



**Sun Valley General Improvement District
Board Meeting Minutes of
April 26, 2018**

Board Members Present:

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

Board Members Not Present:

Joseph Barstow	Secretary
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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
Nancy Eklof	Nancy Eklof Public Relations

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 and Trustee Elliott. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Treasurer Ortiz

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

None

Item# 4. Motion to approve the agenda.

Chairperson Ainsworth announced agenda item 12 update by Mr. Drinkwater with Truckee Water Reclamation Facility has been postponed.

Vice Chair Severt made a motion to approve the agenda as amended. 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 Washoe County is hosting their second public meeting regarding the Washoe County Lands Bill; he believes the environmental aspect will be a big concern of the community. The Washoe County Lands Bill is an exchange of undeveloped BLM property to Washoe County and/or other interested agencies for future development and/or use. The Bill is being designed similar after the Las Vegas Lands Bill. He stated he was involved with the National Conservation Area in the Black Rock; the environmental aspect was hugely contested. He encourages the public to get involved.

Treasure Ortiz thanked the District for the opportunity to attend the Pool/PACT Workshop, it was very informative.

Item# 7. Discussion and action to approve accounts payable and customer refunds for April 26, 2018.

Treasurer Ortiz gave a brief report of the accounts payable for April 26, 2018.

Treasurer Ortiz made a motion to approve the accounts payable for April 26, 2018 in the total amount of \$109,919.11. 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 26, 2018.

Treasurer Ortiz made a motion to approve customer refunds for April 26, 2018 in the total amount of \$1,072.26. Trustee Elliott seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 8. Discussion and motion to approve Board minutes of April 12, 2018.

Vice Chair Severt made a motion to approve the Board minutes of April 12, 2018 as submitted. Trustee Elliott seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Acceptance of Pool/PACT Human Resources Phase II Assessment Award to the Sun Valley General Improvement District.

Mr. Price reported he successfully completed the Pool/PACT Human Resource Phase II Assessment for the District. The assessment was related to updating all of the District's job descriptions and human resource policies. He thanked staff for their assistance. He stated the District was recognized at the Pool/PACT Annual Board Meeting and was presented

with a Human Resources Phase II Assessment Award on behalf of the Pool/PACT.

There were no public comments.

Item# 10. Marketing update by Nancy Eklof with Nancy Eklof Public Relations.

Nancy Eklof with Nancy Eklof Public Relations gave a brief marketing update for activities from February thru April. Ms. Eklof reported she continues to work and meet with District staff on a monthly basis to discuss upcoming marketing and public relation needs for the District. She has coordinated with Ms. Merritt an e-mail announcement of the District's newsletter to be distributed electronically to public officials, county and city agencies as well as District vendors. She has created a distribution list using contacts provided by District staff. She assisted with the spring newsletter; preparation for distribution first of April. She updated the District's emergency media contact list and distributed to District staff. She has worked on various public service announcements and promotions for the Easter Egg Hunt. She developed a notice to send out to Washoe County for their social media regarding the partnership between the District and Esther Bennett Elementary School for their school beautification project. She stated she is currently focusing on the upcoming summer newsletter and assisting the District with the opening of the pool and Dive Into Summer Event. In efforts to enhance the event she has been working with RolleryMonkey with developing a 15 second television public service announcement to dedicate towards the opening of the pool and the Dive Into Summer Event; the cost to produce the video is \$195.00. Another option for consideration is radio promotion leading up to the event, the District's cost is \$500.00 and the station will match \$500.00. Staff has also suggested hiring a Live Radio Remote the day of the event. The Radio Remote includes a live DJ from 6pm until 8pm that will play live music and promote the event throughout the duration of scheduled time as well has help entertain the patrons leading up to the movie. The Radio Remote package also includes 35 – 40 commercials that will air on all five radio stations two weeks prior to the scheduled event. The cost of this Radio Remote package is \$1,450.00. She also proposed an article in the Reno Gazette Journal for consideration to help promote the opening of the pool, rates vary from \$882.00 for one day or \$1,059.00 for three days. Reno Gazette Journal rate also includes developing the article for publication on behalf of the District.

