



**Sun Valley General Improvement District
Board Meeting Minutes of
May 23, 2019**

Board Members Present:

Sandra Ainsworth	Chair
Susan Severt	Vice Chair
Garth Elliott	Secretary
Carmen Ortiz	Treasurer
Joseph Barstow	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:

Glenda Walls	Audience
Arthur Borunda	Family Classics

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, Secretary Elliott, Treasurer Ortiz, and Trustee Barstow. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Ms. Ortiz

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

None

Item# 4. Motion to approve the agenda.

Secretary Elliott 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 District's 7th Annual Dive Into Summer, Movie in the Park is scheduled for June 7th at the Sun Valley Community Park.

Secretary Elliott commented on the shortage of lifeguard's at all public pools. The shortage could be due to the compensation for the seasonal positions.

Item# 7. Discussion and action to approve accounts payable and customer refunds for May 23, 2019.

Treasurer Ortiz gave a brief report of the accounts payable for May 23, 2019.

Treasurer Ortiz made a motion to approve the accounts payable for May 23, 2019 in the total amount of \$511,085.53. Vice Chair Severt seconded the motion. After discussion the motion carried unanimously.

Treasurer Ortiz gave a brief report of the customer refunds for May 23, 2019.

Treasurer Ortiz made a motion to approve customer refunds for May 23, 2019 in the total amount of \$1,504.88. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve Board Meeting Minutes of May 09, 2019.

Treasurer Ortiz made a motion to approve the Board Meeting Minutes of May 09, 2019 as submitted. Trustee Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Request to partner with Family Classics Car Club for 2019 Car Show at the Sun Valley Community Park.

Mr. Melton reported the District was recently contacted by Arthur Borunda with Family Classics Car Club requesting to host their 2nd Annual Family Classics Car Show August 24, 2019 at the Sun Valley Community Park. Mr. Borunda is requesting waiver of the Park Rental Fee of \$320 for this public event. Mr. Borunda would still be required to provide the following: Completed rental application, \$500 Security Deposit, Certificate of Insurance in the amount of \$1M, copy of Washoe County Event Permit. The event will also require additional portable restrooms and security service, same as last year. The District will allow up to three food vendors, all vendors are responsible to adhere to the District's Vendor Policy.

Mr. Borunda reported last year's 1st Annual Family Classics Car Show was a huge success. He would like to implement the same process on how the show is set up with the exception of reducing the number of cars on the soccer field for safety purposes and emergency crew access should there be a need.

Mr. Combs reported staff is requesting approval of Mr. Borunda with Family Classics Car

Club request.

After further discussion Trustee Barstow made a motion to approve Family Classics Car Club request for the use of the Sun Valley Community Park Saturday, August 24, 2019 as presented by staff with the waiver of Park Rental Fee. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Discussion and action regarding Frank Lepori Construction Company request for refund of (1) Water Facility Fee and other developer review/study deposits totaling, \$11,012.00.

Mr. Melton reported Frank Lepori Construction was awarded the bid for the Golden Gate Petroleum Gas Station project, this project has since been cancelled by the property owner. Frank Lepori Construction Company is requesting for a refund for all associated fees that were paid including (1) District Water Facility Fee of \$7,381.00, Washoe County Water Project Deposit of \$631.00 and Engineer Water Study Deposit of \$3,000.00, the total amount requesting to be refunded is \$11,012.00. Mr. Melton stated staff is recommending approval of request for refund.

Mr. Combs stated the developer has up to six months from the date of payment to request for a refund of developments fees per the District's Tariff. Staff will not be refunding the \$250 map review fee at this time. The District currently does not charge any administrative fees for processing development refunds.

Secretary Elliott believes the Golden Gate Gas Station project would have been a nice improvement for the Sun Valley community. He would like to suggest future discussion regarding implementation of administrative fees related to development project refunds to avoid any financial loss with future requests.

After further discussion Vice Chair Severt made a motion to approve Frank Lepori Construction request of refunding \$11,012.00 fees paid related to the Golden Gate Petroleum Gas Station project. Vice Chair seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Presentation by District's Aquatic Supervisor regarding the 2019 Pool Season schedule with possible direction to staff.

Mr. Lacow reported the hiring process is still going well, but would still like to hire several more lifeguards to have adequate coverage. He reported he has six returning guards and one returning cashier. He agreed with Secretary Elliott's prior comment, there is a shortage of lifeguards for public pools. He announced the Sun Valley Pool is schedule to open on June 7th and close on August 11th, 2019. There are three FREE Swim Days scheduled; June 15th sponsored by the Fink Family, July 4th sponsored by Assemblywoman Teresa Benitez Thompson and August 3rd sponsored by Washoe County Commissioner Kitty Jung. He also reported the end of season pool party has been scheduled for August 10, 2019.

