



**Sun Valley General Improvement District  
Board Meeting Minutes of  
April 12, 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:**

Darrin Price	SVGID, General Manager
Jon Combs	SVGID, Public Works Director
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

**Other Members Present:**

Antonio Gonzalez	Audience
Michael Rider	Audience
Glenda Walls	Audience
Brenda Costello	Family Resource Center
Matt Forrest	Farr West Engineering

**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 Ms. Dowling.

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

Mr. Rider with Cal Ripken Baseball League announced Opening Ceremonies were canceled due to weather and he is unaware of any rescheduling at this time. Cal Ripken Baseball is

proceeding with its game schedule and anyone that purchased raffle tickets the drawing will be held this weekend.

**Item# 4. Motion to approve the agenda.**

*Trustee Elliott made a motion to approve the agenda. Secretary Barstow 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 stated the District partnered with Community Services Agency for this year's Easter Egg Hunt. The Egg Hunt was held despite the weather. Staff is continuing to work on this year's recreation schedule and hopes to see the Board of Trustees at the upcoming events.

Trustee Elliott announced he attended the Washoe County Planning Commission meeting and spoke on the proposed changes to the Sun Valley Area Plan changes. The Washoe County Planning Commission voted in favor of Sun Valley citizen's intent to cleanup Sun Valley Boulevard. He stated Washoe County would like to amend the Sun Valley Area Plan within the next few years to address some of concerns in the existing Sun Valley Area Plan.

Treasure Ortiz thanked Trustee Elliott and audience member Mr. Rider for attending the Washoe County Planning Commission meeting. She stated she would like to see the original Sun Valley Area Plan planning committee come together once again in efforts to implement a lot of the original ideas for the Sun Valley Area Plan prior to Washoe County making future amendments to the Sun Valley Area Plan.

**Item# 7. Discussion and action to approve accounts payable and customer refunds for April 12, 2018.**

Treasurer Ortiz gave a brief report of the accounts payable for April 12, 2018.

*Treasurer Ortiz made a motion to approve the accounts payable for April 12, 2018 in the total amount of \$138,380.56. Vice Chair Severt seconded the motion. After some discussion the motion carried unanimously.*

Treasurer Ortiz gave a brief report of the customer refunds for April 12, 2018.

*Treasurer Ortiz made a motion to approve customer refunds for April 12, 2018 in the total amount of \$1,292.29. 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 22, 2018.**

*Treasurer Ortiz made a motion to approve the Board minutes of March 22, 2018 as submitted. Secretary Barstow seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 9. Review and action to approve Family Resource Center Lease Agreement Renewal for use of the space at the Sun Valley Neighborhood Center.**

Mr. Combs reported staff is requesting approval of the Family Resource Center Lease Agreement renewal for the use of space at the Sun Valley Neighborhood Center. The Agreement is for the term of one year for the use of 289 square feet of office space at the cost of \$0.50 per square foot; total monthly rent is \$114.50. Family Resource Center shall also pay a monthly pro-rata share of gas, electric, water, sewer, garbage and janitorial services. Mr. Combs reported last year the Board graciously waived utility expenses as requested by the Family Resource Center and lowered their monthly rent for budgetary purposes. He stated since then, the Family Resource Center was able to budget for the proposed increase for both the monthly rent and utility services as described in the agreement. The new agreement begins on July 1, 2018 and ends on June 30, 2019.

Mr. Price stated the District was happy to assist the Family Resource Center in the time of need. He is appreciative that the Family Resource Center was able to budget for the proposed increase and recommends approval.

*Trustee Elliott made a motion to approve the renewal Lease Agreement for the Family Resource Center for the use of space at the Sun Valley Neighborhood Center. Chairperson Ainsworth seconded the motion.*

During discussion Ms. Costello with Family Resource Center thanked the Board for their continued partnership with Family Resource Center. The Sun Valley Family Resource Center serves a lot of residents. She reported that the Family Resource Center funding has not changed over the year, but she was able to increase the Family Resource Center's budget to accommodate the monthly rent and pro-rata share for monthly utility expenses.

*After discussion the motion carried unanimously.*

There were no public comments.

