



**Sun Valley General Improvement District  
Board Meeting Minutes of  
April 08, 2021**

**Board Members Present:**

Sandra Ainsworth	Chair
Susan Severt	Vice Chair
Joseph Barstow	Secretary
Carmen Ortiz	Treasurer
Michael Rider	Trustee

**Board Members Not Present:**

**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:**

Kelly Glenn	Roo Co.
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**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, Treasurer Ortiz 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.**

*Vice Chair Severt made a motion to approve the agenda. Trustee Rider 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 announced Washoe County will assume local authority for the Roadmap to Recovery Mitigation Measures effective May 1<sup>st</sup>. During the April 8<sup>th</sup> Special Commissioners Meeting, Commissioners approved the draft Roadmap to Recovery Mitigation Measures (with some changes) to submit to Governor Sisolak for review and approval.

**Item# 7. Discussion and action to approve account payables for April 08, 2021.**

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for April 08, 2021.

*Treasurer Ortiz made a motion to approve the account payables for April 08, 2021 in the total amount of \$161,912.76. Trustee Rider 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 March 25, 2021.**

*Trustee Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of March 25, 2021 as submitted. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

Chairperson Ainsworth called the Public Hearing to order

**Item# 9. Discussion and possible action to the following Tariff Rules.**

Chairperson Ainsworth read into the record the Order of Procedures for the District’s Public Hearing.

Secretary Barstow provided proof of publication for the public hearing.

Mr. Combs announced the District received one public comment via email from Dawn McCarthy. Ms. McCarthy’s comment is the following; “When the District created the subcommittee to go over District Rule 20 in 2016, Washoe County said that if there was only one parcel number then there should only be one set of utilities (residential only), per County Code. On a single parcel, you cannot run multiple utilities for an accessory dwelling, except for well and septic, that would make it an additional home/separate dwelling, on one parcel. In addition, doing this creates a hardship for anyone selling, because of the costs associated with the additional meter. In effect, it reduces the value of their property, because the new owner will have to put another meter in and will make the seller reduce the price by the costs. The subcommittee agreed that the District was already charging extra for multiple units and water was already metered, so the net effect was nothing, except the cost of installing the new meter and lines. The District is already collecting extra money for properties with accessory dwellings with the multi-use charge. Putting another meter isn’t going to net anymore money or provide any additional information. It is just creating a hardship for the landowner.”

Chairperson Ainsworth closed the Public Hearing and convened to regular meeting

**A. Amend Rule No. 20 providing updates to Section 1.B.1. clarifying joint metered properties subject to conversion.**

Mr. Melton reported staff recommends amending Rule No. 20, Section 1.B.1 clarifying the exemption for multiple services on a single parcel serviced by one meter. Mr. Melton reported the District formed a Review Subcommittee in 2016 to review and discuss District Rule 20 regarding multiple services on a single parcel served by one meter. Based on the recommendations from the Subcommittee the District created a “grandfather rule” for single parcels with multiple services by one meter. The District’s current Rule 20 allows for parcels with multiple services, 1998 and older, exempt from having to separate services as long as District services remain in the name of the property owner. The “grandfather rule” can transfer with the property only if the property is transferred to another family member or trust; again, District services must remain in the name of the property owner. Once the property is sold, the property is no longer considered grandfathered. The proposed amendment is clarification, that when the property is sold, the property has to become compliant with District Rules and each detached dwelling will be subject to water and sewer facilities fees and must be separately serviced if the detached dwelling remains on the property. Staff consulted with Washoe County and the District is within its purview to require the compliance.

Chairperson Ainsworth inquired if there are any other events that would require separation of services on a single parcel.

Mr. Melton responded if there are major modifications made to the water/sewer systems servicing the premises, if all or portion of the premises are split by a Parcel Map, or if property is sold would initiate compliance to District Rule 20 to separate multiple services on a single Parcel.

Trustee Rider inquired if there is an opportunity for the property owner to appeal to the Board of Trustees if they felt as though this would create hardship.