Mr. Lacow reported he has confirmed several swim groups for the summer, they include the Summit Church and City of Sparks youth groups. Staff has confirmed one private pool party so far and looks forward to additional pool parties, scheduling permitting. He reported the

District modified the swim lesson schedule this year by adjust the lesson time to 25 minutes in efforts to add an additional session time. There are a total of three sessions this year, each session is two weeks; he also added a Parent and Me lesson. The Parent and Me lesson will take place during the 10:30 am session three; this was based on parent feedback from prior years. He is pleased to announce the District has a total of 84 swim lesson enrolled to date.

After further discussion the Board of Trustees thanked Mr. Lacow for his presentation and commented they look forward to another successful and safe pool season.

There were no public comments.

Item# 12. Report per NRS 354.598005 regarding transfer of funds within the Sewer and Water accounts to augment the legislative/lobbyist function and required office temporary services.

Mr. Combs gave formal notice to the Board of Trustees per NRS 354.598005 regarding budget appropriations may be transferred between functions, funds or contingency accounts. There are two variances to report. Management is transferring \$9,500.00 to both the Water Fund GL 01-09-6083 and Sewer Fund 02-09-6083 for Lobbyist for fiscal year 2018-2019 budget. These funds will be moved from the O&M Administrative accounts. These two funds already had \$500.00 each for fiscal year 2018-2019 budgeted and with the additional approved \$9,500 to each fund; it will bring the two GL's line items to \$10,000.00 each, making the grand total for Lobbyist expense \$20,000.00. These additional funds were approved by the Board of Trustees on October 5, 2018 for the 2019 Legislative Session. He also reported management is transferring \$18,662.00 to both the Water Fund GL 01-01-5120 and Sewer Fund 02-01-5120 for temporary help. The total amount variance transfer is \$37,324.00, these funds will be moved from the Compensation/Office for the purpose of hiring a temporary Accountant to fill vacancy from January 2019 through June 30, 2019.

Secretary Elliott commented the temporary help is costing the District several thousand a month and inquired what staff is going to do to attempt hiring a full time permanent employee.

Ms. Shipman responded the agenda topic is related to appropriations to the District's 2018-2019 budget. If Secretary Elliott or any other member of the Board would like to formally discuss the fulfillment of the vacant accounting position, it should be requested to be a future agenda item.

The Board thanked Mr. Combs for his report regarding the transferring of funds.

There were not public comments.

At 6:30 pm the Public Meeting closed for a Public Hearing

Item# 13. Discussion and motion to adopt Sun Valley General Improvement District final budget for Fiscal Year 2019-2020.

Chairperson Ainsworth read into the record the Order of Procedure for the District's Public Hearing. Secretary Elliott provided proof of publication for the Public Hearing.

Mr. Combs provided a final revised copy of the 2019-2020 budget for approval for fiscal year

2019-2020. He reported on the final revisions that were made to each fund. He reduced the amount of Health Insurance for both office and field to be in line with the actual contract price that was approved by the board; this is a savings of \$19,990.00. He also reduced Water Purchased by \$200,000.00 based on the District's recent water purchased to date. The District's Water Fund consists of; Revenues \$3,450,000.00 Expenses \$2,786,207.00, Depreciation \$650,000.00, Non-Operating Revenues \$20,500.00, Non-Operating Expenses \$150,919.00 providing a proposed Net Income (Loss) for the Water Fund (\$116,626.00). Mr. Combs reported he increased the Washoe County Sewer Charges Revenue by \$10,000.00, this is based on actual data and forecasted increase in development usage for Washoe County. He reported the District's Health Insurance is split between both Water and Sewer, there is a saving's of \$19,990.00 as presented in the Water Fund. He also reduced Hardware/Software Contracts by \$20,000.00 based on current contracts. The District's Sewer Fund consists of; Revenues \$2,938,000.00, Expenses \$2,192,142.00, Depreciation \$685,000.00, Non-Operating Revenues \$7,800.00, Non-Operating Expenses \$45,561.00 providing a proposed Net Income (Loss) for the Sewer Fund \$23,097.00. Mr. Combs reported there were no revisions to the District's Properties and Garbage Fund, this fund consists of; Revenues \$151,865.00, Expenses \$84,025.00, Depreciation \$12,400.00 providing a proposed Net Income (Loss) for the Properties and Garbage Fund \$55,440.00. Mr. Combs reported staff increased the Garbage for the parks in the Recreation fund by \$550.00 due to the Waste Management rate increase. He also reminded the Board the District will not be receiving additional revenue as originally budgeted for from Washoe County. At the last meeting the Board discussed regarding the hiring of the full time Recreation Coordinator, the Board unanimously approved authorization to proceed with the Park employee. The District's Recreation Fund consists of; Revenues \$347,500.00, Expenses \$339,540.00, Depreciation \$95,800.00, Non-Operating Revenue \$500.00, Non-Operating Expenses \$600.00 providing a proposed Net Income (Loss) for the Recreation Fund (\$87,940.00). Mr. Combs reported staff reduced some of the capital improvement expenditures based on completion of projects for the fiscal year 2018-2019, this is a savings of \$170,750.00. The District's Acquisition Fund consists of; Revenues \$545,892.00, Expenses \$623,350.00 providing a proposed Net Income (Loss) for the Acquisition Fund (\$77,458.00).