Trustee Elliott commented he is concerned the District is going to pay a higher premium for advertising rate as given that it is an election year.

Ms. Eklof responded most publications increase their advertising premiums in the fourth quarter during election years leading up to the election. Most publications also have different rate packages for political advertisements.

The Board of Trustees thanked Ms. Eklof for her marketing update.

There were no public comments.

Item# 11. Review and action to approve article ideas for the District's Summer Pipeline.

Ms. Eklof provided a list of suggested article ideas for the 2018 Summer Pipeline. The articles include Dive Into Summer recap, announcement of the annual photo contest and community service award, 2018 Water Quality Report, Recycling Event recap, Keep Truckee Meadows Beautiful Cleanup recap, middle school update, Pool Party and pool closure announcement. She would also like to add a small article regarding the Pool/PACT Human Resources Phase II Assessment Award. She stated the Summer Pipeline is

scheduled to be distributed starting July 1, 2018.

Mr. Price suggested a small article regarding the District's partnership with Esther Bennett Elementary School regarding their beautification project if there is room, if not for a future newsletter.

After further discussion the Board gave staff direction to proceed with the Summer Pipeline as presented and to include the additional requested items, space permitted.

There were no public comments.

Item# 12. Update by Michael Drinkwater with the City of Sparks regarding the Truckee Meadows Water Reclamation Facility.

Postponed

At 6:28 pm the Public Meeting closed for a Public Hearing

Item# 13. Discussion and hearing regarding delinquent balances on closed customer accounts per NRS 318.201 and possible adoption of resolution regarding same for inclusion on assessment roll.

Chairperson Ainsworth read into the record the Order of Procedure for the District's Public Hearing. Vice Chair Severt provided proof of publication for the Public Hearing.

Ms. Dowling provided a Report for Collection on the Washoe County Tax Roll of delinquent balances on closed customer accounts as of February 28, 2017. She stated accounts with less than \$1 owing are not reflected on the report. The report started with 66 closed customer accounts, since then 43 accounts have been removed after receiving payment. She anticipates more will be removed prior to the District submitting the final report to the Washoe County Treasurer in June 2018.

Ms. Dowling stated this is the fourth year the District has used the Washoe County Tax Roll to assist with collecting unpaid balances for the District. The District has notified all the property owners with a closed account with a delinquent balance by mail. After the report has been filed with the Washoe County Treasurer the District is no longer able to collect from the customer, it must be collected by the Washoe County Treasurer via the Tax Roll. Ms. Dowling stated if the Board would like to proceed without changes to the report, then the motion would be to adopt the attached Report for Collection on the County Tax Roll and adoption of Resolution 1801. If the Board decided to amend or change the report, the motion would be to direct staff that the proposed changes be made to the report and a resolution brought back reflecting said changes at the next meeting.

There were no public comments.

Chairperson closed the Public Hearing at 6:33 pm

Vice Chair Severt made a motion to adopt Resolution 1801 and approve the Report for Collection on the Washoe County Tax Roll of delinquent balances on closed customer accounts without any changes. Trustee Elliott seconded the motion. The motion carried unanimously.

Item# 14. Review and possible adoption of non-smoking policy for all Sun Valley General Improvement District Parks.

Mr. Price stated at the request of Trustee Elliott, he provided a copy of Washoe County's staff report that was submitted to the Washoe County Commissioners regarding smoke/vape free parks. He stated a subcommittee was formed by the various city and county Recreation Commissions along with the assistance of the Truckee Meadows Parks Foundation came up with a uniform smoke-free/vape-free ordinance. He suggested the District consider adopting a portion of the ordinance as part of the District's Recreation Policy. He recommends adopting the following language: "Smoking and vaping are prohibited in all Sun Valley General Improvement District parks, park facilities, trails and open space. A person in violation of this provision may receive a notice and warning and may be subject to ejection from the park, facility, or event. Smoke areas may be approved in designated areas for special events, parks and facility rentals." He stated the primary enforcement of a smoke-free/vape-free policy will be through new signage in parks and social pressure not to smoke in the parks. This would be an expense to the District via the Recreation Fund. Mr. Price reported that the City of Reno, City of Sparks, and Washoe County Recreation Commissions have adopted this uniform ordinance.