Mr. Melton responded yes; a District customer can request to be formally added to the agenda state their case as to why they should be exempt from Rule 20. The Board of Trustees set policies and they can make exceptions to policies as needed or on a case-by case basis.

Additional discussion ensued regarding the District protecting its water and sewer system, as well as, protecting the landowner and renters.

*Vice Chair Severt made a motion to approve proposed clarification amendments to Rule 20 Services to Separate Premises, conversion of Joint Metered Services and Resale of Water as presented by staff. Trustee Rider seconded the motion. The motion carried unanimously.*

**B. Amend Rule No. 21 by adding Bulk Single Use of Water to Section 1.C. Rates, Fees and Charges.**

Mr. Melton reported agenda item 9B and 9D are together, staff is requesting to remove Bulk Single Use of Water from Rule 23, Section 2 and add it to Rule 21, Section 1.C Water Rates, Fees and Charges. Staff recommends keeping all water charges within the same rule.

*Vice Chair Severt made a motion to approve removing Bulk Single Use of Water from Rule 23, Section 2 and add it to Rule 21, Section 1.C Water Rates, Fees and Charges. Trustee Rider seconded the motion. The motion carried unanimously.*

**C. Amend Rule No. 21 by increasing the water consumption rate for residential, commercial and bulk single use by 2.5% per year for each of the next three years to coincide with the planned similar increases by Truckee Meadows Water Authority.**

Mr. Combs reported in 2017 Truckee Meadows Water Authority (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% (TMWA deferred), 2020 2.5% (TMWA deferred) and 2021 2.5% to go into effect May 1, 2021. The rate increases that were deferred by TMWA have been pushed out to subsequent years 2021, 2022 and 2023. Mr. Combs stated staff is requesting the Board of Trustees to pass through TMWA's approved rate increase of 2.5% for years 2021, 2022, and 2023. These increases are a direct cost to the District's Wholesale Agreement, Large Volume Resale of water, and there is a need for the rate increase to be passed on to District customers. The Board of Trustees consideration to incorporate TMWA wholesale rate increases will require a sixty-day prior notice to District customers of effective date. Unless the Board of Trustees determines a rate increase is not needed, or the full TMWA proposed amount is not needed.

Mr. Combs reported TMWA bills its Large Volume Resale Water (these are the District's rates) using a Tier system. Tier 1 with the 2.5% increase will raise the cost per thousand gallons from \$1.57 to \$1.61. Tier 2 with the 2.5% increase will raise the cost per thousand gallons from \$2.60 to \$2.67. The District currently only has one rate for consumption, this rate is \$2.34 per thousand gallons. The 2.5% increase will raise the cost per thousand gallons to \$2.40. Sun Valley G.I.D.'s Tier 1 maximum from TMWA is 34,000,000 million gallons at \$1.61 per thousand (per new rate). There are eight months (April thru November) out of the year that the District uses in excess of the 34,000,000 million gallons costing the District Tier 2 costs of \$2.67 (new rate) with a loss to the District of approximately \$70,000.00 dollars combined for these eight months.

Mr. Combs reported staff recommends to pass this 2.5% increase cost for water consumption only. The average monthly usage is 5,000 gals. per single family dwelling; this equates to a \$0.30 cent increase on a monthly bill. The average monthly (High) usage is 12,000 gals. per single family dwelling; this equates to a \$0.72 cent increase on a monthly bill. Staff believes that the rate increase should be by consumption and not base rates. The rate increase on consumption will be paid for by those customers who use a lot of water and will be less disruptive on fixed income customers and for those who conserve water. Staff also urges the Board of Trustees to consider, in the future, going to a two-tier water billing system. Staff believes it would be more equitable for our customers who conserve and a more accurate billing for those who use majority of the water.

Discussion ensued regarding the rate increases the District has absorbed over the years without passing through to District customers and how the District can't absorb all of the increases; increases should be considered as a direct pass-through cost to remain financially responsible.

Treasurer Ortiz commented clean drinking water is so important and it saddens her that Truckee Meadows Water Authority continues to raise its rates and the District has to pass through rate increase(s) year after year.

