



**Sun Valley General Improvement District
Board Meeting Minutes of
July 12, 2018**

Board Members Present:

Susan Severt	Vice Chair
Joseph Barstow	Secretary
Carmen Ortiz	Treasurer

Board Members Not Present:

Sandra Ainsworth	Chairperson
Garth Elliott	Trustee

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:

Michael Rider	Audience
Glenda Walls	Audience
Mr. & Mrs. Price	1 st Century Church of Christ
Gabriel Cortez	Family Classics
Steve Brigman	Shaw Engineering
JC Wellman	Sierra Nevada Construction

The meeting of the Sun Valley General Improvement District was called to order by Vice Chair Severt 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; Vice Chair Severt, Secretary Barstow and Treasurer Ortiz. 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.

Treasurer Ortiz 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. Combs announced the Sun Valley Pool staff will be participating in the annual Lifeguard Competition Event Sunday, July 15th. The Sun Valley Pool will have a late start to accommodate the Lifeguard Competition Event; Pool hours for Sunday, July 15th are 2pm until 5pm. He also announced the Sun Valley Pool is offering a FREE Swim Day July 28th sponsored by DR Horton. The Sun Valley Pool had 479 patrons at the last Free Swim Day held on July 4th; the head count was not continuous, it was an overall throughout the day.

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

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

Treasurer Ortiz made a motion to approve the accounts payable for July 12, 2018 in the total amount of \$1,339,218.21. Vice Chair Severt seconded the motion. The motion carried unanimously.

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

Treasurer Ortiz made a motion to approve customer refunds for July 12, 2018 in the total amount of \$700.01. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 8. Discussion and motion to approve Board Meeting Minutes of June 28, 2018.

Treasurer Ortiz made motion to approve the Board Meeting Minutes of June 28, 2018 as submitted. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Request from John and Gayla Price with 1st Century Church of Christ for the use of the Sun Valley Neighborhood Center at no charge for the purpose of a distribution site for a Community Give Away Day with possible action.

Mr. Combs reported the District received a request from 1st Century Church of Christ for the use of the Neighborhood Center for a Community Give Away Day. Their request also includes waiver of all fees to host the community event. He stated staff has confirmed 1st Century Church of Christ's non-profit status is current. 1st Century Church of Christ is eligible for a 15% discount on rental fees for having an active non-profit status per the District's Tariff Rule 28.

Gayla Price with 1st Century Church of Christ reported for the last three (3) years she and her husband with 1st Century Church of Christ have been hosting a Community Give Away Day for the Sun Valley community. The event has been held at the Sun Valley Landowners Building. The Sun Valley Landowners Building is now for sale and they would like to continue the event at the Sun Valley Neighborhood Center. The Give Away Day consists of giving away household items to anyone that is in need, items include: clothing, cookware, electronics, nonperishable food, furniture, home accessories and etc. Mrs. Price reported 1st Century Church of Christ is a small congregation and does not have the funds to pay the District's \$50 hourly rental rate for the use of the Neighborhood Center. She requested the District to consider waiving the rental fees for the community event. 1st Century Church of Christ can meet the other requirements that include: completed reservation application, general liability insurance, \$22 opening and closing fee and \$500 cleaning/security deposit.

Secretary Barstow inquired what day would the event take place.

Mrs. Price responded the event normally takes place the first Saturday of May. Traditionally the event is from 8 am until 3pm; sometimes it ends sooner if all the items are given away.

Mr. Combs inquired if the request is for the use of the inside of the Neighborhood Center only or will a portion of the outside of the park be needed for the event.

Mrs. Price responded at this time the intent is for the inside of the Neighborhood Center, however if there are a lot of donations and bigger furniture items a small portion of outside may be needed.

Mr. Combs requested direction from the Board if they would like to offer to 1st Century Church of Christ the 15% discount of Neighborhood Center rental fees or to approve request of waiving of rental fees.

After additional discussion Treasurer Ortiz made a motion to approve 1st Century Church of Christ request for waiver of rental fees for the use of the Sun Valley Neighborhood Center for the purpose of hosting a Give Away Day Event; 1st Century Church of Christ will be responsible for providing the District with a completed reservation application, General Liability Insurance, \$500 cleaning/security deposit and \$22 opening and closing fee. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Request from Gabriel Cortez with Family Classics for the use of the Sun Valley Community Park at no charge for the purpose of hosting a Car Show with possible action.

