



**Sun Valley General Improvement District
Board Meeting Minutes of
February 25, 2021**

Board Members Present:

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| Sandra Ainsworth | Chair |
| Susan Severt | Vice Chair |
| Joseph Barstow | Secretary |
| Michael Rider | Trustee |

Board Members Not Present:

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| Carmen Ortiz | Treasurer |
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Staff Present:

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| Jon Combs | SVGID, General Manager |
| Chris Melton | SVGID, Public Works Director |
| Erin Dowling | SVGID, Customer Service Supervisor |
| Jennifer Merritt | SVGID, Administrative Assistant |
| Ralynn James | SVGID, Accountant |
| Maddy Shipman | SVGID, Legal Counsel |

Other Members Present:

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, and Trustee Rider. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Mr. Melton

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.

Secretary Barstow commented he spoke with the Sun Valley Baptist Church regarding the Backflow Compliance Letter.

Item# 7. Discussion and action to approve account payables for February 25, 2021.

Trustee Rider gave a brief report of the account payables, customer refunds and payroll for February 25, 2021.

Trustee Rider made a motion to approve the account payables for February 25, 2021 in the total amount of \$209,990.37. 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 11, 2021.

Trustee Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of February 11, 2021 as submitted. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Review and action to approve proposed 2021 spring newsletter articles; with possible direction to staff.

Ms. Dowling provided spring newsletter articles on behalf of Roo Co. She reported the spring newsletter articles consist of; message from the General Manager regarding District's Tariff Hearing and possible Truckee Meadows Water Authority passthrough increase, Water Conservation and Watering Days, Parks and Recreation (reservations and events), Pool Season, possible capital improvement project update along with the District's important dates and event dates. She reported the newsletter will come back in final draft to the Board on April 08, 2021 for review and approval with distribution beginning April 12, 2021.

Vice Chair Severt made a motion to approve the proposed 2021 spring newsletter articles as presented by staff. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Discussion and consideration to schedule an Electronic/Appliance Recycling Day Spring of 2021.

Mr. Melton reported the District cancelled the E-Waste Event last year (2020) due to COVID restrictions and for safety precautions for District staff and customers. The purpose of the event is to assist the community and reduce illegal dumping in Sun Valley and the surrounding open spaces. Mr. Melton gave a brief overview of the District 2019 Electronic/Appliance Recycling Day; the District collected 137 televisions, 24 monitors, 17 batteries and 7.3 tons of heavy metals from various appliances. The total cost of the 2019 recycling event was \$5,000.00.

Mr. Melton requested Board direction to either hold an electronic/appliance recycling day event in person at the District's Annex April 17, 2021 or; consider offering an electronic only recycling event for District customers in partnership with Lifecycle Solutions for the month of April. The District would advertise the Recycling Event the month of March with a bill insert, social media, website and front lobby. The actual recycling would take place at Lifecycle Solutions located in Sparks, NV. He reported the District would still be responsible for the cost to recycle televisions (\$35 per unit) and CRT Monitors (\$20 per unit). Staff recommends the District continue providing the customers the opportunity to recycle one television and one monitor or a combination of two for free and the additional units would be at costs per unit at the customers expense. The District would issue a voucher to District customers, one voucher per house hold. The District has approved \$8,000.00 for a recycling event in the 2020/2021 District Garbage Fund budget.

Mr. Combs reported the District is still monitoring COVID-19 restriction and wanted to provide an alternative option for consideration in efforts to continue to reduce the District's staff and customer potential exposure by reducing a large gathering and offering the event the entire month of April for the convenience of the customers. The only potential conflict with partnering with Lifecycle Solutions is they are only open during Monday thru Friday from 7am until 3pm, no weekends.

Additional discussion ensued regarding the hours of operations and potential restrictions; but all Board of Trustees agreed the month of April gave everyone the opportunity to schedule time to deliver any electronics while reducing COVID-19 exposure for everyone.

After further discussion Secretary Barstow made a motion to partner with Lifecycle Solutions for an electronic recycling event for the month of April. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Discussion and possible action and/or direction regarding 2021 proposed Recreation Schedule.

Ms. Dowling reported staff met to discuss the upcoming recreation events for 2021. The following tentative recreation calendar outlines what is proposed and tentatively proposed, all subject to change pending Governor and/or Washoe County directive changes. She reported Community Services Agency has confirmed that they will not be holding their annual Easter Egg Hunt due to current health directives, but is looking forward to hosting the event in 2022. The District in partnership with Lifecycle Solutions will be hosting an Electronic Recycling Event for the month of April, May 1st Great Community Cleanup in partnership with Keep Truckee Meadows Beautiful, May 8th (tentative) Sun Valley Community Give-Away-Day hosted by 1st Century Church, June 11th Pool Opening, June 19th Free Swim Day (tentative, pending sponsor), June 25th Movie in the Park or alternative event (possible sponsoring a Free In Movie night at the El Rancho Drive In), July 4th Free Swim Day (tentative, pending sponsor), July 17th Car Show (tentative, pending sponsor), August 7th End of Season Pool Party followed by the last day of pool operations on August 8th, and November 6th Veterans Celebration in partnership with Washoe County Human Services (tentative).

