



**Sun Valley General Improvement District
Board Meeting Minutes of
May 13, 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
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

William Gilbert	Public
Peggy Wilkey	Public
Mark Cameron	Keep Truckee Meadows Beautiful
Sophie Butler	Keep Truckee Meadows Beautiful
Ken Krater	Krater Consulting Group
Kelly Glenn	Roo Co.
Paul Winkelman	Shaw Engineering

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 Secretary Barstow

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

Ms. Wilkey Sun Valley resident, speaking on behalf of a group of Sun Valley residents, requested the District to consider extending the Pool season through the month of August. She also inquired how many free swim days will be offered this year.

Item# 4. Motion to approve the agenda.

Secretary Barstow made a motion to approve the agenda. Treasurer Ortiz 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 the State of Nevada Department of Taxation has reviewed and accepted the District's 2021/2022 tentative budget.

Trustee Rider commented Cal Ripken Baseball is officially in season and it is good to see players back on the fields.

Item# 7. Discussion and action to approve account payables for May 13, 2021.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for May 13, 2021.

Treasurer Ortiz made a motion to approve the account payables for May 13, 2021 in the total amount of \$498,470.08. Secretary Barstow 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 22, 2021.

Trustee Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of April 22, 2021 as submitted. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Discussion and action to approve Shaw Engineering Agreement for Professional Services for design and bidding of various off site water infrastructure improvements associated with the proposed 5 Ridges Development.

Mr. Melton reported staff is recommending approval of Shaw Engineer's Agreement for professional services pertaining to the 5 Ridges Development for offsite water infrastructure. This agreement will encompass the 5 Ridges Development project from surveying, project design, to bid and award, for each consecutive construction projects. The proposed offsite water infrastructure was identified in the Water Capacity Study prepared by Shaw Engineering and is necessary to serve 5 Ridges Development full buildout. He reported this agreement is in total of \$696,000; this is a passthrough cost to the District and will be fully funded by the developer. This District will require the developer to pay the 50% plus 15% as

a deposit prior to commencement of work, per District's Tariff Rule 16.

Vice Chair Severt request a brief overview of the proposed projects needed for 5 Ridges Development offsite water infrastructure.

Mr. Melton responded there are four projects; Project 1 includes a transmission main that will connect Boundary and Tanberg to increase size and fire-flow. Project 2 increases Sidehill Tank capacity up to 400,000 gallons. Project 3 includes transmission main on Highland Ranch Parkway that will connect into the entrance of the development, transmission main tying in on the backside of Cezanne Court and upsizing transmission mains from Chimney Tanks; this is in efforts to provide water to 5 Ridges Development and continue to maintain fire-flow for the Desert Sky Middle School. Lastly, Project 4 includes rehabilitation of the District's main pump station and a dedicated standby power at JT Pump Station for continuous water delivery to Chimney Tanks.

Treasurer Ortiz inquired if Highland Ranch Parkway is going to be torn up due to the installation of transmission mains.

Mr. Melton responded, there will be traffic control on Highland Ranch Parkway while infrastructure is being installed on Highland Ranch Parkway. There will be some improvements on Highland Ranch Parkway near the development entrance.

Audience Member Mr. Gilbert commented there are three water tables that feed Sun Valley, he inquired if the water used to serve the new development was from the tanks or the surface water throughout Sun Valley. He commented the surface water would be a great source of water to help with fire control.

After further discussion Vice Chair Severt made a motion to approve Shaw Engineering's Agreement for professional services for design and bidding of various off site water infrastructure improvements associated with 5 Ridges Development. Trustee Rider seconded the motion. The motion carried unanimously.

Chairperson Ainsworth called the Public Hearing to order at 6:20 pm.

- Item# 10. Consideration of Petition of Annexation for water and wastewater services – and possible adoption of resolution regarding same – for the annexation of certain properties into the Sun Valley General Improvement District Service territory filed by LC Highland, LLC. The property is known as APN: 508-020-41 and 508-020-43; the general area of the 54.62 acre parcel(s) to be annexed is located north of Highland Ranch Parkway near the intersection of Highland Ranch Parkway and Midnight Drive. The application proposes development of 215 single family homes.**
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. Melton reported LC Highland, LLC (Highland Village Development) has filed a Petition for Annexation for water and wastewater service with the District. The property for consideration is within the District's sphere of influence and is known as APN 508-020-41 (21.02 acres) and 508-020-42 (33.60 acres), located north of Highland Ranch Parkway near intersection of Midnight Drive. These two parcels have been approved by Washoe County for 215 single family residential development.