Vice Chair Severt commented she appreciates staff's recommendation to bring any future rate increases to the Board of Trustees sixty days prior to implementation to review District's current financials to determine if an increase is warranted.

*Vice Chair Severt made a motion to approve increasing the District water consumption rate for residential, commercial and bulk single use by 2.5% per year for each of the next three years to coincide with the planned similar increase by Truckee Meadows Water Authority as presented by staff. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

**D. Amend Rule No. 23 by removing Section 2, Bulk Single Use of Water and adding it to Rule No. 21 under Section 1.C. Rates, Fees and Charges.**

Mr. Melton reported on this amendment under agenda item 9B.

There were no other public comments during the public hearing.

**Item# 10. Adoption of Resolution Amending Sun Valley General Improvement District Tariff, said amendments as approved by the Board of Trustees following the public hearing to be effective as of June 1, 2021.**

*Trustee Rider made a motion to adopt Resolution 2021-01 adopting various amendments to the Sun Valley General Improvement District Tariff. Tariff amendments include Rule No. 20 (updating to Section 1.B1. clarifying joint metered properties subject to conversion), Rule No. 21 (update Section 1.C. Rates Fees and Charges to include Bulk Single Use of Water) and (update Section 1.C. Rates Fees and Charges, increase the water consumption rate for residential, commercial and bulk single use by 2.5% per year for each of the next three years to coincide with the planned similar increases by the Truckee Meadows Water Authority), Rule No. 23 (update Section 2, by removing Bulk Single Use of Water); and amendments to become effective as of June 1, 2021. Vice Chair Severt seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 11. Review and action to approve final spring newsletter layout; with possible direction to staff.**

Kelly Glenn with Roo Co., via teleconference, provided the final draft spring newsletter for review and approval. She stated she went back to the previous layout for simplicity and to make it reader friendly. The newsletter includes a message from the District's Manager

explaining to the District customers how the District receives its water from TMWA and need of a rate increase, as well as, a reminder of summer scheduled watering days. Other articles include pool opening announcement and the need for pool staffing. Promotion of the District parks, various programs and recreation activities. The newsletter also includes various event announcements and important dates.

*Treasurer Ortiz made a motion to approve the final spring newsletter as presented. Trustee Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 12. Review of Sun Valley General Improvement District's tentative budget for Fiscal Year 2021/2022 with possible direction to staff.**

Mr. Combs reported there are no changes to the approved tentative budget. Staff will report of any changes to the budget on or before the budget hearing scheduled for May 27, 2021.

*Trustee Rider made a motion to accept the District's Fiscal Year 2021/2022 tentative budget. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 13. Update by Public Works Director regarding new development progress and potential new development.**

Mr. Melton gave a brief progress report regarding development within Sun Valley. He gave a brief report on 5 Ridges and Ladera Ranch. 5 Ridges has started construction and is currently working on the water infrastructure to serve the housing development. Ladera Ranch Phase 1 is approximately 80% complete.

Sun Mesa originally proposed by Sun Mesa LLC, Landmark developer as a single family 4 phase development located at the top of East 5th Ave., with a total build out of 206 homes. Phase 1 and 2 are complete, with a total of 104 homes built with active service. Landstar Sun Mesa LLC developer purchased phases 3 and 4. Plans have been submitted to the District, Washoe County Building, and Washoe County Health Department. Washoe County Health Department has approved the District's Water Project for phase 3 with a total build out of 45 homes. However, due to timing and no construction the Water Project has expired and a new one will have to be submitted prior to commencement of construction. Staff has collected a third of the Water and Sewer Facilities Fees and has issued a Will Serve Letter for this project. No construction start date to report at this time.

Valle Vista, Landbank Development Co., is proposed as a single family 75 home development. This development is located at the corner of East 4th Ave. and Lupin Dr., next to the LDS church. Plans and Water Project have been submitted to Washoe County Health Department and has been approved. District water and sewer facilities fees and water right dedication are still due prior to issuance of a Will Serve Letter and commencement of construction. No construction start date to report at this time.