Mr. Combs reported the District received a request from Gabriel Cortez with Family Classics for the use of the Sun Valley Community Park for the purpose of hosting a car show. Their request also includes waiver of fees to host the community event. Mr. Combs reported the District's per hour rental rate is \$40 or \$320 for eight (8) hours or more for the use of the Sun Valley Community Park athletic field. Family Classics would still be responsible for providing a completed reservation application, \$500 cleaning/security deposit, general liability insurance in the amount of \$1M and ensuring the District is listed on the insurance certificate, obtaining a Washoe County Event Permit and adhering to the District's security service guidelines. Mr. Combs also reported the applicant would like to have food and merchant vendors at the event. All vendors are responsible for completing a District Vendor

Application providing proof of current business license and health permit. There is a \$100 vendor fee payable to the District. He stated the District normally does not permit vendors in the park except for sport leagues and/or special events.

Gabriel Cortez with Family Classics reported him and a group of friends and family members started Family Classics a year ago. Mr. Cortez stated they would like to start hosting an annual Show N Shine in Sun Valley. They would collect a minimal entry fee for each car. He would like to donate the proceeds from the event back to the community, such as the Sun Valley Cal Ripken Baseball League. He reported he has spoken with other car clubs and has received their support to participate with the car show if approved. Mr. Cortez proposed Saturday, August 25, 2018 for the car show and would like to have it on the soccer field. He would like to invite food vendors, crafters, youth activities and music.

Mr. Combs inquired how many potential participants.

Mr. Cortez responded he is hoping for 100 participants. Participants are the makeup of other car club members and car enthusiasts.

Mr. Combs requested an onsite meeting to discuss parking, traffic, and other event amenities. Due to the potential number of patrons, additional portable restrooms will be required. He stated the District could look into getting them donated for the event, if not the applicant will be responsible for providing additional restrooms for the event.

Vice Chair Severt requested that the District have a booth at the event to help promote Sun Valley General Improvement District amenities. She also stated with any event safety is a priority. She wants to make sure the applicant has enough volunteers to help direct traffic.

Audience member Ms. Walls commented she is in support of a community car show. She would help spread the word to her friends with classic cars. She also suggested making sure drip pans are available to help protect the soccer field.

Additional discussion ensued regarding food vendors and potentially waiving the vendor fee. Mr. Combs reported the District typically does not permit vendors in the parks. When permitted the vendor fee is used to clean up after the vendors trucks due to grease spills and trash in the parks. Mr. Combs requested a list of vendor names invited to participate and require them to provide copies of health permits and business licenses.

After additional discussion Treasurer Ortiz made a motion to approve Mr. Cortez with Family Classics request for waiver of rental fees for the use of the Sun Valley Community Park for the purpose of hosting a community car show with a portion of the entry fees being donated to the Sun Valley Cal Ripken Baseball League in addition to meeting all other requirements as presented by staff. Vice Chair Severt seconded the motion. The motion carried unanimously.

Item# 11. Marketing update by Nancy Eklof with Nancy Eklof Public Relations.

Mr. Combs reported Ms. Eklof apologizes for not being able to make the meeting, something unexpected came up. He requested to continue her marketing update until July 26, 2018 board meeting.

- **Review of General Manager Announcement with possible direction to staff.**

Mr. Combs provided a copy of a draft letter to be distributed to various governmental agencies and vendors announcing the Sun Valley General Improvement District's new General Manager and other promotions within.

Treasurer Ortiz made a motion to approve the promotion announcement letter. Vice Chair Severt seconded the motion. The motion carried unanimously.

Staff was directed to continue Ms. Eklof's marketing update at the July 26, 2018 board meeting.

There were no public comments.

Item# 12. Review of proposed fall Pipeline articles with possible direction to staff.

Mr. Combs provided a copy of the draft article ideas for the upcoming fall Pipeline.

Vice Chair Severt would like to focus on construction updates with the upcoming Pipeline.

Treasurer Ortiz suggested a recap article regarding the Family Classics Car Show.

