



**Sun Valley General Improvement District
Board Meeting Minutes of
March 08, 2018**

Board Members Present:

Sandra Ainsworth	Chair
Susan Severt	Vice Chair
Carmen Ortiz	Treasurer
Garth Elliott	Trustee

Board Members Not Present:

Joseph Barstow	Secretary
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Staff Present:

Darrin Price	SVGID, General Manager
Jon Combs	SVGID, Public Works Director
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Jim Ainsworth	Audience
Glenda Walls	Audience
John Crabtree	Reno BattleBorn BMX

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 and Trustee Elliott. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Treasurer Ortiz.

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

Mr. Crabtree with Reno BattleBorn BMX gave a brief update regarding the BMX Track. He reported the Reno BattleBorn BMX track is ranked number one in the District and number two in the whole State of Nevada. He thanked District staff for their weed abatement efforts, and being attentive as needed. The track has been averaging 17 moto's per race and he has several big races schedule for the 2018 race season. Mr. Crabtree briefly commented on the burglary in December. A large amount of items were taken and he is thankful to the

community who has helped donate items back to the BMX program.

Item# 4. Motion to approve the agenda.

Chairperson Ainsworth announced

Chairperson Ainsworth reported there are no customer refunds for March 8, 2018 and reported agenda items 9, 12 and 13 will be postponed until the March 22, 2018 Board of Trustees meeting.

Treasurer Ortiz made a motion to approve the agenda as amended. Trustee Elliott 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. Price announced the Sun Valley Easter Egg Hunt is schedule for March 24, 2018 from 11am to 1pm at the Sun Valley Community Park in partnership with Community Services Agency. He also reported the Sun Valley Appliance/Electronic Recycling Day is scheduled for April 21, 2018 from 9am until 1pm at the District's Annex located on E. 4th Ave.

Treasurer Elliott announced Washoe County Code Enforcer Bert Bracy is moving departments and will be working with the Public Defenders department. Mr. Bracy will be missed and he hopes whoever takes his place does as good of a job as Mr. Bracy.

Item# 7. Discussion and action to approve accounts payable and customer refunds for March 08, 2018.

Treasurer Ortiz gave a brief report of the accounts payable for March 08, 2018.

Treasurer Ortiz made a motion to approve the accounts payable for March 08, 2018 in the total amount of \$75,654.47. Vice Chair Severt seconded the motion. The motion carried unanimously.

Treasurer Ortiz reported there were no customer refunds for March 08, 2018.

There were no public comments.

Item# 8. Discussion and motion to approve Board minutes of February 22, 2018.

Vice Chair Severt made a motion to approve the Board minutes of February 22, 2018 as submitted. Trustee Elliott seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Discussion and action to approve partnership with Keep Truckee Meadows Beautiful Great Annual Cleanup May 5, 2018 including approval of donation from Sun Valley General Improvement District's Garbage Fund.

Postponed

Item# 10. Discussion and review of the District's procedure regarding approval of checks with possible direction to staff.

Mr. Price reported staff has been evaluating how to improve efficiencies with various procedures. One of the procedures that staff is requesting to review is the approval of payroll checks. Mr. Price stated the District has an antiquated procedure where board members are asked to stop by the District's office to initial payroll check stubs. The purpose behind this process, the Board of Trustees approve all the payables and payroll via it be a board report that the Board approves at every meeting and signing of checks. Staffs request is to eliminate the process of initialing payroll checks that are not required to have a signature to improve on the efficiencies of the daily operations.

Ms. Bratcher reported all of the District's full time staff and majority of the board members have direct deposit, which doesn't require a signature and/or an initial. She stated it is difficult at times to arrange for two board members to stop by the District office to initial payroll check stubs when in most cases the funds have already been deposited into the employees account. Traditionally she can only arrange to have Chairperson Ainsworth and Trustee Elliott initial check stubs because of the other trustees work schedules. She stated the signing of the payroll checks falls on the week of a board meeting most of the time, but when there is an extra week in the month it throws the signing schedule off. The trustees still approve the accounts payable report at every board meeting that includes an overview of payroll disbursements, just not the individual breakdown for each payroll check. She stated she is only requesting not to have trustees initial direct deposit payroll checks on the weeks that payroll is not scheduled during a board meeting week. If payroll is scheduled during the week of a board meeting, she will include the payroll checks at the same time of signing the accounts payable checks.

