



**Sun Valley General Improvement District  
Board Meeting Minutes of  
September 12, 2019**

**Board Members Present:**

|                  |            |
|------------------|------------|
| Sandra Ainsworth | Chair      |
| Susan Severt     | Vice Chair |
| Carmen Ortiz     | Treasurer  |
| Joseph Barstow   | Trustee    |

**Board Members Not Present:**

**Staff Present:**

|                  |                                    |
|------------------|------------------------------------|
| Jon Combs        | SVGID, General Manager             |
| Chris Melton     | SVGID, Public Works Director       |
| Erin Dowling     | SVGID, Customer Service Supervisor |
| Jennifer Merritt | SVGID, Administrative Assistant    |
| Nancyann Leeder  | SVGID, Legal Counsel               |

**Other Members Present:**

|                   |   |
|-------------------|---|
| Mike Rider        | Audience                                    |
| Glenda Walls      | Audience                                    |
| Christi Cakiroglu | Keep Truckee Meadows Beautiful              |
| Kelli Seals       | Washoe County Health District               |
| Kevin Costa       | Washoe County Community Services Department |
| Greg Herrera      | Washoe County Sheriff's Office              |
| Don Gill          | Washoe County Sheriff's Office              |

**The meeting of the Sun Valley General Improvement District was called to order by Vice Chair Severt at 6:05 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, Treasurer Ortiz, and Trustee Barstow. A quorum was present.

**Item# 2. Pledge of Allegiance.**

Led by Trustee Barstow

**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. Trustee 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 Desert Skies Middle School ribbon cutting ceremony is scheduled for September 18, 2019 at 2:30 pm. Truckee Meadows Regional Planning is hosting a community engagement September 18, 2019 at 6pm at the Discovery Museum to discuss the 2019 Truckee Meadows Regional Plan Update. Washoe County Regional Animal Services is hosting a low income animal vaccination September 21, 2019 from 8am to 3pm at the Sun Valley Community Park. He also announced the District is accepting nominations for the 2019 Sun Valley Community Service Award; submittal deadline is September 30, 2019.

**Item# 7. Discussion and action to approve accounts payable for September 12, 2019.**

Treasurer Ortiz gave a brief report of the accounts payable, customer refunds and payroll checks for September 12, 2019.

*Treasurer Ortiz made a motion to approve the accounts payable for September 12, 2019 in the total amount of \$349,290.96. Trustee 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 August 22, 2019.**

*Treasurer Ortiz made a motion to approve the Board Meeting Minutes of August 22, 2019 as submitted. Trustee Barstow seconded the motion. The motion carried unanimously.*

There were no public comments.

Chairperson Ainsworth arrived 6:13 pm.

**Item# 9. Presentation by Washoe County Health District recognizing Sun Valley General Improvement District for its efforts of keeping Sun Valley Parks smoke/vape free.**

Health Educator Coordinator, Kelli Seals with Washoe County Health District reported the Washoe County Health District started issuing Extra Mile Awards in 2008 after the Nevada Clean Indoor Air Act was passed in 2006. Washoe County Health District likes to recognize businesses, organizations and entities that have gone above and beyond the Nevada Clean Indoor Air Act. She stated last year the City of Sparks, City of Reno, Washoe County and Sun Valley General Improvement District collaborated together to pass the smoke free/vape free in all the regional parks; Sun Valley General Improvement District Board of Trustees was first to unanimously vote and approve smoke free/vape free in the Sun Valley parks. Each entity has their logo on a uniform sign that are being installed in all the parks. She reported Truckee Meadows Parks Foundation performed a survey and 75% of respondents supported smoke free/vape free parks. Respondents supported this effort for health reasons, reducing fire risk and reducing cigarette litter found in parks. Cigarette waste has been known to contaminate our water ways and impact wildlife.

Kelli Seals with Washoe County Health District presented the Sun Valley General Improvement District with a 2019 Extra Mile Award for adopting smoke free/vape free parks and protecting those who use our region's parks, trails and open spaces from dangers of secondhand smoke.

There were no public comments.