**Item# 10. Presentation by Farr West regarding Sun Valley General Improvement District's GIS/GPS system.**

Mr. Forrest with Farr West Engineering gave a brief presentation of a web app that contains the Sun Valley General Improvement District's GIS/GPS system. Farr West Engineering has been working on recording the GIS and GPS of the District's water and wastewater system. The District and Farr West work together on this project and it is performed in sections identified by the District on a priority level. District staff goes into the field to identify its water or wastewater system and/or uncover any part of the system, so it is easily accessible when Farr West performs the GPS of the location of each individual part of the District's system. This partnership helps with the GPS recoding process.

Mr. Forrest reported GIS is the recording of each individual product/part (mains, valves, manholes, cleanouts, meters and etc.) The GPS is the recording of the location of the individual product/part. The recorded information can be used in various software programs; Farr West currently uses MapOptix. Once the recorded information has been imported to software of choice, the District will have the ability to search by sections, parcel numbers, address or by individual product/part). There are many other tools that can be used with the software; help with locates, replacements, creation of maps, mailers for upcoming work and more. The administrator also has the availability to update information, add or delete information on an ongoing basis so the information is always current.

Mr. Price stated the District had a consultant in the 1990's who originally built the District's data base. Since then several new developments have been added to the District's system and it was time to update the District's GIS data base. The District partnered with Farr West Engineering for this project based on their experience with GIS/GPS data collection/recording systems. Mr. Price stated the software program has evolved over the years and has a lot more attributes to offer, especially when working in the field. Having the program web based benefits the District because any staff member could log in to the program via internet and have the capability to search via mobile phone and/or in the future a tablet. Currently staff has to log in via their desk top computer.

Trustee Elliott inquired if any of the District's original data base can be used with Farr West data collection so there is no redundancy. He also wants to make sure everything is being captured up front to avoid additional redundancy work in the future.

Mr. Forrest responded Farr West is absolutely collecting all the data up front. District staff verifies its infrastructure by pre-locating and exposing in advance for Farr West to incorporate in the District's GIS/GPS system.

Vice Chair Severt inquired what percentage of the District's system has been completed.

Mr. Forrest responded Farr West has been working on this project for the past several years. Farr West has been working within the District's budget on an annual basis. To date approximately 30% of the District's infrastructure has been identified and added to the electronic GIS/GPS system. He also stated the same data from the GIS/GPS system can be used with other systems such as asset management systems.

Additional discussion ensued regarding other agencies who have utilized Farr West Engineering to create their GIS/GPS systems.

After further discussion the District Board of Trustees thanked Mr. Forrest for his presentation.

There were no public comments.

**Item# 11. Review and discussion of the Sun Valley General Improvement District tentative budget for FY 2018/2019 with action to approve.**

Mr. Price reported the District is required to prepare and submit a tentative budget to the Nevada Department of Taxation on or before April 17, 2018. He stated there will be a standing agenda item regarding the budget on every agenda until the District holds its public hearing on the tentative budget scheduled for May 24, 2018. He gave a brief overview of the District's proposed tentative budget for fiscal year 2018/2019. The District's Water Fund consists of; Revenues \$3,340,000, Expenses \$2,776,459, Depreciation \$780,000, Non-Operating Revenues \$18,500, Non-Operating Expenses \$159,285 providing a proposed Net Income (Loss) for the Water Fund (\$357,244).

Mr. Price stated majority of the increase in expenses is the water purchased from Truckee Meadows Water Authority. He reminded the Board that Truckee Meadows Water Authority approved a five year incremental rate increase last year; 3% increase the first two years and 2.5% for the following three years. He stated the District approved its first water rate increase last year; it has been seven years since the last rate increase. The proposed increase on the District's Water Revenue is a reflection of the recent increase that went into effect December 2017, eight months after Truckee Meadows Water Authority's rate

increase. Mr. Price also reported the District is still waiting on information regarding employee health insurance rates; he provided an estimated amount in the budget based on premium trends over the past several years.

Mr. Price proceeded and reported the District's Sewer Fund consists of; Revenues \$2,815,000, Expenses \$2,078,444, Depreciation \$765,000, Non-Operating Revenues \$7,500, Non-Operating Expenses \$52,335 providing a proposed Net Income (Loss) for the Sewer Fund (\$73,279). He stated the refinancing of the Sewer Bonds was very beneficial to the District and the Sewer Fund continues to look good and is not proposing any rate increases at this time.

Trustee Elliott inquired if the District is aware of any upcoming capital improvements for the City of Sparks Truckee Meadows Water Reclamation Facility that should be budgeted for.

Mr. Price responded he attends the Joint Coordinated Committee meeting for the Truckee Meadows Water Reclamation Facility and they have a big list of capital improvement projects. Truckee Meadows Water Reclamation Facility is currently working on capital improvement projects that are only a necessity to help keep costs down.

