



**Sun Valley General Improvement District
Board Meeting Minutes of
March 22, 2018**

Board Members Present:

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

Board Members Not Present:

Staff Present:

Jon Combs	SVGID, Public Works Director
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Linda Elliott	Audience
Antonio Gonzalez	Audience
Michael Rider	Audience
Glenda Walls	Audience
Christi Cakiroglu	Keep Truckee Meadows Beautiful

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, Secretary Barstow and Trustee Elliott. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Vice Chair Severt.

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

Mr. Rider with Cal Ripken Baseball League announced Cal Ripken's Opening Ceremonies is scheduled for April 7, 2018 starting at noon at the Gepford Park.

Item# 4. Motion to approve the agenda.

Vice Chair Severt made a motion to approve the agenda. 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.

Trustee Elliott announced he was pleased to see the number of trustee candidates registered for the District. He hopes that history does not repeat itself where a candidate registers for the District board then never attends a meeting.

Item# 7. Discussion and action to approve accounts payable and customer refunds for March 22, 2018.

Treasurer Ortiz gave a brief report of the accounts payable for March 22, 2018.

Treasurer Ortiz made a motion to approve the accounts payable for March 22, 2018 in the total amount of \$407,815.40. Vice Chair Severt seconded the motion. The motion carried unanimously.

Treasurer Ortiz gave a brief report of the customer refunds for March 22, 2018.

Treasurer Ortiz made a motion to approve customer refunds for March 22, 2018 in the total amount of \$1,851.34. Trustee Elliott seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 8. Discussion and motion to approve Board minutes of March 08, 2018.

Treasurer Ortiz made a motion to approve the Board minutes of March 08, 2018 as submitted. Vice Chair Severt seconded the motion. The motion carried by the following: Yeas: Treasurer Ortiz, Trustee Elliott, Chairperson Ainsworth and Vice Chair Severt Abstain: Secretary Barstow (absent from meeting)

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.

Vice Chair Severt disclosed she has a private capacity commitment to a Keep Truckee Meadows Beautiful staff member and recused herself from participation with discussion and voting.

Christi Cakiroglu with Keep Truckee Meadows Beautiful thanked the District Board of Trustees for their continued support. She reported on the history of the annual cleanups for the Sun Valley sites. Over the past ten years a total of 758 volunteers have worked the Great Annual Cleanup Sun Valley site located at Chimney OHV, a total of 1,666 tires have been removed, a total of 197.59 tons of trash has been picked up and a total of 146.25 hazardous materials have been properly disposed of. She stated a lot of progress has been made throughout the Truckee Meadows region in regards to cleanups and awareness. Ms. Cakiroglu stated Keep Truckee Meadows Beautiful continues its focus of beautification;

Waste Warrior Education Program within the elementary schools and advocacy about the importance of maintaining a clean community.

Treasurer Ortiz thanked Ms. Cakiroglu for Keep Truckee Meadows Beautiful educational efforts in the elementary schools. She stated the children can help prevent illegal dumping in the community by first learning it's illegal to dump as well as reporting illegal dumping.

Ms. Cakiroglu reported this year's Great Community Cleanup has two cleanup sites in Sun Valley located at Chimney OHV and Chocolate. Last year Keep Truckee Meadows Beautiful was successful in obtaining an off road group to assist with the cleanup and hopes that they participate again this year. She respectfully requested the District's continued support with the Annual Great Community Cleanup. She also stated she would like to start providing before and after pictures again by the request from Mr. Price.

Mr. Combs stated the District has been a partner with Keep Truckee Meadows Beautiful since 2008. Each year the District Board of Trustees has approved to donate \$5,000 towards the Great Community Cleanup as well as staff time and equipment. He reported the Board approved the District's Garbage Budget for FY 2017-2018 that includes \$5,000 for its participation with the Great Community Cleanup. He stated this event shows community pride by cleaning up around the Sun Valley community.

Treasurer Elliott stated he appreciates Keep Truckee Meadows becoming more proactive with educating citizens regarding the importance of a clean community. He thinks that the Sun Valley community's biggest problem with beautification is not in the hills, it's within the Sun Valley community. He would much rather spend funds to clean up the valley floor to better the community. He would like to see a program to assist members within the community to clean up their properties. He also stated he would like to see public volunteers in place of District staff to help reduce the District's expense towards overtime.

Mr. Combs responded District staff is needed for this event for the purpose of operating equipment, so there will always be some overtime cost associated with the event.