Trustee Elliott stated he requested consideration of a smoking policy because majority of the smokers don't properly dispose of their cigarettes and leave them lying around the parks. He has some concern regarding the enforcement of the policy. He is also concerned with medical marijuana being used within the parks. He is not sure how the District can enforce identified smoking areas.

Mr. Price responded the only enforcement the District will have will be through signage and potentially a District staff member asking the patron to not smoke/vape per the District's Recreation Policy.

Audience member Mr. Rider states the Sun Valley Cal Ripken already has a league policy that they enforce regarding no smoking/vaping. All patrons are restricted from smoking/vaping within 50 feet of any baseball field and are asked to smoke in the parking lot.

Chairperson Ainsworth suggested the identified smoking area be within the individual(s) cars. She believes this is commonly used by other agencies as their identified smoking area.

Additional discussion ensued regarding signage and reaching out to Washoe County regarding assistance with signage.

Trustee Elliott made a motion to adopting smoke/vape free policy as part of the District's Recreation Policy to include; "Smoking and vaping are prohibited in all Sun Valley General Improvement District parks, park facilities, trails and open space. A person in violation of this provision may receive a notice and warning and may be subject to ejection from the park, facility, or event. Smoke areas may be approved in designated areas for special events, parks and facility rentals." as presented by Mr. Price. Vice Chair Severt seconded the motion. The motion carried unanimously.

Item# 15. Review of Sun Valley General Improvement District's Advertising Policy specifically related to league sponsorship banner on fences, with possible direction to staff.

Mr. Price provided a copy of the District's Advertising Policy regarding advertising banners within the District's parks. This policy was created in efforts for outside organizations to sponsor league activities and place a sponsorship banner on the outfield fences in the parks. At the time of creating the policy the sitting Board of Trustees had specific requirements related to sponsorship banners, those requirements are listed in the adopted Advertisement Policy. He reported the District has allowed for District permitted leagues to put up temporary banners to promote registration and or special events at no charge in efforts to increase attendance at the parks.

Mr. Rider with Sun Valley Cal Ripken Baseball League reported since the District has taken over the parks from Washoe County, the parks are much nicer and operation and maintenance is better. During the 2008-2009 recession, sponsorship of the program dropped and the Sun Valley Cal Ripken lost a portion of its fundraising source that would help with equipment purchase and field improvements. He stated when the District was replacing the old concession building at Gepford with the new concession building the League lost its main fundraising revenue by not being able to sell concessions for an entire baseball season. The District was gracious during the time of construction of the new concession building, to suspend the District's Advertising Policy to help with the League's fundraising efforts. He reported there have been a lot of changes to the Sun Valley Cal Ripken Board and new members are eager to solicit for sponsorships. Sun Valley Cal Ripken is requesting the consideration to waive the Advertising fees for sponsorship advertising once again. The League has a list of improvements that they want to incorporate with their program and some of those improvements are to the District's ballfields. Mr. Rider also requested to hang a banner that was sent to Sun Valley Cal Ripken from the main Cal Ripken Babe Ruth program to be displayed at the Sun Valley Community Park.

Vice Chair Severt wanted to confirm the request is only to display sponsorship banners on the baseball fence lines and not naming of fields.

Mr. Rider responded the request is to solicit local sponsorships and display on the baseball fence lines only.

Trustee Elliott stated he appreciates the dialog and motivation by Sun Valley Cal Ripken, but he would also like to offer the same opportunities to other District park league users.

