



**Sun Valley General Improvement District
Board Meeting Minutes of
March 14, 2019**

Board Members Present:

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

Board Members Not Present:

Staff Present:

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

Other Members Present:

Mr. & Mrs. Daly	Audience
Howard Cooper	Audience
Linda Elliott	Audience
Glenda Walls	Audience
Christi Cakiroglu	Keep Truckee Meadows Beautiful
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, Secretary Elliott, Treasurer Ortiz and Trustee Barstow. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Secretary Elliott

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

None

Item# 4. Motion to approve the agenda.

Trustee Barstow made a motion to approve the agenda. Secretary 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. Combs reported Western Regional Water Commission and Northern Nevada Water Planning Commission will be holding a joint meeting March 20, 2019.

Secretary Elliott gave a brief update of the Washoe County Senior Advisory Committee. He stated Washoe County is opening another lunch program for seniors at the North Valley's Regional Park. He stated there are some concerns because there is a shortage of transportation in the North Valley's due to budget cuts by Regional Transportation. He also stated there is an open seat on the Washoe County Senior Advisory Committee, volunteer must be from District 3 territory.

Item# 7. Discussion and action to approve accounts payable and customer refunds for March 14, 2019.

Treasurer Ortiz gave a brief report of the accounts payable for March 14, 2019.

Treasurer Ortiz made a motion to approve the accounts payable for March 14, 2019 in the total amount of \$314,737.30. Vice Chair Severt seconded the motion. After discussion the motion carried unanimously.

Treasurer Ortiz gave a brief report of the customer refunds for March 14, 2019.

Treasurer Ortiz made a motion to approve customer refunds for March 14, 2019 in the total amount of \$1,293.76. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve Board Meeting Minutes of February 28, 2019.

Vice Chair Severt made a motion to approve the Board Meeting Minutes of February 28, 2019 as submitted. Treasurer Ortiz seconded the motion. The motion carried by the following:

*Yea: Chairperson Ainsworth, Vice Chair Severt, Treasurer Ortiz and Trustee Barstow
Abstain: Secretary Elliott (absent from February 28, 2019 meeting).*

There were no public comments.

Item# 9. Discussion and action to approve partnership with Keep Truckee Meadows Beautiful Great Annual Cleanup April 27, 2019 including approval of donation from the Sun Valley General Improvement District's Garbage Fund.

Mr. Combs reported the District has partnered with Keep Truckee Meadows Beautiful since 2008 with the annual Great Community Cleanup Event. Each year the District has donated \$5,000 towards the event and also provided staff and equipment to assist with the cleanup

efforts. Last year's event volunteers were able to remove 300 tires, 243 tons of trash, 100 pounds of weeds as well as hazmat materials and metals from open spaces.

Ms. Cakiroglu with Keep Truckee Meadows Beautiful reported last year there were two cleanup sites in Sun Valley, Chimney and Red Hill. In addition to the annual cleanup event, Keep Truckee Meadows also participated in another cleanup event organized by the Summit Christian Church. This event cleaned up the Sun Valley Community Park and several of the Sun Valley elementary schools. She reported over 150 hours, approximately \$35,000, was donated via volunteers with the various cleanup events. She also reported Keep Truckee Meadows Beautiful continues its Warriors Youth Education Program at all the Sun Valley elementary schools that educates local students on waste, invasive weeds and our local watershed. This program uses STEM education to cultivate a sense of environmental stewardship with our local youth, and raise awareness about the importance of maintaining a clean water supply and reducing fire hazards. Keep Truckee Meadows Beautiful conducts outreach and how to report illegal dumping by the use of 329-DUMP hotline, and how to properly and legally dispose of items.

Additional discussion ensued regarding illegal dumping and its ramifications and the Keep Truckee Meadows Beautiful Waste Warrior Youth Education Program.

Mr. Combs stated staff is requesting approval of donation in the amount of \$5,000 towards the 2019 Keep Truckee Meadows Beautiful Great Community Cleanup event including staff time and equipment.

Secretary Elliott stated he will support staffs request to participate with the Keep Truckee Meadows Beautiful Great Community Cleanup. He stated he would like for the District to consider a program/event that focuses on offering assistance for seniors within the community.

