



**Sun Valley General Improvement District
Board Meeting Minutes of
February 24, 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
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Bo Ramsey	Audience
Mark Cameron	Keep Truckee Meadows Beautiful
Connor Larr	Ulysses Development Group

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.

Trustee Rider 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.

Mr. Combs announced the Sun Valley Citizen Advisory Board meeting is scheduled for Saturday, March 5th 10 a.m. at the Sun Valley Neighborhood Center.

Item# 7. Discussion and action to approve account payables for February 24, 2022.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for February 24, 2022.

Treasurer Ortiz made a motion to approve the account payables February 24, 2022 in the total amount of \$173,772.47. Secretary Barstow 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 February 10, 2022.

Treasurer Ortiz made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of February 10, 2022 as submitted. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Update 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 April 30, 2022 including approval of donation from the District's Garbage Fund.

Mr. Cameron with Keep Truckee Meadows Beautiful gave a brief report with the results from last year's Great Community Cleanup. He reported last year's event engaged a total of 693 volunteers over 23 different cleanup sites throughout Truckee Meadows. The biggest effort of all the sites was Chimney Dr., Sun Valley, NV. He reported with the efforts of 150 volunteers a total of 70,000 pounds of trash and 150 tires were removed. This year's Great Community Cleanup is scheduled for April 30, 2022.

Mr. Cameron reported Keep Truckee Meadows Beautiful is working with Summit Christian Church, they would like to provide quarterly park cleanups at the Sun Valley Parks. These efforts are being coordinated with District staff. He also assisted Truckee Meadows Community College, a group of ten volunteers, with a cleanup event last year at the Sun Valley Community Park.

Mr. Cameron reported Keep Truckee Meadows Beautiful continues its mission of creating a sustainable and beautiful region for future generations. The District's support also assists Keep Truckee Meadows Beautiful Illegal Dump Task Force, a collaborative of local agencies that focus on illegal dumping education and prevention efforts. Keep Truckee Meadows Beautiful continues to outreach and educate youth, residents, and businesses how to prevent and encourage reporting illegal dumping. He thanked the District for their continued support.

Mr. Combs reported the District has partnered with Keep Truckee Meadows Beautiful for fourteen years with the annual Great Community Cleanup Event. The District donates funds from the District's Garbage Franchise Fees within the Garbage Fund. The District also provides staff and equipment for the Great Community Cleanup event. Staff recommends continued support with Keep Truckee Meadows Beautiful with the donation of \$5,000 paid from the District's Garbage Fund as approved in the 2021/2022 budget.

Vice Chair Severt made 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 April 30, 2022. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Request from Ulysses Development Group for consideration to approve a Water and Sewer Facilities Payment Plan allowing the first and second payment of facilities to be paid at the time of construction commencement.

Mr. Larr with Ulysses Development Group provided a brief introduction, Ulysses Development Group is a mission driven developer of affordable housing for those in the workforce. The primary focus is development for new affordable housing and preservation of existing affordable housing in the effort to address the growing affordability crisis. The development known as The Ridge at Sun Valley located on West 1st Avenue adjacent to the Lois Allen Elementary School. The proposed development is a 195 multifamily apartment complex. All units will be set aside for residents earning up to 60% of the area median income (this equates to \$35,000 and \$55,000 a year) making the apartments permanently affordable.

The development has received local support from the county and state level. In August 2021 Washoe County Commissioners endorsed the development as a priority project and allocated a small amount of tax bonds to assist with financing the project. In September 2021 the development received approval of Administrative Use Permit #WADMIN21-0009 from Washoe County Zoning Board of Adjustments allowing for the use of the property as multifamily. Lastly, in January 2022 the Nevada Board of Finance granted approval of an allocation of Federal Tax Credits, Nevada State Tax Credits, and Private Activity Bonds. He also reported the development has been identified as a pilot program for the State's new low-income state tax credit program.