Mr. Price proceeded and reported on the District's Acquisition Fund. The District's Acquisition Fund consists of; Revenues \$1,818,051, Expenses \$2,272,600 providing a proposed Net Income (Loss) for the Acquisition Fund (\$454,549). He stated the significant increase to the Acquisition Revenue is due to the anticipation of Ladera Ranch Phase II Water and Sewer Facility Fee payment. He stated the Acquisition Expenses also has a significant increase. The increase in capital improvement expenses is mainly contributed to the new middle school project. In order to serve the middle school project it put some of the District's future capital improvement projects on a priority schedule. A portion of these expenses will be reimbursed by development. Mr. Price reported on the capital improvement projects for water, sewer and recreation. Some of the capital improvement projects are identified in the District's Water and Sewer Master Plan Schedule. There are other capital improvement projects that are identified by staff. Some of these projects include software upgrades, equipment purchase, studies that might require outside consulting, repair and maintenance of some of the District's tanks, vaults, meters and clean outs as well as some other potential purchases that would be classified as an asset. He stated the District currently has enough reserves built up in its Acquisition Fund to help cover some of the expenses. He stated some projects might be delayed, but the District will be concentrating on the improvements that need to be done to accommodate some of the proposed development. He stated again, a portion of the expenses will be reimbursed by development.

Mr. Price reminded the Board that both the Water and Sewer Facility Fees pay for the water and sewer related improvements. Those facility fees are not used for recreation capital improvement projects. The recreation capital improvement projects are paid from the monthly \$3.50 Recreation Fee. He stated he has a meeting with Washoe County Manager to discuss the opportunity of receiving additional funds from the County to help towards the parks. He reported on the recreation capital improvements they include: main pool resurfacing, replacement of sand filters, new roof for the pump room and future deck resurfacing. Other projects include miscellaneous repair and maintenance of the various park facilities and repaving of the pedestrian path, as needed, located at the Sun Valley Community Park.

Audience member Mr. Gonzalez inquired if the District has received any complaints about the soccer balls going into the road way from the soccer field during games.

Mr. Combs responded the District has not received any complaints at this time regarding balls going over the fence. The common complaint the District receives is the league and patrons not picking up after themselves after practices and games.

Mr. Price proceeded with the District's Properties and Garbage Fund, this fund consists of; Revenues \$121,045, Expenses \$78,225, Depreciation \$12,820 providing a proposed Net Income (Loss) for the Properties and Garbage Fund \$30,000. He reported the depreciation related to this fund is strictly related to the District's rentals on Prosser Way. He reported the Properties and Garbage Fund is what is used for beautification projects, such as cleanups, recycling days, and graffiti removal. He reported staff reduced the line item related to graffiti removal because a graffiti abatement program was never formed and the District refers all graffiti abatement to Washoe County Sheriff's Graffiti Removal Department. He stated the revenue for the Properties and Garbage Fund is contributed from the Garbage Franchise Fee. The District receives a portion of the fees collected for garbage service that is contracted out to Waste Management. Waste Management is responsible for the garbage rates including any increases.

Trustee Elliott stated at a future discussion he would like to have a discussion of what other programs the District can legally offer to its customers using the Garbage Franchise Fees.

Mr. Combs gave a brief report regarding the Dumpster Program. The District does not officially offer the Dumpster Program, the District partners with Washoe County Health Department with their Dumpster Program. When the District receives an inquiry from a customer for a dumpster, Mr. Combs advises the customer that the District can provide a dumpster, but the customer first has to request it from the Washoe County Health Department or through Code Enforcement. A Washoe County staff member will then contact the District to issue the dumpster. He reported the District has donated five dumpsters to the Truckee Meadows Fire Protection District in partnership with last year's yard debris clean up and approximately nine dumpsters to District customers through the Washoe County Dumpster Program.

Mr. Price reported the District's Garbage Subsidies Program is very successful; this program costs the District approximately \$25,000 annually. The Garbage Subsidies Program is operated and controlled by the District and is a benefit to District customers who meet the program qualifications.