Mr. Price reported by eliminating this process, there is no loss of authority with the Board. The Board will still receive an accounts payable report listing the total of payroll expenses for formal approval. The board still has the opportunity to ask any questions related to any of the checks, including payroll checks.

Trustee Elliott stated he appreciates the efforts that Ms. Bratcher goes through to get two trustees to sign checks at the District office. He stated there are benefits to actually signing and/or initialing payroll checks, such as seeing how much is being paid. He is not opposed to changing the procedure in efforts to streamline the process.

Mr. Price stated he inquired with the District's human resource consultant regarding the procedure change. The advice that he received is the board only needs to approve the amount that is being paid. The board does not necessarily need to see the individual deductions for an employee. He stated the Board or a Trustee can still request to look at an individual employee file under the supervision of the General Manager and/or Public Works Director.

Trustee Elliott made a motion to approve staffs request to eliminate the initialing of payroll checks, for direct deposit only, to provide improved efficiencies of staff's time. Treasure Ortiz seconded the motion.

During discussion Chairperson Ainsworth stated she likes to see where the District funds are being spent and she has always looked at the payroll checks to see how much was being spent in comparison to the total that is presented on the overview report, in addition to watching for any errors. She inquired if the Board is no longer going to see the individual

checks, will the Board be provided a payroll summary report similar to the accounts payable summary report.

Mr. Price responded the estimates that are provided on the accounts payable overview report prepared by Ms. Bratcher are very close estimates for payroll. The purpose for estimates is because management and/or Ms. Bratcher never knows when overtime will occur for an employee. He stated that the Board is provided monthly with an overtime report for the purpose of tracking staffs overtime.

After discussion the motion carried unanimously.

There were no public comments.

Item# 11. Discussion and action to approve CliftonLarsonAllen, LLP as the Sun Valley General Improvement District auditor for the fiscal year ending June 30, 2018.

Ms. Bratcher reported the District is required by Nevada Revised Statute to designate an auditor or auditing firm for auditing services each year. Staff is requesting approval of CliftonLarsonAllen , LLP as the District's auditing firm to perform the District audit for fiscal year 2017/2018 ending June 30, 2018. CliftonLarsonAllen, LLP has been the District's auditor for the past three years and has done an excellent job and are easy to work with. Their auditor proposal is for the total amount of \$32,000 an increase of \$1,000 from last year's audit proposal.

Trustee Elliott inquired if this is the first increase received by CliftonLarsonAllen, LLP.

Ms. Bratcher responded no, each year there has been a minimal increase for services. She stated when the District had to find a replacement for Mr. Short, the District was accustomed to Mr. Short's rates. CliftonLarsonAllen, LLP, Gallina LLP at the time, was the lowest qualified bidder.

Additional discussion ensued regarding CliftonLarsonAllen, LLP service rates.

Vice Chair Severt made a motion to approve CliftonLarsonAllen, LLP as the District's auditor for fiscal year ending June 30, 2018. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Consideration of adopting a policy regarding donations and/or adoptions for items related to Sun Valley General Improvement District Parks.

Postponed

Item# 13. Discussion and possible action to approve registering staff and board members to attend the 2018 National American Water Works Association Conference.

Postponed

Item# 14. Legal report by Maddy Shipman.

None

Item# 15. Field report by Jon Combs.

Mr. Combs reported on the following items;

- The last two weeks have been busy for the District regarding development for the Middle School. He has been assisting the engineers providing needed documentation for the submittal of the final water project for services on the school site. Washoe County School District paid the District's Water and Sewer Facilities Fees totaling \$71,144 for the project and water right dedication is still pending.
- The Sun Valley Jehovah Witness Church on Lupin Drive is building a new church to replace the existing church. They are required to separate their irrigation service from the domestic service, therefore will be converting their existing water service to become the irrigation service. They paid the District's Water Facilities Fee of \$7,381 for a new service to be installed for domestic use.
- Ladera Ranch has completed the installation of the sewer main up the easement from Chocolate to the project site. Staff has been on site that past several days performing the ball and mandrel test of the sewer main. This test consists of a ball sent down the sewer main to make sure there are no flat spots or rough spots in the manholes. This test requires two staff members to complete.
- The District has been receiving two to three mobile home replacement permits a week. He has received several new housing development calls. He stated there is a lot of interest regarding development in Sun Valley.