There were no public comments.

Chairperson closed the Public Hearing at 6:41 pm

Secretary Elliott commented he hopes staff is able to secure other revenue source(s) from Washoe County to help with the District's Recreation Fund. He commented that the prior accountant had created new GL line items and noticed that they are missing. He inquired what happened to those line items.

Mr. Combs responded staff cleaned up some of the GL Lines items during the budget process. Staff deleted line items that have been inactive for the past three years as well as reclassified various line items to the appropriate GL's.

Vice Chair Severt made a motion to adopt the District's final budget for fiscal year 2019-2020 as presented by staff. The motion carried by the following: Yeas, Chairperson Ainsworth, Vice Chair Severt, Treasurer Ortiz and Trustee Barstow. Nays, Secretary Elliott.

Item# 14. 2019 Legislative Session update with possible direction to staff.

Ms. Shipman stated the Board received the updated legislative report from the District's lobbyist regarding all the bills of interest. She reported on SB10; several of the Assembly members had a problem with the compensation component in SB 10 and the Bill was amended to pass without the compensation component. The Assembly did not have any concerns of the PERS component being separate from the compensation, PERS is considered as a benefit. Most general improvement districts are single general improvement districts, providing one power, unlike the Sun Valley General Improvement District that has four powers. Ms. Walker, the District's lobbyist met with Assembly Leader Benitez Thompson to request for reconsideration of SB 10 compensation component on behalf of the District. Ms. Walker explained to the Assembly all of the duties by the Sun Valley General Improvement District in efforts for them to reconsider raising the compensation. This did not change the minds of any of the negative voters of Assembly members. She also reported on SB 279 regarding the sale of public property is still being reviewed and considered. May 24, 2019 is the deadline for all Bills to be out of the second house, unless the Bill has been exempt and June 3, 2019 is the last day of the Legislative Session. She recommends training for the Board of Trustees on the updated Open Meeting Law later this year.

There were no public comments.

Item# 15. Legal report by Maddy Shipman.

Ms. Shipman reported Incline Village General Improvement does not participate with PERS; IVGID got exempted from PERS when it was mandated for all general improvement districts. IVGID receives other alternative incentives, recreation facility/activity access, in lieu of PERS.

Item# 16. Field report by Chris Melton.

Mr. Melton reported on the following items;

- Staff poured the foundation for the emergency generator last week. Setting of the generator is scheduled for next week followed by the electrician performing electrical work.
- The Sun Valley Pools were inspected by Washoe Health Department and everything passed.

Item# 17. Manager's report by Jon Combs.

Mr. Combs reported on the following items;

- He has been talking with Washoe County regarding the Community Development Block Grant program in efforts of finding a potential funding for the Youth Scientists of University of Reno Nevada and AmeriCorps sidewalk project. He reminded the Board the District does not have "sidewalk power". Depending on the location of the sidewalks, the appropriate organizations would be Washoe County or Nevada Department of Transportation.
- The new servers will be installed the first of June.
- He announced he will be on vacation next week.
- He wished Garth Elliott a Happy Birthday on behalf of the District.

Item# 18. Public Comments.

None

Item# 19. Board Comments.

Vice Chair Severt commented the qualifications for the Community Block Grant have changed and will not be solely based on the economic development. She has also been actively working on getting the Sun Valley Clock Tower fixed.

Item# 20. Future Agenda Items.

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

- Approval of summer newsletter
- Dive Into Summer Recap
- Possible presentation by Youth Scientist of UNR & AmeriCorps regarding sidewalks
- Possible request from Family Resource Center for use of the Neighborhood Center for Immunizations.
- 2019 Legislative update

Secretary Elliott requested discussion and action regarding filling the District's vacant accounting position.

Item# 21. Adjournment.

Treasurer Ortiz made a motion to adjourn at 7:10 pm. Trustee Barstow seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on June 13, 2019.

Minutes Prepared by:
Jennifer Merritt, Administrative Assistant