



**Sun Valley General Improvement District
Board Meeting Minutes of
February 28, 2019**

Board Members Present:

Sandra Ainsworth	Chair
Susan Severt	Vice Chair
Carmen Ortiz	Treasurer

Board Members Not Present:

Garth Elliott	Secretary
Joseph Barstow	Trustee

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:

Michael Rider	Audience
Glenda Walls	Audience
Kaylee Lund-Keller	Girl Scouts

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 and Treasurer Ortiz. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Mr. Combs

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. 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 reported during the Nevada Rural Water Association Conference, there will be a tour offered of the Truckee Meadows Water Authority Chalk Bluff Water Treatment Plant for those who are interested. He reported he has been in discussion with Washoe County regarding the District receiving a portion of the property taxes related to parks and recreation. Washoe County Assistant Manager Mr. Solaro has requested for \$90k to be budgeted for, for the use of the Sun Valley Parks.

Item# 7. Discussion and action to approve accounts payable and customer refunds for February 28, 2019.

Treasurer Ortiz gave a brief report of the accounts payable for February 28, 2019.

Treasurer Ortiz made a motion to approve the accounts payable for February 28, 2019 in the total amount of \$233,423.84. Chairperson Ainsworth seconded the motion. After discussion the motion carried unanimously.

Treasurer Ortiz gave a brief report of the customer refunds for February 28, 2019.

Treasurer Ortiz made a motion to approve customer refunds for February 28, 2019 in the total amount of \$112.06. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve Board Meeting Minutes of February 14, 2019.

Treasurer Ortiz made a motion to approve the Board Meeting Minutes of February 14, 2019 as submitted. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Request from Sun Valley Girl Scouts for use of the Sun Valley Neighborhood Center for weekly meetings during Washoe County School District session breaks.

Mr. Melton reported the District received a request from the Sun Valley Girl Scouts for the use of the Sun Valley Neighborhood Center. They would like to use the center to conduct meetings during Washoe County School District session breaks. He stated staff recommends the use of the East Room, the East Room is available for use at \$30.00 per hour. The District offers a discount on rental fees for nonprofits; 20% discount for Sun Valley nonprofit organizations and 15% discount for all other nonprofit organizations. In addition to the rental fee the District requires a \$250.00 security/cleaning deposit as well as General Liability Insurance in the amount of \$1M for the use of the center. Mr. Melton reported Sun Valley Girl Scouts are requesting for a waiver of rental fees. Should the Board approve the

request, staff recommends waiver of rental fees only in exchange for in-kind community service. The Girl Scouts would still be responsible for the deposit and insurance. Mr. Melton inquired about the Girl Scouts meeting schedule, how big the group is and what type of community service projects would be able to be performed.

Ms. Lund-Keller responded the Girl Scouts currently meet at one of the elementary schools and need a place to meet while Washoe County School District is on a session break (holiday and summer). Each year they put in a request to use the facility to conduct their meetings. The Sun Valley Girl Scout Troop consists of seven girls; they range from first grade to third grade, two adult leaders and three volunteers. The Girl Scouts would help clean up the parks as their community service project, hour for hour in exchange for use of the room.

Vice Chair Severt is in favor of the request, the more youth's in the parks the more ownership of the parks. She also reported of another project for consideration, the community library located inside the Neighborhood Center could be organized.

After some discussion Vice Chair Severt made a motion to approve Sun Valley Girl Scouts request of the Neighborhood Center East Room for meetings as presented by staff, Girl Scouts are required to provide insurance and \$250 Cleaning/Security Deposit, in lieu of rental fees provide in-kind community service comparable to the Boy Scouts hour for hour. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Review of the 2019 Sun Valley General Improvement District Recreation and Event tentative calendar.

Ms. Dowling reported staff met to discuss the upcoming recreation events and proposed the following recreation schedule for 2019: April 20th Easter Egg Hunt in partnership with Community Services Agency, April 20th E-Waste Recycling Event, April 27th Great Community Cleanup in partnership with Keep Truckee Meadows Beautiful, April 27th Sun Valley Community Give-Away-Day hosted by 1st Century Church, May 4th Low Vaccination Clinic hosted by Washoe County Regional Animal Services, June 7th Pool Opening followed by annual Dive Into Summer Event, August 10th End of Season Pool Party followed by the last day of pool operations on August 11th, August Car Show hosted by Family Classics, September 21st Low Vaccination Clinic hosted by Washoe County Regional Animal Services, November 9th Veterans Celebration in partnership with Washoe County Human Services.

