



**Sun Valley General Improvement District
Board Meeting Minutes of
August 23, 2018**

Board Members Present:

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

Board Members Not Present:

Staff Present:

Jon Combs	SVGID, General Manager
Chris Melton	SVGID, Public Works Director
Erin Dowling	SVGID, Customer Service Supervisor
Karen Pickens	SVGID, Staff
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Antonio Gonzalez	Audience
Linda Elliott	Audience
Steve Brigman	Shaw Engineering

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

Item# 2. Pledge of Allegiance.

Led by Secretary Barstow

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

Audience member Carol Burns a member of the Sun Valley Citizen Advisory Board commented she would like to get Sun Valley Boulevard cleaned up. She has spoken with Washoe County Sheriff's Department and Nevada Department of Transportation for assistance with the cleanup of Sun Valley Boulevard. Ms. Burns requested the Sun Valley General Improvement District's assistance to help get the appropriate agency to start on this project. She shared the point of contact that is responsible for recognizing the cleanup project and assigning a crew; the point of contact is Lou Pauley with Washoe County Road Department, 775-834-8351.

Item# 4. Motion to approve the agenda.

Vice Chair Severt made a motion to approve the agenda. Trustee Elliott seconded the motion. The motion carried unanimously.

Item# 5. Certify posting of the agenda.

Ms. Pickens 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 Car Show is Saturday, August 25 from 10am until 3pm. The District will have a small booth at the event as well as will take a small survey of the participants and patrons of their opinion of the event.

Trustee Elliott requested everyone who has access to social media to share the event. He appreciates the hard work of District staff in efforts in bringing a car show back to the Sun Valley community.

Item# 7. Discussion and action to approve accounts payable and customer refunds for August 23, 2018.

Treasurer Ortiz gave a brief report of the accounts payable for August 23, 2018.

Treasurer Ortiz made a motion to approve the accounts payable for August 23, 2018 in the total amount of \$397,231.25. Vice Chair Severt seconded the motion. The motion carried unanimously.

Treasurer Ortiz gave a brief report of the customer refunds for August 23, 2018.

Treasurer Ortiz made a motion to approve customer refunds for August 23, 2018 in the total amount of \$1,612.54. 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 August 9, 2018.

Treasurer Ortiz made motion to approve the Board Meeting Minutes of August 9, 2018 as submitted. Trustee Elliott seconded the motion.

During discussion Secretary Barstow stated he was absent from the August 9th board meeting because he was in the hospital.

The motion carried unanimously.

There were no public comments.

Item# 9. Discussion and possible action to approve Farr Construction Corporation dba Resource Development Company bid proposal of \$891,874.00 and ward for the Juniper Terrace Pump Station Replacement Project.

Mr. Combs reported the District's Juniper Terrace Pump Station is outdated and has been identified on the District's Capital Improvement Project list for future replacement. With the development of the new middle school project, it placed this pump station on the priority list in order to serve the middle school project. The project will allow for the District to combine two zones into one to properly serve the middle school.

Steve Brigman with Shaw Engineering reported he is the project engineer for the District's Juniper Terrace Pump Station Project that is needed as part of the new middle school project. Mr. Brigman stated the District is bidding this project out and recently held a bid opening. The District received a total of five bids for this project; all bids were from reputable contractors. Mr. Brigman reported Farr Construction Corporation dba Resource Development Company was recognized as the apparent low bidder. The total bid amount is \$891,874.00; this is slightly higher than the engineer's estimate of \$891,000.00.

Additional discussion ensued regarding the other bids in comparison to Resource Development Company's bid.

Trustee Elliott inquired if there is any cost sharing with this particular project.

Mr. Combs responded this project is being cost shared with Washoe County School District. He reported Washoe County School District is responsible for 16% of the Pump House and upgrades to the pumps. The District is 100% responsible for all the tank work (tank coating). He stated these projects were originally identified on the District's Capital Improvement Project list. Due to demand on the District's system, Mr. Combs felt that the Washoe County School District should be responsible for at least a portion of the project. The negotiations began with the Washoe County School District not wanting to have any share of the cost and Mr. Combs pointed out the fact that the middle school project not only moved this project from a future project to a priority project status and it also added additional demands onto the District's system. Both parties mutually agreed on Washoe County School District being responsible for a portion of the pump station work only.

After further discussion Mr. Brigman stated it is Shaw Engineering's recommendation to award the Juniper Terrace Pump Station Project to Resource Development for the total amount of \$891,874.00. This award should be contingent upon no formal protests being filed per Article 25.06 contained in the Information for Bidders which allows for a formal protest within five days of this letter of recommendation.