Mr. Price proceeded with the District's Recreation Fund, this fund consists of; Revenues \$328,150, Expenses \$283,596, Depreciation \$96,000, Non-Operating Expenses \$600 providing a proposed Net Income (Loss) for the Recreation Fund (\$52,046). He stated he is hoping to get cooperation from Washoe County to get additional funding to negate the District net income loss closer to zero. The biggest expense for the Park is landscaping and Maintenance which is contracted out. He reminded the Board that staff last year was successful finding a qualified landscaper that was able provide an approximate \$20,000 savings compared to prior landscapers. By contracting the landscaping and maintenance continues to save the District overhead for compensation and benefits. Mr. Price reported staff is continuing to find additional ways to generate more revenue and savings with expenses. The District raised its recreation fee \$0.48 in 2015 and since then, the District has not raised any of its player fees, rental fees, pool admission or swim lessons. The District's

pool admission is comparable to other surrounding area pools. Mr. Price reported the biggest expense for the pool is lifeguards and chemicals. The District has continued to pay new lifeguards the same amount each year and returning lifeguards receive a small increase as an incentive for returning.

Mr. Combs reported last year staff was able to find a solution to help reduce expenses related to pool chemicals and heating of the pool. He hopes to continue this practice this year and find additional efficiencies to provide additional savings.

Mr. Price stated staff is requesting approval of the draft tentative budget for FY 2018/2019. He reported the tentative budget will be on the District's next three agenda's for discussion and possible direction to staff as needed. If any of the board members have questions regarding the proposed budget to contact himself, Mr. Combs, Ms. Dowling, Ms. Bratcher, or Ms. Merritt.

*After further discussion Treasurer Ortiz made a motion to approve Sun Valley General Improvement District 2018/2019 tentative budget as presented, direct to staff to submit the tentative budget to the Nevada Department of Taxation as required by statute and establish Thursday, May 24, 2018 as the date for the public hearing on the tentative budget. Chairperson Ainsworth seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 12. Discussion and possible action to consider a need for a FY 2018/2019 Budget Workshop.**

Mr. Price inquired if the Board was interested in holding a budget workshop. The District has typically scheduled budget workshops in efforts to train new trustees on the District's budget or if the Board wanted to discuss the budget in greater detail. He stated the Board has the opportunity to direct staff to make edits to the 2018/2019 tentative budget at the next three meetings. He stated the draft tentative budget for FY 2018/2019 is located on the District's website for public review. He would be happy to meet with any of the trustees or public to answer any questions and or concerns regarding the tentative budget.

Treasurer Ortiz stated she is still learning the District's operations and would be happy to schedule an appointment with Mr. Price to go over some of her questions.

Vice Chair Severt stated she would defer her suggestions and questions for discussion during the regular meetings.

Trustee Elliott stated his main concern is related to the cost of Health Benefits and what contingency plans will be in place prior to approving the final budget.

Audience member Mr. Rider commented he has attended most of the District's budget workshops and he is ok with reviewing the budget during the regular board meetings.

Audience member Mr. Gonzalez commented he would attend a budget workshop if one is scheduled.

After further discussion whether or not to schedule a budget workshop, there was no motion made to schedule a budget workshop for the FY 2018/2019 Sun Valley General Improvement District tentative budget.

**Item# 13. Legal report by Maddy Shipman.**

Ms. Shipman reported she had the privilege to attend a workshop for lawyers who represent governmental agencies that are members of the Pool/PACT. The workshop covered several items regarding various policies one being body cameras. She stated Nevada is entering a mandatory body camera requirement for all officers in uniform. She reported throughout the United States agencies that have already enforced the use of body cameras; the statistics show that 96% of the cases have exonerated the officer. She also reported that Nevada Law only requires the camera data to be stored for 15 days unless there is an incident, incident data will be stored for a longer period of time for investigation purposes.

Mr. Price reported he has Ms. Shipman reviewing the District's Wholesale Contracts, looking on some of the expenses and operations with Truckee Meadows Water Authority.

**Item# 14. Field report by Jon Combs.**

Mr. Combs reported on the following items;