Mr. Melton reported if approved, applicant must comply with the District's specifications for water and wastewater including all applicable rules and regulations and associated fees. Applicant will be required to upgrade the District's water system as identified in the Water and Wastewater Capacity Study prepared by Shaw Engineering. Water and wastewater upgrades include: two new water mainline extensions and regrade of sewer interceptor between SSMH 61 to SSMH 63, as well as, monitor flow between SSMH 18 and SSMH 19. Applicant will be required to provide permitted water rights for the development and responsible for all water right fees including Truckee Meadows Rule 7 Water Resource Fee. Applicant will also be responsible for District's Water Facility and Wastewater Facility Fees, per connection. Upon staff analysis, staff recommends approval of LC Highland, LLC's request for annexation.

Audience member Mr. Gilbert commented it is important to have the developer provide pedestrian paths for the youth so they have a safe route to school.

Chairperson closed the Public Hearing at 6:25 pm

Treasurer Ortiz commented she spoke with Mr. Krmptic and he had agreed there would be a community safety committee for this project to discuss sidewalks, roundabouts, and flashing pedestrian lights for Highland Ranch Parkway; she inquired if this is something still being considered by the developer.

Mr. Krater with Krater Consulting responded he had not heard about a community safety committee, but would be happy to consider a committee. He has recently consulted with Mr. Warren Chilson; he performed a comprehensive traffic study of Highland Ranch Parkway to address the traffic needs on Highland Ranch Parkway with the increase of cut through traffic from Midnight Drive to 7th Avenue. The proposed mitigation design provides refuge area and a median in the center of the street to reduce crossing distances in half for safe crossing. The design also provides a flashing beacon and the developer is working with Washoe County to potentially add a school zone in the subject area. The developer also has a significant traffic calming design to slow the cut through traffic, that include raised medians to slow traffic as well as additional lane striping.

Additional discussion ensued of the assembly of a community safety committee.

Mr. Melton reported the Resolution will be corrected to include annexation of water, wastewater, garbage and recreation.

Vice Chair Severt made a motion to adopt Resolution 2021-03 to annex the property known as APN 508-020-41 and 508-020-43 into the Sun Valley General Improvement District Service Boundary for all services. Secretary Barstow seconded the motion. The motion carried unanimously.

Item# 11. Introduction of Keep Truckee Meadows Beautiful new Executive Director, Mark Cameron; with update of the 2021 Great Community Cleanup.

Ms. Butler with Keep Truckee Meadows Beautiful gave a brief report of the 2021 Great Community Cleanup. She reported the largest cleanup site this year was the Chimney OHV site in Sun Valley. The site had 150 volunteers from Reno Area Dirt Riders, Hills Angels, Desert Pigs and Sun Valley General Improvement District. The site had seven 40 yard dumpsters that were filled with debris from illegal dumping and target shooting pits. They collected over 100 tires throughout the area and a abandoned RV. She thanked all the volunteers that helped at this site, but wanted to give a special thanks to the District for their generous donation and use of heavy equipment; this helped make this program a huge success.

Ms. Butler was pleased to introduce the Keep Truckee Meadows Beautiful new Executive Director, Mark Cameron.

Mr. Cameron with Keep Truckee Meadows Beautiful gave a brief introduction. He reported he has lived in the region since 2005, moved from Arizona. He worked for the Airport Authority in Arizona and continued working for the Airport Authority in Reno. He left the Airport Authority in 2020 and accepted the Executive Director position with Keep Truckee Meadows Beautiful. He enjoys this new role because it's fulfilling and gives him a sense of purpose within the community. He stated last Executive Director Christi Cakiroglu left big shoes to fill, but he is up for the task. He looks forward with partnering with the District with future beautification projects.

The Board of Trustees thanked both Mr. Cameron and Ms. Butler for their hard work and dedication keeping Sun Valley, and the rest of Washoe County, area clean and beautiful.

There were no public comments.

Item# 12. Review and discussion of Sun Valley Pool mural design concepts by Erik Burke for consideration with possible action to approve a mural design.