Vice Chair Severt made a motion to award the Juniper Terrace Pump Station Replacement Project to Farr Construction Corporation dba Resource Development Company for the total amount of \$891,874.00. Trustee Elliott seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Review and approve Interlocal Agreement between Washoe County and Sun Valley General Improvement District for Garbage and Refuse Collection and Distribution of Franchise Fees.

Ms. Shipman stated the Interlocal Agreement between Washoe County and Sun Valley General Improvement District is a formal agreement based on the practice between both parties that has been taking place since November 2007. She stated this agreement replaces the existing temporary Interlocal Agreement allowing the District to exercise its Garbage and Refuse Collection Powers under the Washoe County's Garbage Franchise Agreement while still collecting a portion of the Garbage Franchise Fees for the Sun Valley territory. The original agreement does not outline specific provisions around franchise fees payment calculation and timing. The proposed agreement sets forth a structure for incorporation into Washoe County's existing Franchise Agreement and payment of the District's franchise fees on a quarterly basis.

Mr. Combs stated over the past year the payment of the franchise fees have not paid in a timely manner and believes with the implementation of this agreement it will assist both parties with future payment of fees and/or collection of fees. Mr. Combs thanked Ms. Shipman for preparing the Interlocal Agreement. The agreement will go before the Washoe County Commission on September 11, 2018 to be approved and signed.

Trustee Elliott thanked Mr. Combs for implementing an agreement to secure payments for the District.

Vice Chair Severt made a motion to approve to the Interlocal Agreement for Garbage and Refuse Collection between Washoe County and Sun Valley General Improvement District. Trustee Elliott seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Update regarding Western Regional Water Commission business, including but not limited to, the Trustee's taking a position regarding the possible action of the Commission to disband itself via the 2019 legislative session.

Chairperson Ainsworth reported she attended the joint meeting between Western Regional Water Commission and Northern Nevada Water Planning Commission regarding the possible consideration of disbandment of the Western Regional Water Commission. The outcome of the joint meeting is not to disband the Western Regional Water Commission and the consensus of the commission is that Western Regional Water Commission is the umbrella over all things water. To assist on reducing expenses of Western Regional Water Commission, the commission will meet less often and also visit sites to see how funding is being used on current and future projects/programs.

Mr. Combs stated he attended the joint meeting with Chairperson Ainsworth. He reported the Northern Nevada Water Planning Commission will discuss at their next meeting a revised meeting schedule for Western Regional Water Commission in efforts to reduce expenses related to administration for the commission. The Northern Nevada Water Planning Commission will also discuss potentially cutting back on programs that were implemented during the down economy to assist various organizations. He also reported that both Commissions will hold a joint meeting annually to formulate a budget based on the professionals and/or engineer's recommendations.

Trustee Elliott stated he was pleased to see those who were adamant about disbanding the Western Regional Water Commission come around and see the importance of the

Commissions existence.

Chairperson Ainsworth stated she likes the idea of having an annual joint meeting of the two commissions. She believes that Western Regional Water Commission was not being updated on a regular basis from the Northern Nevada Water Planning Commission. This will be vital going forward with both commissions.

There were no public comments.

Item# 12. Discussion and possible action to consider soliciting a lobbyist for the 2019 Legislative Session.

Mr. Combs requested direction from the Board of their desire to consider hiring a professional lobbyist for the 2019 Legislative Session. He stated he would be happy to attend and assist as needed during the session, but he does not have experience as a lobbyist and feels as though it would be important for the District to have a professional lobbyist. He stated both he and Ms. Shipman would work closely together monitoring of all Bill Draft Requests.

Trustee Elliott stated the District spent over \$179,000 over a period of time for a lobbyist and does not feel as though the District received a return on its investment.

Both Chairperson Ainsworth and Vice Chair Severt inquired over what period of time the District spent \$179,000.00 for a lobbyist. The District did not renew Fred Hillerby as the District's lobbyist several years ago; the Board unanimously approved the prior manager, Darrin Price to act as the District's lobbyist for the past three legislative sessions.

Ms. Shipman stated she was recognized as one of the District's lobbyist last session. She is not a professional lobbyist; she can assist the District in with the general operations of the Legislature.

