



**Sun Valley General Improvement District  
Board Meeting Minutes of  
April 22, 2021**

**Board Members Present:**

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

**Board Members Not Present:**

Joseph Barstow	Secretary
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**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:**

Charles Neumann	Public
Dennis Hippert	Washoe County Sheriff Office

**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, Treasurer Ortiz and Trustee Rider. A quorum was present.

**Item# 2. Pledge of Allegiance.**

Led by Treasurer Ortiz

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

Mr. Neumann commented he has concerns with the new development that is happening near Highland Ranch Parkway. He inquired why one of the developments needs to tie in at Midnight Drive and Highland Ranch Parkway instead of tying in off the new waterline that is being installed near the District's Klondike Tank. He also inquired if the new 5 Ridges Development customers will be subject to the District's Recreation fee.

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

*Treasurer Ortiz made a motion to approve the agenda. Vice Chair Severt 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 Keep Truckee Meadows Beautiful Great Community Cleanup Event is May 1, 2021. The District will be participating with this event at the Chimney OHV site. 1<sup>st</sup> Century Church will be hosting their annual Give Away Day May 8, 2021 at the Sun Valley Neighborhood Center beginning at 8am. He also reported District staff is hoping to go back to regular Board Meeting seating for May meetings if Governor Sisolak approves Washoe County's Mitigation Plan that eliminates social distancing.

**Item# 7. Discussion and action to approve account payables for April 22, 2021.**

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for April 22, 2021.

*Treasurer Ortiz made a motion to approve the account payables for April 22, 2021 in the total amount of \$182,430.29. 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 April 08, 2021.**

*Trustee Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of April 08, 2021 as submitted. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 9. Update by Washoe County Sheriff Office regarding abandon vehicles removal program.**

Mr. Hippert with Washoe County Sheriff Office gave a brief update regarding the abandon vehicle removal program. The Sheriff Office has removed 82 additional abandon vehicles since September 2020; a total of 126 abandoned vehicles have been removed from Sun Valley since the beginning of the removal program. The Sheriff Office was fortunate to be able to exploit additional funding towards the 82 vehicles; \$5,734.00 had been spent from the District's donation (the removal cost is \$70.00 per vehicle). The remaining balance of the District's generous donation is \$19,266.00. The Sheriff Office will continue to use the donated funds towards removal of abandoned vehicles, but they are holding onto to the District's donated funds for a larger removal operation, if needed, such as up in the north part of Sun Valley near Quartz Ln.

Mr. Hippert stated the Sheriff Office heavily relies on the public reporting abandon vehicles. Anyone can report a abandoned vehicle on Washoe County Sheriff Office website, [www.washoesheriff.com](http://www.washoesheriff.com) or by calling 775-785-9276.

Chairperson Ainsworth called the Public Hearing to order at 6:14 pm.

**Item# 10. Discussion and hearing regarding delinquent balances on closed customers accounts as of February 28, 2021 per NRS 318.201 and possible adoption of resolution regarding same for inclusion on Washoe County Property Assessment Roll.**

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

Vice Chair Severt provided proof of publication for the public hearing.

Ms. Dowling provided a Report of Collection of delinquent balances on closed customer accounts as of February 28, 2021 to be placed on the Washoe County Tax Roll. She stated an account with less than \$1 owing is not reflected on the report. The beginning list started with 33 closed customer accounts, since then some have been paid and removed from the list. The current list includes 17 closed customer accounts with a total of \$3,261.47 of unpaid delinquent balances. Ms. Dowling reported the District has notified all property owners with closed accounts with delinquent balances by mail. It is anticipated that some additional payments will be made prior to the District's submission of the report on June 1, 2021 to the Washoe County Treasurer; the report will be revised to reflect any payments made. After the report has been filed with the Washoe County Treasurer the District is no longer able to collect from customers, it must be collected by the Washoe County Treasurer via the Tax Roll. She stated if the Board would like to proceed without changes to the report, then the motion would be to adopt the attached Report of Collection on the County Tax Roll and adoption of Resolution 2021-02. If the Board decides to amend/change the report, the motion would be to direct staff of the recommended amendments/changes to the report and the resolution brought back reflecting said amendments/changes at the next meeting.

There were no public comments.

Chairperson closed the Public Hearing at 6:18 pm

Treasurer Ortiz inquired if the District has received any returned mail after attempting to notify the customer.