Ms. Dowling reported the 2019 Pool Season will be open from June 7th through August 11th; an additional week this year compared to last year. Pool will be open Tuesday through Sunday with various aquatic activities. She reported staff is securing donations to host Free Swim days throughout the 2019 Pool Season. Aside of the pool, the District's parks and facilities host a variety of ongoing programs and recreational opportunities including baseball, soccer, BMX, Zumba and martial Arts. Staff continues to meet with community agencies and patrons to potentially expand on recreational opportunities whenever possible and will keep the Board updated as other events or programs that may arise throughout the year.

After some discussion Treasurer Ortiz made a motion to approve the 2019 Recreation and Event scheduled as presented by staff, including providing flexible pool operations in the event Washoe County School District extends the 2018 school year due to snow days.

Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Review of proposed job description for a new Recreation Coordinator / Aquatic Supervisor position with action to adopt position.

Mr. Combs reported in 2012 there was discussion regarding the possibility of hiring a Park's Supervisor for the Sun Valley General Improvement District Parks and Recreation. At that time no action was taken. There has been a request to revisit the opportunity of hiring a full time parks and recreation staff member. He reported he and Chris Melton assembled a job description for a Recreation Coordinator / Aquatic Supervisor position. He briefly reported on the essential duties as identified on the job description provided for review and consideration. The position would be responsible for planning, organizing, coordinating and conducting recreational programs and services. Responsible for supervising the activities and programs for the Sun Valley Pool to ensure public safety and compliance with rules and regulations serve as the lead to other lifeguards, coordinates pool activities and events, as well as provide customer service to all patrons. He stated staff believes by creating the position Sun Valley General Improvement District can enhance its recreation programs, parks, possible grants and community interaction. He also made a recommendation of a salary range of \$34,860.00 up to \$47,061.00 for the position. He stated he believes it is time to have a staff member present at the Sun Valley Neighborhood Center to assist with leagues that lease the Sun Valley Parks, oversee pool staff in season and be available for other park patrons.

Vice Chair Severt recalls prior board conversation in 2012 regarding a Park's Supervisor. She believes the Sun Valley General Improvement District Parks and Recreation has grown and is in need of a full time staff member.

Treasurer Ortiz complimented both Mr. Combs and Mr. Melton with the development of a complete and concise job description. She is absolutely in favor of having the position performing granting writing and recommended the District provide training for the employee.

After further discussion Vice Chair Severt made a motion to approve staffs request to adopt a new Recreation Coordinator / Aquatic Supervisor position for the Sun Valley General Improvement District as presented by staff with a salary range of \$34,860.00 up to \$47,061.00. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. 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. He reported staff is recommending approval of Brothers Lawn and Landscaping proposal of \$35,000.00 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. The owner of Brothers Lawn and Landscaping once worked for a different company who was contracted to maintain the Sun Valley Parks, so he is already familiar with the park irrigation system.

Additional discussion ensued regarding quality of work from past contractors and potential future contractor.

Audience member Mr. Rider commented on the irrigation concerns located at the Sun Valley Community Park baseball field. It is extremely important to have a knowledgeable contractor who can attend to the needs of the parks irrigation system in a timely manner and potentially eliminate problems from reoccurring.

Vice Chair Severt made a motion to approve Brothers Lawn and Landscaping proposal in the amount of \$35,000.00 and authorize a two year agreement. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Item# 13. 2019 Legislative Session update with possible direction to staff.

Ms. Shipman complimented the District's Lobbyist Holland & Hart again, they are doing a great job tracking all of the BDR's of interest and following them as they are turned into Bills. She reported on the provided 2019 Legislative Session Update Report; SB 10 regarding revisions to governing compensation of Board of Trustees of General Improvement Districts was heard on February 13, 2019 and will be heard again on February 29, 2019 as a work session item. The SB 10 will most likely pass out of committee as is. She gave a brief update on AB 4 requested by the City of Reno authorizing cities to create a district for a city fire department. If passed the fire department would no longer be paid from the general fund and would require a separate taxing district for fire. She commented there are a lot of BDR's that have a very general description, but the description is important enough to follow; once it becomes a Bill the Bill Summary has no relation to the BDR Description making the tracking process very time consuming. However, in some cases if a BDR never makes it to a Bill, in some cases based on the Bill Summary it is an open invite for other sponsors to try and get something passed through a different Bill if their original Bill didn't pass out of committee.