Ms. Dowling reported the 2021 Pool Season will be open for eight weeks, Tuesday through

Sunday. Staff is evaluating if swim lessons will be offered this year and if so on a limited basis.

Ms. Dowling reported staff looks forward to the gradual opening of the Sun Valley parks and will work closely with all leagues and agencies support them while adhering to all regulation and directives. It is the District's mission to keep all patrons safe, while allowing for as many recreational opportunities as possible.

Trustee Rider made a motion to accept the tentative 2021 Recreation Schedule as presented and adjust the schedule on a as needed basis. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Discussion and possible action to amend the District's Utility Fee Schedule; consideration to decrease the Credit/Debit Card Transaction Fee from \$2.60 to \$1.00 per transaction.

Ms. James reported staff is recommending reducing the credit/debit card transaction fee from \$2.60 to \$1.00 per transaction for Utility Billing customers. Ms. James provided a brief analysis based on the current fiscal year assumptions. The District's average monthly credit/debit card fees are \$2,865.00 (YTD at \$2.60); if the District reduced the transaction fee to \$1.00, based on average monthly credit/debit card fees would be \$2,443.00. This would be a cost sharing by the District of \$422.00.

Ms. James reported due the health pandemic there has been a significant increase in customer payments with a credit/debit card. She reported the District has not collected in excess of the District's operating expenses paid during the preceding twelve-month period and is in compliance with all tariffs. The credit/debit card transaction fees are an indirect overhead cost of doing business. She also reported reducing the credit/debit card transaction fee will promote paperless billing and internally have additional efficiencies with cash management processes.

Ms. James reported if the District reduces its credit/debit card transaction fee to \$1.00, the District will always be well within its tariff guidelines. The District would be doing a minimal cost sharing with the customer for the convenience payment option and not profiting from the transaction fees.

Trustee Rider is in support of staff's request to reduce the transaction fee in support of promoting paperless billing options and convenient payment options for the customers.

Vice Chair Severt thanked Ms. James for the analysis, she stated the Board of Trustees have always been cautious with customers subsidizing credit/debit card fees for other customers.

Ms. James responded when performing her analysis, she took in to consideration the subsidizing component on other customers. There are customers who utilize the paperless billing option; while there is no charge to the customer for this feature, there is a cost

associated with offering access to view an account. Those expenses are all part of the banking fees associated with credit/debit cards. By reducing the transaction fee would be cost sharing by the District and among all customers.

Secretary Barstow requested an annual review of the credit/debit card transaction fees vs. expenses to make sure the District is still in compliance and also doesn't absorb too much of the expense for the convenient payment option.

Ms. James responded there are other overhead expenses that are not a direct pass through to the customers. The District collects via its utility fees (base rate) a set amount to cover all indirect operating and maintenance expenses. By opting to have a flat fee for credit/debit card transaction fee; it captures a nominal fee contribution from the customer to offset some of the District's costs. By offering a cost sharing for this payment feature with the customers and the District, this would save staff time and performing analysis on individual District expenses.

Chair Ainsworth thanked Ms. James for her report and analysis. She understands that offering a credit/debit card payment option for its customers is a part of the overall cost of doing business as mentioned. It was the desire of the Board of Trustees to have those customers who opt for the credit/debit card payment method to pay for such service, while other customers continue to make other payment options that don't have a direct expense associated with doing so. She agrees with Secretary Barstow, the District should continue to evaluate the fees collected vs. expenses on a as needed basis.

After further discussion Trustee Rider made a motion to decrease the District's Credit/Debit Card Transaction Fee from \$2.60 to \$1.00 beginning March 1, 2021. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Discussion regarding certain Tariff Rules being recommended by staff for amendment, including: Tariff Rule 20 regarding services to separate premises located on a single parcel; Tariff Rule 21 creating language to pass through the approved Truckee Meadows Water Authority 2.5% rate increase; and Tariff Rule 23 be removing the section regarding Bulk Single Use of Water (Construction Water) and placing that same section into Tariff Rule 21.

Mr. Combs reported staff is requesting review of the following Rules for possible amendments for clarification and consideration of passthrough increase(s). Staff would like to add clarification to Tariff Rule 20 regarding Services to Separate Premises; Conversion of Joint Metered Premises and Resale of Water. The proposed amendment for consideration is to include additional language under section I.B to include when a grandfathered parcel with multiple premises has to become compliant and separate shared services to individual metered services. Tariff Rule 21 staff would like to include Bulk Single Use of Water (construction water) under Water Rates instead of under Rule 23 Miscellaneous Charges.

