson Ainsworth reported Sun Valley residents are receiving letters from an agency regarding purchasing of insurance for water lines located on property. These letters can be confusing for some residents.

Item# 19. Future Agenda Items.

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

- Keep Truckee Meadows Beautiful Great Community Cleanup participation and solicitation of donation
- Review of the 2018 Pool Schedule
- Approval of Auditor Agreement for 2017/2018 audit
- Continuation of review of Ladera Ranch project
- Review of procedure on approval of checks

Chairperson Ainsworth would like to follow up with the donation of trees for parks.

Vice Chair Severt requested a presentation of the District's GPS/GIS program.

Item# 20. Adjournment.

Vice Chair Severt made a motion to adjourn at 6:59 pm. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

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

Minutes Prepared by:

Jennifer Merritt, Administrative Assistant