Highland Village, HR Parkway LLC, is proposed as a single family 222 housing development. This potential development is located on the north east side of Lifestyle Homes. Shaw Engineering has performed a water and sewer study for this project. This development is within the District's sphere of influence and is required to annex into the District's Service Territory. District water and sewer facilities fees and water right dedication are still due prior to issuance of a Will Serve Letter and commencement of construction. No construction start date to report at this time.

Harmony Mesa, Hero Land Holdings LLC., is proposed as a single family 18 home

development. This potential development is located on Marilyn Dr. between Harmony Ln. and Quartz Ln. Proposed development was approved by Washoe County Planning Commission June 2, 2020. Shaw Engineering has performed a water and sewer study for this project. Water and sewer facilities fees have been paid and water rights were identified as part of the original build out for water service as part of the original Water Wholesale Agreement. Tentative map has not been submitted at this time. No construction start date to report at this time.

There were no public comments.

**Item# 14. 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. The District is following various bills related to Water Rights, Open Meeting Law, Public Records, Public Work Projects, Ethics, voting and other related items to elected officials. One of the higher priority bills being tracked is ACR4, the potential interim study on general improvement districts. 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.

Additional discussion ensued on public records bills and general improvement districts.

*Trustee Rider made a motion to accept the 2021 Legislative update report provided by Holland & Hart. Vice Chair Severt seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 15. Legal report by Maddy Shipman.**

None

**Item# 16. Field report by Chris Melton.**

Mr. Melton report on the following items:

- Water T Main has been installed between Raphael and Warhol, upsizing of the T Main leading up to Klondike Tank, as part of the improvements identified for the 5 Ridges Development.
- The RTC Sun Valley Boulevard improvement project is schedule for completion within the next three to four weeks.
- He has been working with a resident, Tristan Martin, regarding potential security cameras for Highland Ranch Park; Mr. Martin has offered to donate funds towards the purchase of security cameras. Currently there is no AC power at the park, it would cost approximately \$10K to install a solar based security system at the park. Staff is researching other security options for consideration.

**Item# 17. Office report by Erin Dowling.**

Ms. Dowling reported on the following items:

- Provided a copy of an email the District received from a customer who took advantage of the Garbage Assistance Program. The customer thanked the District for helping her out in a time of need, she is now in the position that she doesn't need the assistance any longer.
- The District is offering electronic recycling the month of April; to date the District has issued 190 vouchers.
- Waste Management is offering electronic and hazard waste recycling voucher, vouchers are being mailed directly to customers with their Waste Management bills.
- The District is currently hiring for lifeguards for the Sun Valley Pool.

**Item# 18. Manager report by Jon Combs.**

Mr. Combs reported on the following:

- He is currently working with Highland Ranch Home Owners Association to create a Temporary Construction Easement for contractor Pokrajac Construction who was awarded to perform the Water T Main upsizing project for the 5 Ridges Development. Staff has met with Pokrajac Construction regarding the Temporary Construction Easement and advised them that the District will be requesting reimbursement for the agreement, that should have been in place prior to commencement of work per the bid contract.

**Item# 19. Public Comments.**

None

**Item# 20. Board Comments.**

Trustee Rider commented he recommends the District advertise as necessary hiring of pool staff. He is concerned hiring of staff is going to be difficult with the pandemic.

Vice Chair Severt commented she spoke with a Sun Valley resident about the open food pantry located on Applegate Dr. The resident was inquiring if the District could assist with the food pantry as they were cited by Washoe County Code Enforcement. Ms. Severt advised them that operating a food pantry was not within the District's purview and referred them to the District Manager for assistance.

**Item# 21. Future Agenda Items.**

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

- Presentation by Washoe County Sheriff Office regarding Junk Cars
- Presentation of Pool Mural Designs
- Public Hearing for SVGID Delinquent Balances
- Standing Item – SVGID 21/22 Budget
- Standing Item – Legislative Update

**Item# 22. Adjournment.**

*Secretary Barstow made a motion to adjourn at 7:05 pm. Chairperson Ainsworth seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on April 22, 2021  
Minutes Prepared by: Jennifer Merritt, Administrative Assistant