Mr. Larr gave a brief overview of the project. The proposed design includes 10 housing buildings complimented with a community club house equipped with a pool. It will have the look and feel of market rate modern development. A water and sewer capacity study was performed by the District's engineer, Shaw Engineering. Based on the study the off-site improvements consist of a new 8" sewer main installed on West 1st Avenue, 8" water main installed on West 1st Avenue, 6" water main installed on Sidehill Road, and installation of a new pressure relief valve station on Stratton Drive.

The development is projected to have a total of \$4,478,935 in impact fees, connection fees, and offsite utility charges. Of those fees, the District's water and sewer facilities fees and offsite improvements are projected to be \$3,403,721. The development is currently being assessed at approximately \$23,000 per unit. In most jurisdictions, new affordable housing

developments benefit from reduced or waived fees and typically are metered on a per-building basis by virtue of the utility structures of affordable housing developments. The developer is planning on submitting for building permits April 2022 with an expected issuance of permits July/August 2022. Once the permits have been approved and issued is when the financing, low-income tax credits and bonds, becomes available. This particular development is financed through the low-income tax credit program, which is highly regulated IRS program. The program allows for them to take an allocation of those credits and sell them to investors; investors consists of banks and insurance companies. This process limits the amount of funds available for spending prior to the issuance of permits. This poses a challenge for the development because the District's Tariff requires 1/3 of the total connection fees due prior to funds being available.

Mr. Larr requested for consideration the District consider the postponement of the first installment of the connection fees, \$891,865, and allow for Ulysses Development Group to make both first and second installments at the commencement of construction.

Mr. Melton reported the District's Tariff provides two payment options for water and sewer facilities fees. The first option is to pay all fees in full with Final Map approval, Water Right dedication via Truckee Meadows Water Authority Wholesale Will Serve issuance, Water Project Submittal, and issuance of District's Will Serve. The second option is allowing the developer to breakup the fees in three installments; first one third of the facilities fees at Final Map approval, Water Right dedication via Truckee Meadows Water Authority Wholesale Will Serve issuance, Water Project Submittal, and issuance of District's Will Serve. Second installment at commencement of construction and the final installment at the completion or the request to install first water meter. Staff's concerns are making exceptions to the Tariff and setting a precedents for future requests. Therefore, staff's recommendation is to continue with the District's Tariff Rules and allow for the developer to make the facilities fees payment either in full or of three installments.

Mr. Melton reported the District has made some concessions for this development. Ulysses Development Group requested for any opportunity to reduce fees for various services. After a meeting with the developer and Shaw Engineering, the District agreed to allow for the developer to design and construct the sewer improvements related to the project. This is a savings of \$8,000 from Shaw Engineering in designing fees and additional savings with construction being performed by the developer. The subject property was identified as grandfathered in regards to dedication of Water Rights. The District via the original Water Wholesale Agreement has 9.9 AF reserved for this parcel; this is estimated savings of \$102,000 to the developer.

Trustee Rider stated he recalls the District setting the Tariff for the protection of the District in the event a developer defaults on their project and the District assuming the responsibility of the unfinished infrastructure.

Mr. Melton responded that is correct, it is a protection to the District in the event a developer defaults on their development. The District collects up front a portion of, if not all, facilities fees. This revenue is applied towards the District's capital improvement for bond payments

and future improvements and/or replacements. A scenario of a development defaulting consists of installing underground services, such as water and sewer, and then never constructing the homes. Once the underground services have been installed, tested and turned on, it becomes the District's responsibility to maintain. The District has had this happen in the past were the District deferred collection of payment and then the developer left the project. The District's mission is to have developer pay for development and not having existing rate payers subsidize development.

Chairperson Ainsworth recalls when the District had one payment option of the water and sewer facilities fees. By the request of the developers, the District amended its Tariff to assist the developers to allow them the option, pay as you go, with a three-installment payment plan. She recommends not deferring from the approved Tariff.