*After further discussion Trustee Ortiz made a motion to approve a donation of \$5,000 from the District's Garbage Fund to Keep Truckee Meadows Beautiful; including using District staff and equipment to assist with the May 5, 2018 Great Community Cleanup. Secretary Barstow seconded the motion. The motion carried by the following;
Ayes – Treasurer Ortiz, Secretary Barstow, Chairperson Ainsworth
Noes – Trustee Elliott
Abstain – Vice Chair Severt*

There were no public comments.

Item# 10. Review and action to approve final draft of the District's spring Pipeline.

Ms. Merritt provided a copy of the final spring pipeline for review and approval. She stated there is one correction that will be made prior to distribution; the correct date for the Sun Valley Appliance/Electronic Recycling Event is April 21st and not May 21st.

Vice Chair Severt requested for the District board meetings be a standing item under important dates.

Trustee Elliott made a motion to approve the 2018 Spring Pipeline as amended. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Discussion and action to approve contract to seal District office building.

Mr. Combs reported staff is requesting approval from the Board of Trustees to seal the block on the District office building. He reported sealing of the block is recommended every ten years to preserve the integrity of the block. Mr. Combs provided three bids for review and consideration. Staff is recommending approval of Chavez Painting proposal in the amount of \$12,110.00 that includes sealing of block and painting of the window awnings and front walkway beams. He reported Chavez Painting has performed work on several of the District buildings and has met staff's expectations. He also reported funds for this project was approved in the District's FY 2017-2018 Budget under Repair and Maintenance Buildings in both the Water and Sewer Fund.

After further discussion Trustee Elliott made a motion to approve Chavez Painting proposal of \$12,110.00 for the purpose of sealing and painting of the District office building. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Discussion and action to approve Landscaping contract for landscaping and maintenance for the Sun Valley General Improvement District Parks.

Mr. Combs provided three proposals for landscaping for the District's 4 parks for review and consideration. He stated the District contracted with Action Lawn & Landscape last year and there were some growing pains with them learning the parks irrigation system but overall did a great job. Staff is recommending approval of Action Lawn & Landscape proposal of \$33,732.36, this is a \$5,000 increase compared to last year's contract. The increase is because District staff added sprinkler maintenance to last year's contract to adequately keep up with the needs of the parks. Action Lawn & Landscapes is still offering a significant savings to the District in comparison to other proposals the District has received.

Trustee Elliott inquired if the part time park maintenance employee could manage to perform sprinkler repair in place of having Action Lawn & Landscape perform the repairs to help save on expenses. He stated several years ago the goal was to purchase the necessary equipment and hire a park maintenance person to perform all of the parks landscaping duties to save on contracted expenses. He requested update at the end of the year by staff to show that the increase of \$5,000 was justifiable for sprinkler maintenance.

Mr. Combs responded the part time park maintenance employee duties consist of trash pickup, graffiti removal, shrub trimming and weed removal. This position is a part time labor position and operating and maintaining the park irrigation system requires a skilled person to perform irrigation duties.

Audience member Mr. Rider commented on some of the irrigation concerns he has at the Sun Valley Community Park baseball field. He suggested that staff and/or the contractor monitor sprinkler and drip system to avoid over watering and flooding the field.

Vice Chair Severt made a motion to approve Action Lawn & Landscape proposal for 2018 in the total amount of \$33,732.36. Secretary Barstow seconded the motion. The motion carried unanimously.

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

Mr. Combs reported staff is requesting approval to send two staff members and any board members to the 2018 National American Water Works Association Conference. The conference is scheduled for June 11 thru June 14, 2018 at the Mandalay Bay in Las Vegas, Nevada. He stated the national conference is a joint conference with the CA-NV American Water Works Association annual spring conference this year. Conference registration per board member is \$850.00 an additional \$285.00 per member for the Public Officials three day course totaling \$1,135.00 for registration plus lodging and per diem making the total expense to attend the conference approximately \$1,853.00 per board member. Conference registration per staff member is \$495.00 plus lodging and per diem making the total expense to attend the conference approximately \$1,213.00 per staff member. He stated staff anticipates using a company vehicle for travel to and from the conference which would be a one-time expense for all those traveling together. Should the need to travel separately, the current mileage reimbursement is \$530.83 round trip.

Additional discussion ensued regarding board members schedules. Both Trustee Elliott and Treasurer Ortiz are interested in attending the conference.

Trustee Elliott made a motion to approve two board members and two staff members attending the 2018 America Water Works Association Conference. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Review and discussion regarding the Robert and Norma Fink Sun Valley Pool Complex 2018 season schedule/plan; with possible direction to staff.