Mr. Price suggested continuing discussion regarding Sun Valley Cal Ripken's request to allow for the District to research any Washoe County Advertising Ordinance changes that might have taken place since the implementation of the District's Advertising Policy adopted in August 2010.

Chairperson Ainsworth inquired if Zumba Fitness was responsible for paying the District to display her program banner.

Mr. Price responder the District did not collect any fees from Zumba Fitness for the display of her banner. The District waived the fees to help promote the program for attendance purposes. The District has worked with all of its park tenants to help build all of the recreation programs because the District wants all of the programs to be successful.

Ms. Merritt also replied and stated Zumba Fitness has removed their banner after the installation of the electronic marquee sign.

After further discussion Treasurer Ortiz made a motion to continue discussion regarding the District's Advertising Policy and consideration of Sun Valley Cal Ripken's request of waiver of District Advertising fees. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 16. Discussion and possible direction to staff to provide additional information, modify, or edit the District's FY 2018-2019 tentative budget.

Mr. Price stated he received an email from the District's insurance broker requesting a meeting to discuss the District's health insurance renewal premiums. He will report more details at a future meeting after his meeting.

Vice Chair Severt stated she had the opportunity to look at the Sun Valley Community Park pedestrian path; she agrees majority of the repairs can be delayed a year. There are some significant areas that need attention now that are considered a safety hazard.

Mr. Combs responded the areas of concern are small areas, staff will make sure they are fixed prior to the District's June 8, 2018 Dive Into Summer Event.

Trustee Elliott stated he is still interested in seeing what the District's health insurance renewal premiums are going to be. He hopes the premium rate does not include a huge increase like last year. He wants to make sure the Board is comfortable with the District's health insurance prior to approving the District's 2018/2019 final budget.

The Board of Trustees had no additional concerns and/or edits to the proposed 2018/2019 tentative budget.

There were no public comments.

Item# 17. Legal report by Maddy Shipman.

Ms. Shipman gave a brief update regarding a recent Supreme Court case pertaining to a commission using their private email accounts for business regarding a zoning matter. She stated the Public Records Act doesn't exempt public records maintained on private devices which include text and email messages. The Supreme Court has indicated that a private email or text account could potentially be sought as a public record under certain circumstances. Ms. Shipman recommends the District Board of Trustees should always use their provided svgid.com email account for District business and/or public service matters. She suggested if a District Trustee uses their private email account and text, to try and save a copy of all District business related matters for record keeping purposes. She strongly advised the Board to be careful what they say and/or include in all email or text messages related to District business.

Item# 18. Field report by Jon Combs.

Mr. Combs reported on the following items;

- The District recently held its Bid Opening for the District's 12" Water Main and 15" Sewer Collection Main improvement projects related to the Middle School project. The Bid Award is scheduled to be on the next agenda.

- The Sun Valley Recycling Event was a success, there were fewer televisions and monitors recycled this year compared to last year. He is still waiting on the final recycling numbers from LifeCycle Solutions.
- Field staff continues to prepare the Sun Valley Pool for the upcoming pool season; currently they are cleaning and applying new paint inside the pool house.
- The District replaced some backstop boards at the Sun Valley Community Park baseball field and power washed the dugouts at the Gepford Park.
- The District recently started up the main pumps to keep up with the water demands.

As a follow up to Mr. Combs field report, Trustee Elliott reported his dissatisfaction of the soccer field during their events. There is a lot of garbage left on the soccer field during and after each of the games. He also reported the portable restroom at the Sun Valley Community Park was extremely dirty. He hopes that other park facility users are responsible for cleaning up after themselves after each event.

Item# 19. Office report by Erin Dowling.

Ms. Dowling reported on the following items;

- The District will begin accepting Swim Lesson Registration on May 1, 2018. Registration forms are available on the District's website and in the front lobby. There will be three sessions offered this pool season and they will be conducted on Tuesday thru Friday leaving the weekends available for general swim.