- He provided the schedule for the bidding of the District's 12" Water Main and 15" Sewer Collection Main Improvement Projects. The Bid Notice was published on April 1, 2018, the Pre Bid Meeting is scheduled for April 17, 2018, the Bid Opening is scheduled for April 24, 2018, and Bid Award by the Sun Valley General Improvement District is scheduled for May 10, 2018. The Water Project is proposed as substantially complete by August 3, 2018. The Sewer Project is proposed as substantially complete by October 7, 2018.
- He reported Highland Ranch Homeowners Associated granted an easement to the District for utility purposes. The easement is located at the end of Blackwood that goes towards BLM property also known as the middle school site. Mr. Combs reported there is a property owner who also has a landscape easement; they met to discuss the future of the easement. The property owner had no concerns of the easement becoming a utility easement, his only request was to try to save a tree. Mr. Combs spoke with the engineer and the tree is not in danger.
- Ladera Ranch development has finally dried up from the recent storms. They are back to construction and have installed sewer laterals for lots on two of the streets in Phase I. Staff continue to perform inspections and testing on the sewer mains.
- DR Horton gave a donation to the District for a Free Swim Day for the upcoming 2018 Pool Season.
- Washoe County Health Department has approved Ladera Ranch Phase II. Ladera Ranch Phase III still needs to be submitted to Washoe County Health Department for approval.
- The resealing and painting of the District's building should be completed by April 16, 2018.
- The resurfacing work of the baby pool has begun and completion date is estimated to be around Memorial Day weekend.
- Staff has begun cleaning the inside of the pool house and prepping it for new paint.
- He reported the Sun Valley Appliance and Electronic Recycling Event is scheduled for April 21, 2018 from 9am until 1pm at the District's Annex located on W. 4<sup>th</sup> Ave. and Sun Valley Blvd.



**Item# 15. Office report by Erin Dowling.**

Ms. Dowling reported on the following items;

- Community Services Agency held the annual Easter Egg Hunt despite the weather. It was considered a success even with the lower attendance. The District donated the bunny costume and provided Easter baskets for the individuals who found the golden eggs for each of the age groups. The District also donated several swim tokens.
- The District recently had a hard drive failure. The District's Springbrook/Accela system was intermittently down throughout on Monday, March 26, 2018. On Tuesday, March 27, 2018 the system was back up at the opening of business. The District's IT consultant, Erlach and Accela were working together to find out what caused the system failure. On Wednesday, March 28, 2018 the system went down again around 10 am followed by the bad news that the backup was lost going back to Friday, March 23, 2018. Management made the decision to close the office to customers so that staff could redo all of the transactions that were lost. She complimented her staff for their patience and hard work during this time with minimal overtime. The system was fully restored and the District office opened on Thursday, March 29, 2018. She reported that Mr. Price is working with Erlach for a proposal for a backup server or backup system for the future. She also reported that customers were very understanding of the situation as well.
- The District office is promoting Waste Management's free dump days for the month of April.
- The new part-time Customer Service Representative begins on April 23, 2018.

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

Mr. Price reported on the following items;

- He continues to attend meetings regarding water and wastewater project submittals with the Washoe County Health Department. At a State level, discussions are based on how to modify the submittal process so that it is beneficial for all parties.
- The Federal Land Trade Act is active again. He stated he provided the new member who is overseeing the Act with the proposed parcels that need to be secured to complete with Rim Trail identified in the Sun Valley Park Master Plan. He also provided other parcels for tank sites.

**Item# 17. Public Comments.**

Mr. Rider announced he will keep the Board updated on Cal Ripken's schedule changes. Sunday, April 22, 2018 is team picture day as well as the 50/50 raffle drawing for anyone who purchased tickets.

**Item# 18. Board Comments.**

Treasurer Ortiz thanked Mr. Price for meeting with Washoe County regarding the detention basin dam on behalf of the District. She also stated Washoe County is accepting input via an online survey regarding the Master Plan.

Vice Chair Severt stated she will be attending the annual Pool/Pact workshop and board meeting as the District's representative. The workshop is Thursday, April 19, 2018 followed by the board meeting on Friday, April 20, 2018. During the board meeting Mr. Price will be accepting an award for the completion of the Phase II Assessment.

**Item# 19. Future Agenda Items.**

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

- Acceptance of Pool/PACT Phase II Assessment Award
- Marketing update by Nancy Eklof
- Review and approval of summer pipeline articles
- Public Hearing regarding delinquent balances on closed accounts for inclusion on the Washoe County assessment roll
- Standing item discussion and review of the District's FY 2018/2019 budget
- Review and possible adoption of non-smoking policy in parks

Audience member Mr. Rider requested a future agenda item to discuss the District's Advertising Policy regarding sponsor banners on park fences.

Vice Chair Severt requested an update from the City of Sparks Truckee Meadows Water Reclamation Facility.

**Item# 20. Adjournment.**

*Trustee Elliott 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 April 26, 2018.

Minutes Prepared by:  
Jennifer Merritt, Administrative Assistant