Ms. Glenn with Roo. Co presented the Sun Valley Pool mural design concepts on behalf of artist Erik Burke. She reported Mr. Burke instantly fell in love with the architecture and it became the inspiration for his mockups. His intention instantly focused on creating a work of Art that was both a mural and a sculpture. He began by recreating the triangular shape and stepping it down to either give the illusion of the structure coming outward or going inward. Since one of the themes is recreation, he inserted people to scale interacting such as swimming, basketball, skateboarding and cycling. He also provided a nature theme using the center of the structure showcasing the beautiful Nevada landscape. He provided two landscape options for consideration; one depicting a desert to alpine scene of Virginia Peak found to the east and another of Peavine shot in a way to mirror the triangle shape of the building. She reported both of the landscape scenes were photographed by Mr. Burke.

Discussion ensued regarding the various mockups and what features liked best from each mockup.

Audience member Mr. Gilbert complimented the designs; it provides a great description of our hills. He also commented the Sun Valley Community Park has its own damn.

After further discussion Treasurer Ortiz made a motion to approve mockup #3 with the Peavine scene, girl jumping in the pool and the cyclist with both sides to have matching background colors. Vice Chair Severt seconded the motion. The motion carried unanimously.

Item# 13. Presentation by Kelly Glenn with Roo Co. regarding proposed articles for upcoming 2021 summer newsletter with possible direction to staff.

Ms. Glenn with Roo Co. provided a list of articles for the summer newsletter for consideration. The articles include; Pool Party announcement, pool mural, results from the District's recycling event, announcement of the Photo Contest and Community Service Awards, water quality report, reporting illegal dumping/abandon vehicles, Sun Valley Car Show and an article encouraging customer to update their contact information on file with the District. The newsletter will also provide a list of important dates.

Vice Chair Severt made a motion to approve the list of articles for the summer newsletter as presented. Trustee Rider seconded the motion. The motion carried unanimously.

Item# 14. Recommendation to approve the reclassification of Administrative Assistant pay grade 13 to pay grade 16.

Mr. Combs reported he is requesting to reclassify the Administrative Assistant position from a paygrade 13 to a pay grade 16. He provided a copy of the District's pay scale showing the current position pay grade \$21.77 per hour to \$29.40 per hour; the recommend pay grade is \$25.21 per hour to \$34.03 per hour. He reported the Administrative Assistance works closely with the General Manager and the Public Works Director, as well as, performs clerical duties and works directly with State and Federal agencies on behalf of the District. He provided a copy of the current Administrative Assistant job description and also provided a list of other essential duties performed outside of the job description.

Mr. Combs reported that the work load and responsibilities that the Administrative Assistance is responsible for demonstrates why the position should be upgraded to a pay scale equal to the complete list of job duties. He stated this does not include a raise at this time, the request is to only adjust the pay grade from a 13 to a 16.

Treasurer Ortiz inquired how long has the current Administrative Assistant held the position.

Ms. Merritt responded she has been the Administrative Assistant for the District for fifteen years.

Treasurer Ortiz stated should the need arise, to replace the Administrative Assistant in the future, the replacement should have equal experience if the District is going to continue with the pay grade 16 for Administrative Assistant position or consider a comparable pay grade based on individual experience.

Mr. Combs responded the District could create an Administrative Assistant Level 1 and a Level 2, based on experience ; this would provide room for growth.

Secretary Barstow inquired by moving from a pay grade 13 to 16, would that not include a salary adjustment immediately.

Mr. Combs responded, there is no need to increase the current pay for the Administrative Assistant, only the need to adjust the overall pay scale to provide room for growth in the position.

Vice Chair Severt suggested updating the Administrative Assistance job description to reflect all of the essential duties performed.

Audience member Mr. Gilbert commented the government has received so much funding that a portion of those funds could be used towards funding other employees and funding watershed projects.

Secretary Barstow made a motion to approve a reclassification of Administrative Assistant pay grade from 13 to pay grade 16. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Item# 15. Request by Sun Valley General Improvement District Chair to discuss the character and competency of General Manager, Jon Combs with possible consideration of change in compensation.

Chair Ainsworth reported she requested this agenda item for discussion. She stated when Mr. Combs accepted the role as the General Manager, he only intended to assume the position for a year; he is now going on his third year as the General Manager. She stated the position duties and demands have greatly increased over the past three years. She would like for consideration a 5% raise for Mr. Combs, based on his overall performance including working with the staff and preventing inner office conflicts.

Trustee Rider has watched Mr. Combs take care of the District's accounting department, cleanup all the District's excess paperwork with the assistance of staff, working diligently on the District's budget and finding innovative ways to cut the budget. Mr. Rider supports an increase for Mr. Combs, he is doing a fantastic job.

Vice Chair concurs with other Trustees statements and adding that he continues to do a good job during a pandemic. He always answers all the Trustees questions and has had to make difficult decisions on behalf of the District.