Mr. Combs requested direction from the Board if staff could obtain lobbyist proposals for consideration in preparation of the District needing to obtain a lobbyist for the upcoming session. District staff will be monitoring all the Bill Draft Requests in the event it needs to act upon any Bill Draft Request.

Trustee Elliott suggested inquiring what some of the other water agencies are doing for a lobbyist.

Treasurer Ortiz stated she thinks the District should be protected and is in favor of hiring a lobbyist.

Ms. Shipman stated she has been following the list of Bill Draft Requests thus far and none at this moment are alarming. She recommends the District hiring a lobbyist because at any given moment, the District might need someone at the Legislature to protect the District on the spot. She stated there is a current Bill Draft Request she believes is related to Incline Village General Improvement District, but most likely it won't be for an individual District, the outcome will be for "All" General Improvement Districts. She recommends that District be prepared.

Vice Chair Severt also agrees the District should consider protecting the District. The past several sessions have not impacted the District, but you never know when something is going to be grouped into a bill for consideration. It is important to have a body at the

Legislature to assist with mitigating anything that arises on the spot.

Secretary Barstow made a motion to direct staff to solicit quotes for a lobbyist full time and/or part time for consideration. Chairperson Ainsworth seconded the motion.

During discussion Trustee Elliott stated he is adamantly not in favor of Darrin Price being considered as the District's lobbyist.

Audience member Mr. Gonzalez stated he has a little lobbying experience. He has assisted Truckee Meadows Community College obtain scholarships; he would be interested in acting as the District's lobbyist if needed.

After further discussion the motion carried unanimously.

Item# 13. Legal report by Maddy Shipman.

None

Item# 14. Field report by Chris Melton.

Mr. Melton reported on the following items;

- Sun Valley Pool has been winterized for the year.
- Ladera Ranch development is going strong. All of the District's utilities should be completed by September.
- Field staff is prepping the District's Annex for paint.
- He thanked field staff for their hard work, especially during the heavy smoke and high temperatures.

Item# 15. Office report by Erin Dowling.

Ms. Dowling reported on the following items;

- Billing Representative has been preparing the billing system with the anticipation of the new Ladera Ranch subdivision. Both the Billing Representative and Ms. Merritt have been working on this project together.
- The District is currently performing its Lead and Copper sampling as required by the State.
- She has been working on the re-enrollment for the District's Garbage Subsidy Program. The District has been advertising the District's Programs on the District's website.
- She reported as requested, none of the employees who were affected by the Health Insurance Increase went backwards in pay after receiving their annual increase.
- The District will be closed September 3, 2018 in observance of Labor Day.

Item# 16. Manager's report by Jon Combs.

Mr. Combs reported on the following items;

- District staff has been working on preparation for the upcoming audit. He anticipates the audit report will be reviewed by the Board of Trustees sometime in October.
- Lead and Copper Sampling is based on the older homes in the valley. The District provides a \$5 incentive for participating with the sampling project. He would like to consider increasing the incentive for participation in the future, because it is becoming difficult to find participants.
- He thanked the Board for their trust in him as the District's representative on the Northern Nevada Water Planning Commission, he is enjoying being on the board.

Item# 17. Public Comments.

None

Item# 18. Board Comments.

Treasurer Ortiz announced she received an email from the Washoe County Planning and Board of Adjustment seeking the District's input regarding a variance request for a parcel located in Sun Valley. The public can submit comments to Washoe County directly and/or submit to the Sun Valley Citizens Advisory Board. She also stated Washoe County is having a Career Day at the County on September 13, 2018 from 4pm to 6pm at the County.

Trustee Elliott stated Hobey's Casino continues to make significant improvements for the Sun Valley community. He would like to consider them as a Community Service Award Recipient.

Vice Chair Severt stated last Saturday Battle Born BMX held their State Qualifying Race and it was a big turnout. She stated BMX will continue to hold weekly races on Saturday's and will have one last big race this year. She also commented on the Sun Valley Boulevard improvements. Improvements have always been an ongoing issue; Nevada Department of Transportation only has one crew assigned to area. The engineer responsible for the Sun Valley area is Thor Dyson with Nevada Department of Transportation.

Item# 19. Future Agenda Items.

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

- Approval of the District's Fall Pipeline
- Pool and Recreation Season recap
- Review and consideration of revising the District's monthly billing statement
- Employee request for extended leave

Item# 20. Adjournment.

Treasurer Ortiz made a motion to adjourn at 8:03 pm. Trustee Elliott seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on September 13, 2018.

Minutes Prepared by:
Jennifer Merritt, Administrative Assistant