Ms. Dowling responded yes, the District had two letters returned. One letter provided a forwarding address and the District re-mailed the letter to the new address. The other letter was returned as a non-deliverable address, with no forwarding address. Staff confirms mailing address with the contact information in the District's billing system with the information provided on Washoe County Assessors page and also attempts to contact the customer by phone.

*Vice Chair Severt made a motion to adopt Resolution 2021-02 and approve Report for Collection on the Washoe County Tax Roll of delinquent balances on closed customer accounts without any changes. Trustee Rider seconded the motion. The motion carried unanimously.*

**Item# 11. 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 three changes to note; the District received the Health Insurance renewal proposal and he is pleased to announce there is only a 2.7% increase for employee health insurance. There is a need to increase Computer Services Contract line item by \$3,600.00. This increase is due to a service the District receives from Springbrook. This particular service has been provided to the District for multiple years without being billed for it; it will be a part of the annual contract going forward. He also reported he has increased the District's Ad Valorem by \$3,000 after receiving the final report from the State. He will provide an updated copy of the tentative budget at the next meeting. 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 changes reported by staff to the District's Fiscal Year 2021/2022 tentative budget. Vice Chair Severt seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 12. 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 through April 14, 2021 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. ACR4 has not been declared exempt but it has also not been scheduled for a hearing. It does not appear likely that the bill is going to move. 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. He reported several Bills/BDR's have dropped because they failed to meet the April 9, 2021 deadline. He reported there is 48 days remaining until the Session concludes on May 31, 2021.

Ms. Shipman commented on AB99, revises provisions governing public works. This bill failed to meet the deadline. This particular bill would have raised the minimum threshold for applicability of prevailing wage requirements for public work contracts from \$100,000.00 to \$250,000.00. Ms. Shipman stated this year's Session is relatively quiet, and not directly affecting the District at this time.

There were no public comments.

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

Ms. Shipman reported the Nevada Supreme Court is creating a commission to create a Water Court for Water Law. She believes they would have preferred to have the Water Court created by Legislation, but didn't get a BDR submitted in time. This will most likely appear in the 2023 Legislative Session.

**Item# 14. Field report by Chris Melton.**

Mr. Melton reported on the following items:

- Water T Main Line A between Raphael and Warhol is complete will go online April 23, 2021. Water T Main Line B continuing from Warhol to the Klondike Tank construction will begin on April 23, 2021.

- The District hired a part time Park Maintenance employee who will work in the parks for the next six months, Wednesdays through Sundays.
- The District received a request by Community Health Alliance for the use of the Sun Valley Community Park the month of May as a mobile vaccination site; vaccines will be available to everyone 16 years and older. Community Health Alliance will be required to provide insurance, \$500.00 security deposit, traffic control and portable restrooms.

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

Ms. Dowling reported on the following items:

- The District is offering electronic recycling the month of April; to date the District has issued 254 vouchers.

**Item# 16. Manager report by Jon Combs.**

Mr. Combs reported on the following:

- He reported the District has had some money fraud with the use of one of the District accounts payable check. Staff is working with the bank and have implemented additional security measures to mitigate the situation from becoming a bigger problem.

**Item# 17. Public Comments.**

Mr. Neumann commented the District should notify the public which parks will be used as a mobile vaccination site.

**Item# 18. Board Comments.**

Treasurer Ortiz commented the Sun Valley Citizen Advisory Board April 19, 2021 meeting was cancelled by Washoe County.

Vice Chair Severt commented she attended the virtual POOL/PACT annual board meeting; she is the District's representative on the Board. She reported POOL/PACT financials remain stable and the District should anticipate a minimal increase to its premiums. She reported there is an increase in Cyber Crime, 64% of the time the crime involves a human element; a person accidentally clicking on a suspicious link or attachment. She recommended staff provide Cyber Training to all of the employees as a reminder what to look for when opening outside attachments or links.

Trustee Rider announced Cal Ripken has officially began their season. Cal Ripken registration is doing exceptionally well and taking players from other areas who need assistance with player placement.

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

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

- Introduction of KTMB new Executive Director
- Review of Pool Mural Designs
- Annexation of Highland Village 215 single family home development
- Standing Item – SVGID 21/22 Budget
- Standing Item – Legislative Update

**Item# 20. Adjournment.**

*Treasurer Ortiz made a motion to adjourn at 6:40 pm. Trustee Rider seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on May 13, 2021  
Minutes Prepared by: Jennifer Merritt, Administrative Assistant