Treasurer Ortiz made a motion to approve the fall Pipeline suggested articles and to include a recap of the car show. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Update by Sierra Nevada Construction regarding 12" Water T-Main and 15" Sewer Main projects in Sun Valley related to the new middle school project.

Mr. Combs reported the District approved Sierra Nevada Construction to perform the 12" Water T-Main and 15" Sewer Main improvements that are needed for the new middle school project.

JC Wellman with Sierra Nevada Construction gave a brief update regarding the 12" Water T-Main and 15" Sewer Main improvements. He stated the 12" Water T-Main near the middle school site should be completed within the next few weeks. They will begin with asphalt improvements as identified by Washoe County Roads Departments July 31st. Mr. Wellman reported the 15" Sewer Main improvements are underway; expected completion is the first or second week of September. He stated he has not received any complaints; residents have been very accommodating during the construction.

Mr. Melton thanked Mr. Wellman for the update. He reported that Sierra Nevada Construction is doing a great job on both projects and thanked him for working directly with the residents.

There were no public comments.

Item# 14. Update by District General Manager regarding promotion within for Field Supervisor and announcement of new hire for an Entry-Level Service Technician.

Mr. Combs reported the District promoted Brad Baeckel to Field Supervisor. Mr. Baeckel has been with the District for five (5) years and holds a Grade 4 Water Distribution

Certification. Mr. Combs also reported the District recently hired Marc Jones as an entry level Service Technician to fill the vacancy position from Mr. Baeckel field position.

There were no public comments.

Item# 15. Legal report by Maddy Shipman.

Ms. Shipman announced she will be absent for the July 26th board meeting and Nancyann Leeder will be present as legal backup.

Item# 16. Field report by Chris Melton.

Mr. Melton reported on the following items;

- The field crew continues to work with Farr West Engineering on the District's GIS Map Optics project. The District's portion of the project is locating and exposing of the District's existing facilities for GIS recording. During the locates staff has been raising facilities as needed to assist with future locates.

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

Mr. Combs reported on the following items;

- Washoe County Health Department has reschedule the meeting to discuss the District's request for a waiver for small water projects less than 500' ft. The meeting is scheduled for the end of July.
- He will be attending the Staff Working Group for the Western Regional Water Commission on July 17th; the Western Regional Water Commission meeting is scheduled for July 18th. There is continued discussion regarding the dissolution of the Western Regional Water Commission.
- The District has received a resignation letter from Jerry Hamilton. Mr. Hamilton has decided to retire and his last day is August 17, 2018. Staff has initiated the advertising for the vacant position. On behalf of the District, he thanked Mr. Hamilton for his service and wishes him well with his retirement.

Item# 18. Public Comments.

Mr. Rider with Sun Valley Cal Ripken Baseball League announced they had two (2) teams play in the All Star games; one Little League team and one Babe Ruth team. Both teams played very well. The Little League team transferred to the State Championship game and loss by 1 point to another north valley team. He is very pleased with the representation of the Sun Valley Cal Ripken Baseball League.

Item# 19. Board Comments.

Treasurer Ortiz would like to thank the field staff for their hard work and assisting Farr West Engineering with the District's Map Optics GIS project.

Secretary Barstow apologized for being absent at the last board meeting. He was in Virginia assisting his son with his move back to Nevada.

Vice Chair Severt announced there were two large BMX Races scheduled last month at the Sun Valley Community Park. Reno Battle Born held a Gold Cup and State Qualifier Race for the State of Nevada. Unfortunately the State Qualifier Race was rained out and has been rescheduled for August 18th. Reno Battle Born continues to hold their regular races on Saturday's and practice on Monday's.

Item# 20. Future Agenda Items.

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

- Continuation of Nancy Eklof's Marketing update

Secretary Barstow would like to consider recognizing the Sun Valley Cal Ripken baseball players for representing Sun Valley during the State Championship.

Vice Chair Severt requested another update regarding the District's GIS Map Optics project at a future meeting.

Item# 21. Adjournment.

Secretary Barstow made a motion to adjourn at 7:22 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on July 26, 2018.

Minutes Prepared by:
Jennifer Merritt, Administrative Assistant