**Item# 10. Presentation by Washoe County Code Enforcement and Washoe County Sheriff Office regarding abandoned vehicles.**

Chief Deputy, Greg Herrera, Captain, Don Gill with Washoe County Sheriff Office and Code Enforcement Officer, Kevin Costa with Washoe County Community Services Department gave a brief presentation regarding abandoned vehicles within the Washoe County region. Mr. Herrera reported abandoned vehicles is a significant issue not only for the Sun Valley area, it's a regional issue throughout Washoe County. Both City of Sparks and City of Reno are experiencing the same increase in abandoned vehicles. He reported there has been a significant increase over the past several years; in 2016 there was an average of 150 abandoned vehicles, in 2017 it increased to 311 abandoned vehicles, in 2018 it increased to 472 abandoned vehicles and the Sheriff Office is still collecting data for 2019. He thanked community members for their assistance with reporting individuals abandoning vehicles, the Sheriff's Office were able to respond in a timely manner and capture the individual(s) and hold them accountable. The Sheriff's Office publicized the event as a way of deterrence and is working District Attorney, Chris Hicks to educate him on the significance of these crimes when it comes time to prosecute individual(s) for their actions.

Mr. Costa reported Washoe County Sheriff Office responds to all reports of abandoned vehicles or illegal dumping on public lands such as road ways and the Washoe County Code Enforcement responds to all reports on private property. There are a lot of road ways that were never dedicated to Washoe County, therefore are considered private property. He reported once Code Enforcement follows up on a complaint, it then becomes a big process either working with the property owners to ratify the situation or for Code Enforcement to take further action. When working with the property owner, they are given 30 to 60 days to comply; sometimes the process can take up to 18 months.

Mr. Gill reported he represents Washoe County Sheriff Office on a Task Force Committee that was formed with various agencies/entities in efforts to combat the abandoned vehicle problem and discuss various options on how to mitigate the issue. There are multiple factors as to why there has been an increase in abandoned vehicles in our region and one of the biggest reasons is the cost of scrap metal being extremely low. The other factor is with the tow companies. Tow companies are getting on average \$300 per vehicle, when called for a vehicle removal from the side of the road. There are a lot of steps to prepping a vehicle for scrap; companies have to obtain a title, once a title has been obtained they then have to prep the car and drain all the fluids before the vehicle can be accepted by a scrap yard. The process is much lengthier and more expensive when dealing with abandoned vehicles on private property; in some cases it could cost the property owner up to \$1,000 per vehicle. Most tow yards are full and don't have any additional storage for additional vehicles while they work on trying to obtain titles for existing cars on their lots and prepping them for the scrap yard; this could cause a delay on removing vehicles from the roadside. The biggest tool to make this program a success is community involvement, being the eyes and ears for the Sheriff's Office and Police Department.

Additional discussion ensued regarding process of removing an abandoned vehicle and all the agencies that are involved with the removal, Sheriff's Office, Police Department, DMV, property owner and tow companies. In most cases an abandoned vehicle was sold for a purpose and the title was never changed to the new owner. When tracing the VIN back to an owner, it traces back to the last person whose name is on the title.

Treasure Ortiz inquired if DMV requires a release of liability to go along with the title after it is sold.

Mr. Costa responded State of Nevada is considered a non-titling state, which means that when you register your vehicle you are not required to title the vehicle and when it is sold you are not required to inform the DMV. The owner may turn in the vehicle plates but this only releases that person from having to insure the vehicle. There is current NRS that states that whoever is/was the last registered owner would be presumed the one abandoning the vehicle unless proven otherwise, such as a Bill of Sale. The DMV is hoping to address the concern of release of liability during the next legislative session to amend NRS making it a requirement of vehicle owners to report when a vehicle is sold, including sellers and buyers name and odometer reading. This is extremely helpful with law enforcement and tow companies when tracing a VIN on an abandoned vehicle.

Trustee Barstow inquired if a vehicle was abandoned in a public/private parking lot or on personal property, who should be contacted.

Mr. Costa responded business owners and/or property owners are responsible for removal of abandoned vehicles on their properties. Any tow company can be called for removal; owners would be responsible to sign a release form acknowledging that you are an agent or property owner of the property. The Nevada Transportation Authority regulates the tariffs on non-consent tows. There is some discrepancy regarding whether or not having a property owner pay for the removal of an abandoned vehicle is considered a consent tow or a non-consent tow. The Nevada Transportation Authority will need to present to the legislature additional language for consideration stating that tow companies can't gouge a property owner for the removal of an abandoned vehicle.

Chairperson Ainsworth inquired if an individual must have a title to have a vehicle removed. She also inquired if there is anything that can be enforced for junk vehicles on a private property; this is becoming a nuisance for the community.