After further discussion Vice Chair Severt made a motion to approve \$5,000 donation from the District's Garbage Fund including providing staff and equipment to assist with the cleanup event. Trustee Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Update regarding the Sun Valley BMX Program:

A. Presentation by John Crabtree with Reno Battleborn BMX regarding BMX track operations and discussion regarding future track operations at the Sun Valley BMX Track.

John Crabtree with Reno Battleborn BMX gave an update regarding the BMX track operations. He stated he has been the track operator for the past three years. His first year was challenging due to the lack of operations by the prior track operator. He and his BMX directors and the BMX community rebuilt the BMX Program and now is the number one track in northern Nevada. He also thanked District staff for supporting the program and providing assistance when needed. He stated he will be resigning as the BMX Track Operator for the Sun Valley BMX Track due to new opportunities for him and his family. Mr. Crabtree stated he would like to advocate for Teresa Daly as the new track operator. He reminded the Board that Ms. Daly had submitted her proposal three years ago for consideration as the track operator at the same time as he did. Ms. Daly and her husband are respected within the BMX community and have the experience and knowledge to take over the track. He requested the District to approve Ms. Daly as the new track operator in

efforts to not delay the startup of the BMX season and make for a smooth transition. He would like to donate all of the equipment that he has obtained over the years, to the District for the new track operator to use for the BMX program.

B. Consideration to approve Teresa Daly as the new BMX Track Operator or direct staff to request for qualified proposals.

Mr. Crabtree introduced Teresa Daly and reported that Ms. Daly has obtain her USA BMX Track Operator Certification, will be covered under USA BMX Insurance umbrella and will take over the Reno Battleborn BMX Nonprofit.

Mr. Melton stated staff is requesting direction from the Board to either approve Mr. Crabtree's recommendation or advertise and request for qualified proposals. Mr. Melton reported the District requires the following to be considered for the track operator position: USA BMX Operator Certification, Insurance, First Aid and CPR Certification and proof non-profit in good standing prior to signing a Lease Agreement with the District.

Mr. Crabtree responded Ms. Daly just received her Operator Certification. He also stated his Reno Battleborn BMX nonprofit is in good standing and will be transferring it to Ms. Daly. His understanding how the transfer works, she will need to make a minimal payment to amend the names of the new directors that will be working with her. He inquired if Ms. Shipman could assist with amending and/or creating a new federal identification number for Ms. Daly. Mr. Crabtree also stated when he made the decision not to continue as the track operator he reached out to the BMX community to inquire if there were any interested members to take over the track. Just like last time, Ms. Daly came forward and reported she is still interested in the track operator position. He has concerns regarding advertising for an operator, this can be time consuming potentially delaying the BMX season, especially when the only person that is going to apply for the position is Ms. Daly.

Vice Chair Severt stated she is pleased to hear that Ms. Daly is still interested in the track operator position. She believes that the District should still advertise and request for proposals as standard practice. This will allow Ms. Daly to formally submit her request to become the next Sun Valley BMX Track Operator and provide all of the required documents prior to signing the Lease Agreement.

Secretary Elliott concurred with Vice Chair Severt's statement. He too thinks Ms. Daly is a great candidate for the position. For the purposes of formality, the District needs to advertise for the position and consider all proposals for the next track operator. He would like the District to receive an inventory report listing of all items that are staying with the track.

Trustee Barstow agrees with prior statements, the District needs to advertise and allow for anyone to submit a proposal for the next track operator. This is for the protection of the District.

Additional discussion ensued regarding prior practice of advertising for proposals and inventory items and what items to be donated to the District and to the new track operator.

Ms. Daly stated she has passed her background check and received her Track Operator Certification. She needs to renew her First Aid & CPR certification and pay the minimal fee to amend the director names on the Reno Battleborn BMX nonprofit. She reminded the board, three years ago, she was considered a candidate for the track operator position. It was even suggested that both she and Mr. Crabtree work together and for some reason if

Mr. Crabtree could not fulfill the position that she would be next one considered. She stated the time has come and she is ready to become the next Sun Valley BMX track operator.

After further discussion Vice Chair Severt directed to staff to advertise on the District's website and Facebook page requesting for track operator proposals until 5pm on March 18, 2019 and staff to provide all proposals for consideration at the March 28, 2019 meeting. Chairperson Ainsworth seconded the motion.

Audience member Mr. Howard commented he is a member of Reno Battleborn BMX and that going forward with the transition of track operators, existing members will continue to volunteer and help get the track ready for the season and support Ms. Daly as the new operator. He also stated Ms. Daly's husband has been a part of the BMX sport since he was a child and continues to be involved with the sport as an adult.