Item# 14. Legal report by Maddy Shipman.

None

Item# 15. Field report by Chris Melton.

Mr. Melton reported on the following items;

- The large playground equipment at Gepford Park was completely removed due to safety concerns. Staff is looking in to potential playground replacement options. He is also researching potential lighting and security options for Gepford Park.
- Washoe County approved the Building Permit for the District's office generator. He will be meeting with the installation contractor next week to get it scheduled for construction.
- The District has been approved for all scholarships to attend the Nevada Rural Water Association Conference. All attendees must attend a minimum of four hours per day with the scholarship.

Item# 16. Office report by Erin Dowling.

Ms. Dowling reported on the following items;

- The District's winter sewer averaging period will be ending on various dates in the month of March, based on billing cycle.
- Office operations have been a little challenging with the accounting position vacancy and having the billing representative out on medical leave. She complimented office staff for helping out as needed.

- The Sensus Analytics, new meter reading software system, is now live. The District has been running both the old and new meter reading system parallel to ensure there are no glitches. She is confident that the District can move forward with the new system. Billing Representative Karen Pickens has done an outstanding job with making sure the new system is operating and reporting to the District's needs.
- The District finished the 2018 PERS Audit and is proceeding forward on the 2018 Workers Compensation Audit.
- Staff continues to update all Standard Operating Procedures for all office tasks.
- The District performed its annual renewal process for the Garbage Assistance Program and she is pleased to announce that she added 21 new customers to the program.
- She will be attending various trainings in March related to District benefits with PERS and Hometown Health.

Item# 17. Manager's report by Jon Combs.

Mr. Combs reported on the following items;

- He thanked Erin Dowling, Chris Melton, Jennifer Merritt and all other staff members who have helped with the transition with the accounting position vacancy. The temp who has been filling in has been doing an outstanding job trying to get the District's financials current while staying current with the regular daily/monthly duties.

Item# 18. Public Comments.

Mr. Rider commented Cal Ripken's Opening Ceremony is scheduled for April 13, 2019 weather permitting. The League is currently performing training for all team managers. Cal Ripken's registration is open for both youth and prep baseball. He stated the league has not been able to assess the fields due to weather. Once a field assessment has been accomplished, he will give a report to the District.

Item# 19. Board Comments.

Vice Chair Severt commented she is a member of the Family Resource Center Council Board; Family Resource Center will be using an intern student to assist with marketing to help promote the various programs offered by Family Resource Centers. She stated the Desert Skies Middle School Principal is interested in providing a home for the Family Resource Center. The main concern with moving the Family Resource Center is related to the school having a single point entry, requiring all visitors to provide some form of identification. This is a potential issue if the individual cannot provide a "legal" identification card and/or potentially wanted for a misdemeanor or felony at which would not be granted access in the school.

Chairperson Ainsworth thanked all of the staff for taking on additional duties to assist with the District's accounting position vacancy. The Board appreciates how the District employees have come together and work as a team again.

Treasurer Ortiz also thanked staff for all their hard work with the District's accounting position. She also commented she would like to attend the Truckee Meadows Water Authority Chalk Bluff Treatment tour on March 14, 2019 during the Nevada Rural Water Association Conference.

Item# 20. Future Agenda Items.

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

- Request from Keep Truckee Meadows Beautiful for participation with the Great Community Clean Up
- Approval of appointment for CliftonLarsonAllen as the District's auditor for fiscal year 2018/2019.
- Park activity update and security concerns
- Request to purchase servers, budgeted as a capital improvement
- Presentation by Jon Crabtree regarding BMX Track Operations
- Discussion regarding 2019 Ad Valorem Tax
- 2019 Legislative update

Chairperson Ainsworth reported Secretary Elliott would like discussion regarding pool use for Board of Trustees.

Item# 21. Adjournment.

Treasurer Ortiz made a motion to adjourn at 7:18 pm. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on March 14, 2019.

Minutes Prepared by:

Jennifer Merritt, Administrative Assistant