Item# 20. Manager's report by Darrin Price.

Mr. Price reported on the following items;

- He recently met with Washoe County Manager, John Slaughter regarding the District getting additional revenues from the County to be used towards the District's Recreation. Mr. Slaughter reported Washoe County doesn't have any additional funds and they are currently working with a deficit budget. He reported that Mr. Slaughter would investigate revenue opportunities with additional county staff members and report back to the board as more information is available.
- For informational purposes, Sun Valley Citizen Advisory Board member, Vicky Maltman recently resigned from the board.
- He submitted a letter to Washoe County Health Department requesting for a waiver of having to submit a water project for small water projects. This would be a savings to the smaller developers in the District.
- He continues to attend the meetings in Carson City; the State Environmental Commission meeting is scheduled for May 23, 2018 to continue the discussion regarding water projects within Washoe County.
- Mr. Price gave his resignation as the District's General Manager; he reported his last day will be June 15, 2018. He believes it is time for new leadership and new perspectives. He reported he will have worked for the District for 31 year's.

Item# 21. Public Comments.

Mr. Rider commented there is a sprinkler that needs to be adjusted at the Community Park baseball field near the second base. The District's landscapers have not been locking the field gates after mowing leaving the fields open to public access. There is also a report that some lights are out at Gepford Park, not sure if they are field lights or scoreboard lights. He will report to the Board how many lights are out at a future meeting.

Mr. Rider proposed a workshop regarding implementing a work in progress plan to improve the Sun Valley Parks. He would like other leagues that use the Sun Valley Parks to be a part

of the workshop to provide their league needs and explore grant opportunities to help fund these park improvements. This would provide the community the opportunity to come together and help improve the parks beyond what the District has already done since acquiring the parks from Washoe County.

Item# 22. Board Comments.

Chairperson Ainsworth thanked Vice Chair Severt and District staff that assisted with providing resources for the Esther Bennett Elementary School beautification project. She also complimented District staff for their hard work towards successfully completing the Pool/PACT Human Resource Phase II Assessment for the District.

Vice Chair Severt commented she attended the annual Pool/Pact workshop and board meeting as the District's representative. The workshop provided various legislative updates and a very interesting discussion regarding marijuana in the workplace. There are various laws in place regarding marijuana in the workplace, but they are all different. The concern is that there is a Federal Law, a State Law and other approved governmental laws/policies. There was a speaker that gave a presentation how to handle marijuana in the workplace under workers-comp. She also reported the only way to perform a marijuana drug test is through a blood test, creating a new potential liability. She reported there is a total of six Pools that Pool/PACT manages. The District is part of an organization along with 750 other state Pools. The Nevada Pool/PACT is working towards becoming self-insured; this will assist with keeping asset and liability insurance premiums sustainable for members. She also stated the board meeting was very informative and she learned about the additional resources that the Pool/PACT has to offer to its members. Vice Chair Severt also reported Saturday, May 5 is the Keep Truckee Meadows Beautiful Great Community Cleanup. The Sun Valley site is located on Chimney Drive.

Item# 23. Future Agenda Items.

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

- Update by TMWRF regarding capital improvement projects
- Discussion and possible action to replace the District's SCADA system
- Continuation of the District's Advertising Policy and request of waiving of fees by Sun Valley Cal Ripken
- Bid Award for District's 12" Water Main and 15" Sewer Collection Main improvement projects related to the Middle School project
- Possible health insurance discussion
- Standing item discussion and review of the District's FY 2018/2019 budget
- Discussion and possible action of the advertising and potential formation of a selection committee for the replacement of the District General Manager

Trustee Elliott would like for the consideration regarding the formation of the selection committee for the replacement of the District General Manager to include three District trustees and three staff members.

Item# 24. Adjournment.

Trustee Elliott made a motion to adjourn at 7:39 pm. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on May 10, 2018.

Minutes Prepared by: Jennifer Merritt, Administrative Assistant