Audience member Mr. Daly commented the BMX program is for the youth. He and his wife like to give back to the youth of our community and want to continue to do so. He stated his wife is experienced and knowledgeable not only as track operator but also from a business perspective.

After comments the motion carried unanimously.

Item# 11. Discussion and action to approve CliftonLarsonAllen, LLP as the Sun Valley General Improvement District auditor for the fiscal year ending June 30, 2019.

Mr. Combs reported each year the District is required to designate an auditor. He provided a copy of CliftonLarsonAllen, LLP proposal to perform the District's audit for fiscal year 2018/2019 ending June 30, 2019. The proposal for auditing services is for the total amount of \$33,000 an increase of \$1,000 from last year's audit, due to administrative duties. He stated CliftonLarsonAllen, LLP has been the District's auditor for the past four years and staff is requesting approval of their proposal as submitted.

After further discussion Vice Chair Severt made a motion to approve staffs request to approve CliftonLarsonAllen, LLP as the District's auditor for fiscal year ending June 30, 2019. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Report by Public Works Director regarding park damage and possible need for additional security.

Mr. Melton reported the District Board requested staff to provide security options for consideration after learning of recent vandalism at Gepford Park. Burgarello provides monitoring and maintenance for all of our existing facilities and staff feels it is important to continue surveillance and monitoring of all facilities with one provider. He provided three proposals from Burgarello Alarm Inc. for consideration. Option 1 provides camera on the Gepford Community Building, the camera range is limited. The coverage is up to 80' anything beyond 80' will be unrecognizable. Option 1 proposal would allow for good footage of the parking lot, however staff has concerns regarding the camera placement on the building due to the height of the building. The placement of the cameras is easily accessible and could easily be damaged by anything thrown at it. Option 2 proposals would be placed on the old restrooms, limited coverage due to the mature growth of trees surrounding the structure. Option 3 proposals would provide cameras on the Gepford Community Building and on an additional park light placed near the playground equipment. The additional park

light would be an additional expense for installation and would allow for some coverage over the playground. He stated he is not in favor of adding additional lighting in the park because it could potentially act as an invitation for individuals to use the park after hours. He reported currently no funds have been budgeted for this project. Should the Board want to proceed with the project, staff would budget for it next fiscal year.

Secretary Elliott stated when he requested staff to provide security options for consideration, he was under the impression the vandalism was more extensive.

Trustee Barstow inquired if the cameras would be night vision capable.

Mr. Melton responded the proposals does not include cameras with night vision that would be an added expense.

Chairperson Ainsworth is not in favor of adding lighting within the park, she does not want to encourage after hours use of the park, any more than what is already being done after hours. She stated the proposals in comparison to the overall vandalism at the park does not seem justifiable.

Vice Chair Severt stated most of the damage that will take place at the park will be at night. In order to potentially capture someone in the act the District would have to install lighting in the park. She also stated cameras don't always capture the act or does not provide a clear picture. She is not sure now is the time based on the proposed costs and suggested temporary cameras if problems continue.

Some discussion ensued regarding neighborhood park watch to help monitor the parks and report and vandalism.

No action was taken.

There were no public comments.

Item# 13. Request to purchase servers for Springbrook operating system and main domain for record archiving as identified in the Sun Valley General Improvement District capital improvements.

Mr. Combs reported staff is requesting approval to purchase two Dell Power Edge T440 servers for the District's Springbrook operating system and one Dell Power Edge and six external hard drives for the District main domain for all data and programs and archival purposes. The current servers are for the Springbrook operating system and are seven years old. The current servers no longer support our operating system without interruptions and continually having to refresh the system. This causes delays for customers and staff and even sometimes shuts down the system until the District's IT Tech, Erlach and Springbrook can research and fix the problem. The total cost for the equipment and labor is \$28,442.52. He stated the District has budgeted \$30,000 for this capital improvement project within the District's Acquisition Fund for this current fiscal year.

Trustee Barstow inquired how long the new servers will be good for. He also inquired if the District will have enough storage for future archiving.

Mr. Combs responded the District's operating system was evaluated by Erlach Computer Consulting and they determined what equipment the District needs to maintain and operable

and responsive system. The life of a server is approximately five to ten years. As mentioned, the District's existing server is seven years old. The new equipment will meet all the needs of the District for archiving purposes when converting from hard copy to digital copy.

