



## Sun Valley General Improvement District Board Meeting Minutes of July 22, 2021

### **Board Members Present:**

Susan Severt	Vice Chair
Joseph Barstow	Secretary
Carmen Ortiz	Treasurer

### **Board Members Not Present:**

Sandra Ainsworth	Chair
Michael Rider	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:**

**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 Secretary Barstow

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

Pastor Barstow with Hope Church Nazarene commented the Sun Valley Food Pantry is scheduled to open on July 24, 2021 from 9am to 1pm followed by distribution on the first and third Saturday of each month. The Food Pantry is operated by New Revival Church and distribution is at the Hope Church Nazarene on W. Gepford Parkway.

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

*Treasurer Ortiz made a motion to approve the agenda. Secretary Bartow 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 is offering a free swim day Saturday, July 24, 2021 sponsored by 5 Ridges Development.

**Item# 7. Discussion and action to approve account payables for July 08, 2021.**

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for July 08, 2021.

*Treasurer Ortiz made a motion to approve the account payables for July 08, 2021 in the total amount of \$283,664.39. Vice Chair Severt seconded the motion. After discussion the motion carried unanimously.*

There were no public comments.

**Item# 8. Discussion and action to approve account payables for July 22, 2021.**

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

*Treasurer Ortiz made a motion to approve the account payables for July 22, 2021 in the total amount of \$357,062.63. Vice Chair Severt seconded the motion. After discussion the motion carried unanimously.*

There were no public comments.

**Item# 9. Discussion and action to approve board meeting minutes of June 24, 2021.**

*Treasurer Ortiz made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of June 24, 2021 as submitted. Secretary Barstow seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 10. Review of District website conversion by D4 Advanced Media with possible direction to staff.**

Ms. Merritt reported staff has been working with D4 Advanced Media to update the District's website. She gave a brief presentation of the new website and stated it has a new look, but all the features are the same. Staff is working on providing additional e-forms for customers as well as add a new page dedicated for development. She reported the recreation arial photos were provided by Justin Merritt. Staff would like to have additional photos done of some of the other District facilities to encompass all services provided. Ms. Merritt requested for direction to proceed as is or if additional items should be added and/or edits.

Additional discussion ensued regarding the website and the Board of Trustees liked the new look and are impressed by the new photos. They recommend additional photos of the various District facilities as well as interactive photo with employees.

*Secretary Barstow made a motion to accept the new website as presented; with additional photos as directed. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 11. Discussion and action to remove District Salaries and Benefits from District website.**

Mr. Combs reported the District formally adopted a Public Records Request Policy on April 23, 2020. A formal submittal of identified records deemed confidential information in accordance with NRS 239.010 was submitted to the State of Nevada Legislative Counsel Bureau on January 7, 2021. Staff identified the following records as confidential information: customer names, address and phone numbers, employee address, phone, social security and salary. Mr. Combs stated to stay consistent with the District's policy, staff is requesting approval to remove the Employee Salary and Compensation report from the District's website.

Treasurer Ortiz inquired if the Employee Salary and Compensation report was legally required to be displayed.

Mr. Combs responded the District is not legally required to provide District compensation on its website; it was requested to be available by past Trustee Elliott, Trustee Reinhardt and District customer Ms. Maltman.

*Treasurer Ortiz made a motion to approve removal of the District Employee Salary and Compensation report from the District's website. Secretary Barstow seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 12. Review and action to approve District's updated Tax Boundary Map and Service Boundary Map that include recent annexations.**

Mr. Combs reported the District contracted with Farrwest Engineering to update the District's Tax Boundary Map and new Service Boundary Map to include recent annexation approvals for Desert Skies Middle School, 5 Ridges Development and Highland Village Development. Mr. Combs reported as a reminder 5 Ridges Development is outside of the District's sphere of influence and was annexed into the District service territory for water service only. This development will still remain within the City limited of Sparks therefore the District will not be receiving any property taxes. This development will be recognized on the District's "Service Boundary" Map that is filed with Washoe County Assessors office to be recognized as the water purveyor only and with the Washoe County Registrar of Voters office to allow 5 Ridges Development property owners the opportunity to vote for District Board of Trustees; including potentially run as a board member. Mr. Combs reported both the Desert Skies Middle School and Highland Village Development are within the District's sphere of influence and will be recognized on both the Tax Boundary and Service Boundary Maps.

Secretary Barstow inquired if there are any other fees assessed to the properties located outside of the District's Tax Boundary that are receiving services from the District.

Mr. Combs responded the District is not eligible to receive any of the ad valorem tax from 5 Ridges Development, as it is located within the City limits of Sparks and that was part of the original agreement between the City of Sparks and the District. The Development property owners will be billed for water service, recreation fee, 1.5% Regional Water Management Fee. He also stated the District can impose a separate fee to the Development property owners via the tariff to fund its capital improvement program and ensure consistency for all of District customers.

Ms. Shipman reported during the District 2020 tariff hearing, staff made revisions that were approved by the Board of Trustees, that allows the District to collect an assessed fee on tax exempt customers in lieu of ad valorem for their proportionate share of the District's capital improvement program. The assessed fee will be determined by the District Board to be an equivalent fee had the District been able to receive its portion of ad valorem tax collected via property tax.