Treasurer Ortiz inquired if there is money in the current budget to accommodate a raise as recommended.

Chair Ainsworth responded there is funds within the current budget to accommodate a raise if approved tonight.

Secretary Barstow concurs with all statements made about Mr. Combs. He is a hard worker; he has shown improvement in many areas.

Trustee Rider made a motion to approve Chair's recommendation of a 5% raise for General Manager, Jon Combs effective immediately. Vice Chair Severt seconded the motion. After some discussion the motion carried unanimously.

There were no public comments.

Item# 16. Review of the Sun Valley General Improvement District tentative budget for Fiscal Year 2021/2022 with possible direction to staff.

Mr. Combs provided a revised copy of the tentative budget that included three changes. Those changes include a 2.7% increase for employee health insurance, increase of \$3,600 for computer contract services and a \$3,000 increase to the District's Ad Valorem. The District has scheduled a Budget Hearing for May 27, 2021 to approve the District's Fiscal Year 2021/2022 final budget.

Trustee Rider made a motion to accept the changes to the District's Fiscal Year 2021/2022 tentative budget as presented. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 17. 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 May 6, 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. He reported AB356 a bill that makes various changes relating to the conservation of water was passed by Assembly and it was scheduled for Senate hearing May 6, 2021. This creates a voluntary program for water conservation allowing water rights holders for use for irrigation to apply for an allocation of conserved water conservation measures taken by water rights holders. He stated at the beginning of the session the District placed ACR4 on the priority list, ACR4 was the creation of a potential interim study on general improvement districts. The District will be removing this from the tracking list due to no activity. 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.

Ms. Shipman commented this legislative session is relatively quiet for general improvement districts. She commented on AB126; it changes various dates on filing for election. It will now allow for all offices a three week period to file for election.

There were no public comments.

Item# 18. Legal report by Maddy Shipman.

None

Item# 19. Field report by Chris Melton.

Mr. Melton reported on the following items:

- Water T Main Line A between Raphael and Warhol and Water T Main Line B continuing from Warhol to the Klondike Tank have been completed. The District is hoping for substantial completion within the next two to three weeks.
- The District staffed attended active shooter and robbery training taught by Washoe County Sheriffs Office.
- The District issued a total of 282 recycling vouchers the month of April. A total of 149 televisions and 10 CRT monitors were collected along with various other electronics. The total cost of this year's program was \$5,415; the District originally budgeted \$9,000 for the program a portion of the savings is staff time.
- He gave brief update on park use; 1st Century Church held its annual Give Away Day on May 8th; there was estimated 150 in attendance throughout the day. New Revival

Church held its grand re-opening on May 9th. Washoe County Senior Program opened back up on May 3rd and is offering in person lunches with a 20 person maximum capacity Monday thru Friday from 9am until 1pm.

Item# 20. Office report by Erin Dowling.

None

Item# 21. Manager report by Jon Combs.

Mr. Combs reported on the following:

- Mr. Combs thanked the Board of Trustees for all their kind words, generosity and appreciates their confidence in him.
- The District switched its bank account to a “positive pay” account. The District’s accountant is now required to provide the bank with a payables report; this is an added security measure so the bank will only cash the checks that match the payables report. The District recently had checks cashed that were fraudulent; checks were copied and made payable to another individual. The District will no longer issue a customer refund without a forwarding address. Those customers who don’t provide a forwarding address will need to contact the District to collect their refund. The District is also going to transfer all un-collected refunds to the State of Nevada Treasury as unclaimed property to clear the District’s books.

Item# 22. Public Comments.

Mr. Gilbert commented on google wallet another payment method businesses are using.

Item# 23. Board Comments.

Vice Chair Severt commented the Sun Valley Boulevard and 7th Avenue sidewalk and intersection project is near completion. This project was long overdue for the community. She also expressed her gratitude for the District employees for their hard work during these trying times.

Trustee Rider announced Cal Ripken Baseball season is officially open and invited everyone to come watch.

Treasurer Ortiz commented she is happy to see the youth using parks and having something productive to do.

Item# 24. Future Agenda Items.

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

- Presentation by LP Insurance regarding the renewal of District’s health insurance
- Budget Hearing to approve the District’s final 21/22 Budget
- Standing Item – Legislative Update

Item# 25. Adjournment.

Secretary Barstow made a motion to adjourn at 7:35 pm. Treasure Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on May 27, 2021
Minutes Prepared by: Jennifer Merritt, Administrative Assistant