Trustee Barstow made a motion to approve staff's request to purchase new servers and external hard drives as presented by staff for the total amount of \$28,442.52. Secretary Elliott seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Discussion and possible action regarding Sun Valley General Improvement District's Ad Valorem Tax percentage collected by Washoe County Treasurer via property taxes.

Mr. Combs reported he was contacted by the Department of Taxation regarding the District's Ad Valorem Tax. He stated the District Board of Trustees is required to vote every February on the Washoe County tax rate for properties in Sun Valley, the (Ad Valorem) tax the District receives each year. The current tax rate that is set for the District is .1928%; the Board could increase that percentage up to .3065% to increase its Ad Valorem revenue. Staff was unaware of this action since it has never come before the Board in past years. He stated it is estimated for the District to receive \$131,943 with the .1928%.

Several of the Board members don't recall ever voting on the percentage in prior years and thanked Mr. Combs for bringing it to the Board's attention.

After further discussion Trustee Barstow made a motion to leave the Ad Valorem percentage at the same rate of .1928%. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 15. 2019 Legislative Session update with possible direction to staff.

Ms. Shipman gave a brief update of the 2019 Legislative Session. She stated Holland & Hart has provided an extensive report regarding the various bills that are being tracked on behalf of the District. She reported on the provided 2019 Legislative Session Update Report; SB 279 sponsored by Kieckhefer a bill regarding general improvement district's to conform to certain procedures as the county and cities before selling real property owned by the district. SB 245 is related to civil action, increase the limitation from \$100,000 to \$250,000 on the amount of damages that may be awarded in acts or omission to gross negligence. Another bill that lowers the minimum threshold for the applicability of prevailing wage requirements from \$250,000 to \$100,000.

Item# 16. Legal report by Maddy Shipman.

Ms. Shipman reported each year the Board of Trustees should be filing an Ethics Acknowledgement form with the State. She stated there is a draft Ethics Bill being considered that would change the filing date to January 15th of each year. If a Trustee is delinquent with filing, the State can impose penalties and can become a violation of the Ethics Law.

Item# 17. Field report by Chris Melton.

Mr. Melton reported on the following items;

- Field staff has begun preparing the site location for the installation of the backup office generator. Staff will begin trenching for the electrical and gas next week.
- He thanked the Board on behalf of all the field staff for the opportunity to attend the Nevada Rural Water Conference.

Item# 18. Office report by Erin Dowling.

None

Item# 19. Manager's report by Jon Combs.

Mr. Combs reported on the following items;

- Staff has been working on preparation of the tentative budget for 2019/2020. He is recommending approval of the tentative budget at the next board meeting to allow staff sufficient time to prepare the required state forms.
- He thanked the Board for the opportunity to attend the Nevada Rural Water Conference, it was very informative.

Item# 20. Public Comments.

Ms. Walls expressed her concerns regarding the District accepting the ATV from Mr. Crabtree with Reno Battleborn BMX. She believes that would be an added liability to the District should someone get hurt.

Item# 21. Board Comments.

Treasurer Ortiz thanked the District for allowing her the opportunity to attend the Nevada Rural Water Conference. She learned a lot from one of the Engineering training sessions and enjoyed the tour of Truckee Meadows Water Authority Chalk Bluff Treatment Plant.

Vice Chair Severt commented she used to provide a park watch publication, an information sheet that would allow the public to report various activities at the parks. She suggested the District should consider something similar to engage the community to watch over the parks.

Chairperson Ainsworth thanked the District for allowing her to attend the Nevada Rural Water Conference, it was extremely informative. She stated laws are getting stricter when it comes to water quality.

Item# 22. Future Agenda Items.

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

- Public request from a District customer regarding waiver of the District's Recreation Fee
- Approval of the 2019 Spring Newsletter
- Marketing update by Nancy Eklof
- Review and adoption of the District's 2019/2020 tentative budget
- Approval of a new BMX Track Operator
- 2019 Legislative update

Secretary Elliott would like to have discussion regarding promotion of Sun Valley DMV Kiosk

Item# 23. Adjournment.

Trustee Barstow made a motion to adjourn at 8:08 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on March 28, 2019.

Minutes Prepared by:

Jennifer Merritt, Administrative Assistant