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

Darrin Price reported on the following items;

- He provided a copy of the Hansford Economic Consulting revenue analysis for the District for informational purposes. The analysis provides a brief history of the District. The District was established in 1967 recognized as providing water and sewer services with fiscal matters managed via enterprise funds. The analysis provides a Methodology for Consolidated Tax Distribution. The District is limited to a consolidated tax allocation equal to the amount that the enterprise district received from the Local Government Tax Distribution Account in the immediately preceding fiscal year (per NRS 360.68). The District has received \$10,995.33 of consolidated tax distribution per month according to Department of Taxation consolidated tax distribution records. The analysis also reports on the differences between Incline Village General Improvement District and Sun Valley General Improvement District. The analysis reports many General Improvement Districts in Nevada are classified as special districts because they were granted powers not typically associated with enterprise funded activities, such as roads, sidewalks, streetlighting, and recreation. In 2009 when Sun Valley General Improvement District added recreation to its powers and subsequently created a recreation enterprise fund, it became very similar to Incline Village General Improvement District and Gardnerville Ranchos General Improvement District. Mr. Price briefly reported on the potential estimated increase of consolidated tax distributions had the District been reclassified as a special district in the fiscal year ending 2010. The analysis stated the District could make a case for reclassification to the Department of Taxation but it would be difficult to convince considering that the District's parks and recreation only account for 5.6 percent of the District's total expenditures. Hansford Economic Consulting recommendation is to explore entering into a cooperative agreement with Washoe County for a monetary amount of funds paid by Washoe County to the District for providing parks and recreation services. Mr. Price stated he has a meeting Wednesday, March 14, 2018 with the Washoe County Manager to start the discussion.

- Both he and the District's Field Supervisor attended Keep Truckee Meadows Beautiful Illegal Dump Task Force Meeting. Keep Truckee Meadows Beautiful has a very informative recycling guide that provides a breakdown of recycling sites based on product. He requested a copy of the guide in both English and Spanish to handout to customers and potentially display through the community. Keep Truckee Meadows Beautiful is making some changes regarding their Adopt-A-Open Space Program; he will provide a revised copy of the program once it has been completed.
- He continues to monitor the negotiations with the Nevada Division Environmental Protection and Washoe County Health regarding the filing of water/wastewater project submittal. The next meeting is scheduled for next week during the same time of the Nevada Rural Water Conference.

Item# 17. Public Comments.

None

Item# 18. Board Comments.

Trustee Elliott commented he appreciates the suggestion by Hansford Economic Consulting to consider negotiating additional funds from Washoe County to assist with parks and recreation. Additional funds could greatly benefit the Sun Valley community.

Vice Chair Severt commented that she called and filed a complaint regarding the construction on West 7th Avenue. Her complaint was due to the lack of cleaning of the road. She stated it was so dusty she originally thought there was a fire. She was also concerned of the dirt on the road especially since it is clay, it could potentially become a problem if the road was to get wet. The road could be slippery and cause an accident. The contractor was notified and was provided with ways to mitigate the problem.

Treasurer Ortiz has a concern of the June 8, 2018 pool opening now that the Washoe County School District has a snow day to make up. The new end of school year date is tentatively Monday, June 11, 2018.

Item# 19. Future Agenda Items.

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

- Approval of the final draft spring pipeline
- Review and approval of landscaping services for parks
- Discussion and possible action to seal the District office building
- Review of the 2018 Sun Valley Pool Season Schedule
- Continuation of the Keep Truckee Meadows Beautiful donation request
- Continuation of American Water Works National Conference request
- Continuation of the park donation policy

Item# 20. Adjournment.

Vice Chair Severt made a motion to adjourn at 6:58 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on March 22, 2018.

Minutes Prepared by: Jennifer Merritt, Administrative Assistant