Staff is also requesting to pass through Truckee Meadows Water Authority's (TMWA) approved wholesale water rate increase. Mr. Combs reported in 2017 TMWA approved a multi-year rate increase; 2017 3% (District passed thru to District customers), 2018 3% (District absorbed rate increase, no pass thru), 2019 2.5% was deferred by TMWA, 2020 2.5% was deferred by TMWA and 2021 2.5%. The rate increases deferred by TMWA have been pushed out to subsequent years 2021, 2022 and 2023. Staff is seeking direction from the Board if they prefer a one-time rate increase of 2.5% to water consumption only for 2021 or to consider a multi-year increase as currently approved by TMWA. He stated he recommends a multi-year rate increase for consideration; if a multi-year rate increase is considered, management will always present District's current financials to the Board of Trustees to determine if such increase is justified prior to implementing any rate increase.

Vice Chair Severt made a motion to approve consideration to review Tariff Rule 20 Services to Separate Premises; Rule 21 including Bulk Single Use of Water under Water Rates and consideration of a multi-year rate increase as currently approved by TMWA, and Rule 23 for removal of Bulk Single Use of Water from Miscellaneous Charges. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Discussion and action to approve schedule a Tariff Hearing for April 8, 2021.

Trustee Rider made a motion to approve scheduling a Tariff Hearing for April 08, 2021. Vice Chair Severt seconded the event. The motion carried unanimously.

There were no public comments.

Item# 15. Update by General Manager; meeting with Washoe County Manager regarding Sun Valley portion of the Marijuana Dispensary Tax Fund for Sun Valley Recreation.

Mr. Combs reported he, Mr. Melton and Ms. Merritt had a meeting with Washoe County Manager Mr. Brown and Assistant County Manager Mr. Solaro regarding the District receiving portions of the Marijuana Dispensary Tax Fund to be used towards Sun Valley Recreation. Mr. Combs reported the original Interlocal Agreement between Washoe County and the District for the transfer of ownership of Sun Valley Parks states that if the District needed financial assistance that Washoe County could assist the District financially to support the Sun Valley Parks. One financial option for consideration is a portion of the Marijuana Dispensary Tax Fund. Mr. Combs reported he is requesting for \$90,000.00 from Washoe County to be used towards the District's Recreation Budget for additional staffing to help generate more programs for the community. He stated it was a good meeting and he is hopeful because Washoe County is currently working on their 2021/2022 budget.

There were no public comments.

Item# 16. Review of 2021 Legislative update report provided by Holland & Hart and review of BDR's and/or Bills; with possible direction to staff.

Mr. Combs provided a copy of Holland & Hart's 2021 Legislative Session update report for review. At this time there are no bills that are overly concerning to the District, but staff and District lobbyist will continue to monitor and act accordingly.

There were no public comments.

Item# 17. Legal report by Maddy Shipman.

None

Item# 18. Field report by Chris Melton.

Mr. Melton reported on the following items;

- The District had the Eastside and Chimney 1 and 2 water storage tanks cleaned and inspected; they look good with minimal corrosion.
- Field staff has been working on the walk path around the soccer field at the Sun Valley Community Park with removal of overgrown tree roots that have become a tripping hazard. Staff has removed approximately 800 square feet of asphalt and repaved to make the walk path safer for the park users.
- He gave brief update on the Sun Valley Boulevard improvement project. Q&D Construction will begin working at the intersection of 7th Ave and Sun Valley Blvd improving the intersection, some delays are to be expected.

Item# 19. Office report by Erin Dowling.

Ms. Dowling reported on the following items:

- The District just finished with its annual renewal period for the Garbage Assistance Program. There are a total of 90 District customers who are taking advantage of this program.
- March 1st is the last month for the District's winter averaging period.
- The month of March field staff will be working directly with the District's Billing Representative conducting audits on all of the District's commercial accounts. This will consist of making sure all the meters information is accurate in the billing system and billing surcharges based on type of business.
- Several office staff have received a Vera Desk (desk top that allows you to stand) to assist with ergonomics.

Item# 20. Manager report by Jon Combs.

Mr. Combs reported on the following items:

- Staff will be working on the 2021/2022 budget the next several weeks. He reported Ms. James will be presenting a new budget format that is universal and consistent with the format that is submitted to the State. This is in efforts to reduce the duplicate work that staff has been doing for multiple years with assembling the District's budget.

Item# 21. Public Comments.

None

Item# 22. Board Comments.

Trustee Rider commented he is not in favor of having to increase rates. He would like to make sure the District advertises potential increase as a direct pass through from Truckee Meadows Water Authority.

Vice Chair Severt commented on the illegal dumping along Highland Ranch. She reported that there were pictures taken of the individuals who were dumping and she hopes that they are caught. She reminded everyone to report anyone in action of illegal dumping to 329-DUMP. She also commented she believes illegal dumping is going to increase due to the high prices at the transfer stations and landfill and the temporary closure of the transfer station.

Item# 23. Future Agenda Items.

Mr. Combs reported there are no agenda items to report for March 11, 2021.

Trustee Rider requested an update on league park use.

Item# 24. Adjournment.

Secretary Barstow made a motion to adjourn at 7:32 pm. Trustee Rider seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on March 25, 2021
Minutes Prepared by: Jennifer Merritt, Administrative Assistant