*After further discussion Treasurer Ortiz made a motion to approve the updated District Tax Boundary Map and new Service Boundary Map that include recent annexations. Secretary Barstow seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 13. Recap by staff regarding the June 25, 2021 Movie in the Park.**

Mr. Melton gave brief recap of the movie in the park that was held on June 25, 2021. The event was considered a success even considering the low attendance. This year's event was scaled down due to COVID precautions. Cal Ripken Baseball was not able to host the barbeque this year due to their extended baseball schedule. The District received support from both the Washoe County Sheriff's Department and Truckee Meadows Fire Protection District; both agencies were present at the event and interacted with the patrons. He reported the District offered movie concessions, raffle prizes and showed the Secret Life of Pets 2.

Mr. Melton reported the event was promoted through multiple media outlets via Public Service Announcements prepared by Kelly Glenn, radio announcement of Alice 96.5 for one week, flyers throughout the Sun Valley, District website, Facebook page, Pipeline, and front lobby. The District received over \$2,000 in numerous raffle donations, \$2,100 in cash donations from various businesses in support of the event. The District also received \$310 from concessions and raffle tickets. The total event expenses, excluding staff time, was \$1,986. Expenses include the purchase of concessions, security service, movie license and live radio remote.

There were no public comments.

**Item# 14. Legal report by Maddy Shipman.**

Ms. Shipman gave a brief update regarding the 2017 Incline Village General Improvement District (IVGID) Public Records Request claim. She reported IVGID received a public records request for over 13,000 pages of documents and IVGID did not follow up with the requestee in a timely manner and deemed 304 pages of the documents as confidential (attorney/client). An in depth investigation was performed regarding the claim against IVGID regarding the original request for public records. The District Court has ruled that 70% of the original requested documents were considered public records and not confidential records. Ms. Shipman complimented Sun Valley General Improvement District for adhering to the District's Public Records Request Policy and continuing to be transparent. She encouraged District staff to consult legal whenever needed to consider if a requested document is for public record or a confidential record. She also stated to always respond to a public records request per the timeline identified by statute to avoid any potential violations.

**Item# 15. Field report by Chris Melton.**

Mr. Melton reported on the following items:

- He provided an update on the Free Swim Days; July 7<sup>th</sup> sponsored by 5 Ridges had a total of 165 attendees, July 14<sup>th</sup> sponsored by Immunize Nevada had a total of 155 and the next free swim day is scheduled for July 24<sup>th</sup> sponsored by 5 Ridges.
- Immunize Nevada used the Sun Valley Community Park as a free mobile vaccination site for the COVID vaccine on July 14<sup>th</sup> from 12pm to 5pm. They administered a total of six vaccines.
- Truckee Meadows Fire Protection District announced all outdoor recreational and cooking fires are prohibited until further notice. Staff has removed all barbecues/grill from each of the parks to ensure this restriction is followed by the District and park users.

**Item# 16. Office report by Erin Dowling.**

None

**Item# 17. Manager report by Jon Combs.**

Mr. Combs reported on the following:

- The District's Asset Management has been completed and hopes to provide a copy of the final report at a future meeting. Staff reviewed all of the listed assets, some assets go back when the District was first established. After review of the asset list, staff removed \$687,000 assets from the list because of various reasons (no longer in District's possessions destroyed/sold/replaced). After adding in all of the new assets there was a difference of approximately \$10,000 to \$12,000. This evaluation provided the District with a true depreciation value and a replacement schedule to use going forward.
- He reported he received Ms. James resignation notice, her last day will be July 23, 2021. The part time employee the District hired from Account Temps will assist the District until the District can find a replacement for Ms. James. He has contacted the District's auditors to discuss how to move forward with the 2021 audit.

**Item# 18. Public Comments.**

None

**Item# 19. Board Comments.**

Treasurer Ortiz commented she attended the ribbon cutting ceremony for Catholic Charities of Northern Nevada. They opened a food pantry at the St. Peter's Church located on E. 5<sup>th</sup> Ave. The Food Pantry will be open Tuesday's and Friday's from 1pm to 4pm and they will also provide immigration services and access to social services.

Secretary Barstow commented he attended the ribbon cutting ceremony Catholic Charities of Northern Nevada. He commented Sun Valley Food Pantry at HOPE Church will have a member qualifying individuals onsite for the Food EBT Card, if they qualify, they can take that card same day. Mr. Barstow also made an announcement that he will be taking a 7 months sabbatical from HOPE Church. He will break his time up and take it 2 months at a time until he has taken a full 7 months.

**Item# 20. Future Agenda Items.**

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

- Review of the fall newsletter articles
- Possible approval for replacement of District Accountant
- Approval of new SCADA towers and VPN license

**Item# 21. Adjournment.**

*Secretary Barstow made a motion to adjourn at 6:54 pm. Treasure Ortiz seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on August 12, 2021  
Minutes Prepared by: Jennifer Merritt, Administrative Assistant