Mr. Combs reported he is in favor of the project and the community could benefit from the development. If the Board of Trustees want to consider making an alternate concession of the Tariff, he recommends limiting it only to "true" low-income affordable housing projects such as The Ridge at Sun Valley.

Vice Chair Severt stated this is a new form of development for Sun Valley and suggested the District review the Tariff in regards to apartments. She is in favor of the project, but is concerned going against the Tariff at this time.

Treasurer Ortiz is in favor of low-income affordable housing for Sun Valley, but supports staff's recommendation as presented.

After discussion Trustee Rider made a motion to uphold the District's Tariff and deny Ulysses Development Group's request to defer first installment of the District Facilities Fees. Chair Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Discussion and direction to District staff regarding possible changes to the 2022 Veterans Celebration event.

Ms. Dowling reported the District has been hosting, in partnership with Washoe County, a Veterans Celebration for the past several years. Over those years, some events have been extremely successful and well attended. Recently, last several years there has been a significant decrease in veteran participation and the event has become more of a community event. With the decrease in veteran attendance, it has made it challenging to have vendors that provide services for veterans. Staff is requesting direction from the Board of Trustees how to proceed with the event. She provided several options for consideration, they include canceling the event, change the purpose of the event, or move the event venue. The District partners with Washoe County Human Services for this event, there is a possibility of moving the venue to the Washoe County Senior Center on 9th Street to allow for more space for guests and vendors to gather. The Sun Valley Neighborhood Center is a smaller room and the vendor tables take up a lot of space restricting additional seating for guests. The biggest concern with the event is the lack of veteran attendance, the purpose of the event is to

acknowledge and honor our veterans. Ms. Dowling suggested for consideration the District proclaiming the month of November as Veterans Appreciation Month. During the month of November staff could promote various veteran assistance services. Based on prior conversations, the veterans stop coming because of the formal ceremonies with presentations by elected officials. She suggested changing the event to an informal event and have it just a pancake breakfast and providing supplied veteran assistance brochures for various services. She is concerned outreaching to the veterans is not being met. The District's standard outreach is promoting the event via the District's newsletter, website, Facebook page, and front lobby.

Secretary Barstow inquired what was the original intention of the event when it was first established. He also inquired how does the District staff feel about the event in what it has become. He recommend for consideration having one person that could be available to provide brochures of the various services. This would allow the veterans to still obtain the much needed resources, then able to just enjoy the event.

Ms. Dowling responded, the event was initially founded by Washoe County Senior Director, Grady Tarbutton. Mr. Tarbutton had applied and approved for a special grant funds; the purpose of the grant was to bring generations together. The Veterans Celebration provided interaction between the youth and the older generation. The grant was used up within the first two years. However, both the District and Washoe County has continued holding the event based on the success of the event. She stated staffs concern is the outreach, asking veteran agencies to attend the event to promote their services, but not actually getting veterans to attend the event. Staff does not know how many veterans live in Sun Valley. The questions is does the District continue holding the event for all veterans within Washoe County or does the District want to limit it to veterans within Sun Valley. Again, the biggest concern is outreaching to the veterans to make sure they are invited and/or receiving feedback from the veterans what they would like to see at the event.

Chair Ainsworth inquired if staff could get a mailing list of veterans within Sun Valley. She also stated she has multiple veterans in her neighborhood. Every year they are personally invited to attend the event, but they decline because they don't want anything to do with government. She believes the District needs to try and outreach to the veterans.

Ms. Dowling responded, she is not aware of a specific mailing list, but the District could engage its public relations consultant to obtain a list. In addition, they can perform outreach to see what, if any, would the veterans like to see at the event. The District could also outreach via the District's monthly billing to seek input.

Vice Chair Severt announced based on the recent Census data, there is a little over 1,000 veterans identified within Sun Valley. She too believes the District needs to outreach in some form to seek input from the veterans and/or invite the veterans to the annual event with the emphasis of promoting veterans' assistance services.