Mr. Combs provided for review and consideration the Robert and Norma Fink Sun Valley Pool Complex 2018 season schedule. The proposed schedule is a six day a week operating schedule, Tuesday thru Sunday and closed on Monday's. The pool is scheduled to open on June 8, 2018 thru August 5, 2018 a total of 51 days, weather permitting. He stated in place of the second movie in the park, the District replaced that event with an end of season pool party that is scheduled for August 4, 2018. Staff has been working on securing donations to offer free swim days throughout the pool season. Mr. Combs briefly reported on the pool operations for both the 2016 and 2017 pool season.

Trustee Elliott stated he appreciates that staff is taking steps to adjust the pool schedule to help generate revenue. He would still like to utilize a marketing consultant to help identify how the District can improve its use of the pool and generate additional revenue.

Vice Chair Severt would like to see if a day or two can be reserved the week of June 25th for senior swim.

After further discussion Secretary Barstow made a motion to approve the Robert and Norma Fink Sun Valley Pool Complex 2018 season schedule as presented and to schedule a senior swim day. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 15. Discussion and action to approve Amendment to Intergovernmental Agreement between Washoe County and Sun Valley General Improvement District regarding Sidehill Detention Facility.

Mr. Comb reported last year the District was notified by the Nevada Division of Water Resources that the Sun Valley Community Park, specifically the detention basin within the park is also considered a dam. The dam designation requires certain criteria to be met and maintained on an annual basis. The Nevada Division of Water Resources requested for an Emergency Action Plan for the site that addresses the monitoring of all the trees, bushes and nuisance of animals. He stated the District has no authority over drainage and staff has been working with Washoe County to amend the Intergovernmental Agreement that transferred ownership of the parks to the District so that it identifies and allows for Washoe County to be responsible for the operations and maintenance of the drainage portion of the detention basin. The District would maintain the landscaping of the dam itself to satisfy the Emergency Action Plan requirements.

Additional discussion ensued regarding meetings between the District and Washoe County regarding responsibilities.

Vice Chair Severt made a motion to approve the Amendment to the Intergovernmental Agreement between Sun Valley General Improvement District and Washoe County. Trustee Elliott seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 16. Legal report by Maddy Shipman.

None

Item# 17. Field report by Jon Combs.

Mr. Combs reported on the following items;

- Brandon Lacow will be returning as the 2018 Pool Aquatic Supervisor. He is actively working on recruiting pool staff. Mr. Lacow has been registered for the Certified Pool Operator class so he will be knowledgeable how to properly balance the pool chemicals. Staff will begin preparing the pool next month in preparation for the opening.
- He has been extremely busy with the Washoe County School District Middle School Project with the submittal of an additional water project for construction of the school. He stated a public notice has been issued for bidding for the water and wastewater improvements that are needed on the District's system.
- He recently issued a water project for Ladera Ranch Phase II.
- Construction for both Ladera and the Middle School are on hold at the moment due to the weather.

Item# 18. Office report by Erin Dowling.

None

Item# 19. Manager's report by Darrin Price.

None

Item# 20. Public Comments.

Mr. Rider announced Cal Ripken's Opening Ceremonies is scheduled for April 7, 2018 starting at noon at the Gepford Park. He thanked the District and the community for the continued support of Cal Ripken Baseball.

Mr. Gonzalez announced the Student Government Association would like to participate in the Keep Truckee Meadows Beautiful Great Community Cleanup.

Item# 21. Board Comments.

Vice Chair Severt commented that debris from the Ladera Ranch construction is running down a portion of 7th Avenue due to the rain. She also announced the Sun Valley Easter Egg Hunt is this Saturday, March 24th at 11am.

Trustee Elliott was disappointed with the selection of the naming of the new middle school; he was in favor for the name Sun Valley Middle School. He is very happy to hear that the District's Aquatic Supervisor will be attending pool training in place of the District's General Manager; it's a better use of District funds. He also stated he will reach out to the Senior Advisory Committee that he is a part of and invite them for senior swim at the Sun Valley Pool.

Item# 22. Future Agenda Items.

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

- Approval of the District FY 2018-2019 Tentative Budget
- Renewal of Family Resource Center Lease Agreement
- Possible presentation by Farr West regarding District's GIS/GPS System
- Possible presentation of Ladera Ranch Subdivision

Item# 23. Adjournment.

Secretary Barstow made a motion to adjourn at 7:10 pm. Trustee Elliott seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on April 12, 2018.

Minutes Prepared by:

Jennifer Merritt, Administrative Assistant