Trustee Rider reported he is not in favor of changing the venue. He would like for the District to continue with keeping it a Sun Valley event. The event could be modified to become just a recognition and honoring of the veterans. A place for veterans and their families to gather to celebrate and honor all veterans.

Treasurer Ortiz stated she attended last year's event, it was so emotional and meaningful to watch the one veteran take it upon himself to standup and start the pledge of allegiance. She would like to continue with the event.

After further discussion, staff was directed to outreach to obtain a mailing list for Sun Valley veterans and seek input from veterans. They would also like to continue the annual event with the partnership with Washoe County.

There were no public comments.

Item# 12. Discussion and action to appoint Chris Melton as the interim District representative to the Northern Nevada Water Planning Commission.

Mr. Combs reported per the Northern Nevada Planning Commission By Laws the District's General Manager is a member of the Northern Nevada Planning Commission. He recommends appointing Chris Melton as the interim District representative until a General Manager has been appointed by the District Board of Trustees.

Vice Chair Severt made a motion to approve Chris Melton as the interim District representative to the Northern Nevada Water Planning Commission Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Discussion and action to appoint Chris Melton as the interim District representative to the Joint Coordinating Committee for the Truckee Meadows Water Reclamation Facility.

Mr. Combs reported the Joint Coordinating Committee for the Truckee Meadows Water Reclamation Facility allows for a District employee or Board of Trustee to represent the District. He recommends appointing Chris Melton as the interim District representative until a General Manager has been appointed by the Board of Trustees.

Treasurer Ortiz made a motion to approve Chris Melton as the interim District representative to the Joint Coordinating Committee for the Truckee Meadows Water Reclamation Facility. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Legal report by Maddy Shipman.

None

Item# 15. Field report by Chris Melton.

Mr. Melton reported on the following:

- The District received several applications for the Service Technician vacancy. He was pleased to announce the position was filled as an entry level position. The new employee had prior plumbing and irrigation experience.

Item# 16. Office report by Erin Dowling.

Ms. Dowling reported on the following:

- She requested a copy of the State of Nevada Low Income Water Assistance Program vendor agreement for review.
- The District is performing the annual renewal process for the District's Garbage Assistance and the Recreation Assistance Programs.

Item# 17. Manager report by Jon Combs.

Mr. Combs provided several suggestions for the District to consider:

- With receipt of paid development Facilities Fees, establish a payoff schedule of the Districts bonds to save on interest debt.
- It has been over fifteen years since the last compensation comparison. He recommended a study to be performed for all the District positions to remain competitive with today's employment market and employment retention.
- Consideration of implementing a two-tier water rate system to assist in efforts to recover the cost of water billed by Truckee Meadows Water Authority. He also suggested talking with Truckee Meadows Water Authority regarding raising Wholesale Customers tier-one gallons per minute.
- The District is in need of a secondary connection/delivery for wastewater; this would need to be discussed with the City of Sparks and Truckee Meadows Water Reclamation Facility. In addition, the District needs to start planning for expansion of the sewer interceptor and treatment plant for future development within the Sun Valley basin; paid by developer.

Mr. Combs gave a brief manager update and reported:

- The accounting department is caught up with payables and are establishing procedures to keep the department current and cross-trained.
- Staff will begin budget meetings next week in hopes to provide the Board of Trustees the Tentative Budget at the second March or first April meeting.

Item# 18. Public Comments.

None

Item# 19. Board Comments.

Vice Chair Severt thanked the District for outreaching to the Severt family.

Item# 20. Future Agenda Items.

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

- Review of General Manager applications
- Appointment of new District General Manager
- Consideration of offering health benefits for part-time employees that work 30 or more hours, per week.

Secretary Barstow requested additional discussion regarding alternative payment options regarding the District's Water and Sewer Facilities Fees for Ulysses Development Group.

Item# 21. Adjournment.

Secretary Barstow made a motion to adjourn at 7:07 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on March 10, 2022
Minutes Prepared by: Jennifer Merritt, Administrative Assistant