Mr. Costa responded a title is not required when having the vehicle removed by a tow company, they can search or apply for a title. Individuals must have a title when taking it to a Pick-N-Pull Yard; this is Pick-N-Pull's own operation policy. He also reported Washoe County has an adopted Nuisance Code, Washoe County Chapter 50. In that code it addresses junk vehicles in public view; Washoe County Code 50.308(8) – The specific stored item/material (junk vehicle) must be screened or removed from public view. Screening must provide physical separation and visual obstruction on all sides and in all seasons. Screening must be at least 6 feet high and include, but is not limited to, a combination or individual use of a fence, decorative wall, structure, earth berm or dense landscaping. He stated junk vehicles stored on private property that are a properly licensed business are exempt from the Nuisance Code, per Washoe County Chapter 50 per NRS Chapter 487. He also stated the Nuisance Code does have its downfalls such as, as long as the individual stores their junk vehicle behind the approved screening, they are in compliance. However, in some cases higher elevated property owners can see other yards

and it looks like blight, but Washoe County can't do anything about it, as long as the property has the proper screening per Washoe County Code 50.308(8).

Vice Chair Severt stated one of the biggest misconceptions in Sun Valley is that not all roads are public roads, a lot of the dirt roads are still considered private. This becomes a Code Enforcement issue instead of a law enforcement issue. She inquired what is being done with the video and license plates that are reported to the Sheriff Office App. Is this information passed along for follow up or does the Sheriff Office have to actually witness the dumping take place to pursue an individual. She also suggested Washoe County Sheriff Office should also include the monetary value of what it cost to remove a vehicle as part of its public relations campaign. This will educate the citizens how their tax dollars are being spent and hopefully encourage others to report individuals abandoning vehicles and/or illegal dumping. She is very concerned of a blight epidemic happening within our community/region.

Mr. Gill responded the Sheriff Office prefers to receive a call and request for service while the dumping is in progress, this stream lines the process. He recommends filing a report online to get the investigation started and retrieve any useful details to locate the individual who performed the dumping. He briefly commented on possible funding options, via grants, to help assist with the removal of abandoned vehicles on private roadways.

Treasurer Ortiz inquired if there is list of suggested businesses that will accept junk vehicles.

Mr. Gill responded the Sheriff Office refers to Keep Truckee Meadows Beautiful Recycling Guide that can be viewed on their website. The recycle guide is for an array of items/materials including vehicles.

Audience member Ms. Cakiroglu with Keep Truckee Meadows Beautiful thanked the gentleman for giving a presentation on this ongoing issue with Washoe County. She also thanked the Washoe County Sheriff Office in recent months for catching individuals who have been dumping. She also shared the 329-DUMP (3867) is a good number to report illegal dump site and the 785-WCSO (9276) is a good number when an individual sees dumping in progress, this will dispatch the Sheriff Office.

Vice Chair Severt stated she would like to see the District work with Washoe County Sheriff Office/Code Enforcement regarding the removal of abandoned/junk vehicles. She stated the District has Beautification Funds that might be able to go towards a Washoe County Program.

After further discussion the Board thanked Chief Deputy, Greg Herrera, Captain, Don Gill and Code Enforcement Officer, Kevin Costa for their presentation.

**Item# 11. Discussion and possible action to appoint a qualified public member to fill a Sun Valley General Improvement District Board of Trustee vacancy per NRS 318.090.**

Mr. Combs reported the District received two qualified applicants, Dawn McCarthy and Michael Rider to fill the Sun Valley General Improvement District Board of Trustee vacancy. He stated at the beginning of the meeting Ms. McCarthy withdrew her name for consideration out of support of Mr. Rider. He reported NRS 318.090 (5) states a vacancy on the board must be filled by a qualified elector of the district chosen by the remaining members of the board, the appointee to act until a successor in office qualifies as provided in NRS 318.080 on or after the first Monday in January next following the biennial election;

the appointee would have to be elected by the public in the next election (2020). Mr. Combs reported Mr. Rider ran in the last election and was runner up to the elected officials. Mr. Rider continually attends the District board meetings and is an active community member with the District's board.

Mr. Rider stated he is saddened by the loss Mr. Elliott and would be honored to be appointed as a Sun Valley General Improvement District Board of Trustee. He is dedicated to the Sun Valley community and ran for the Sun Valley General Improvement District board in the last 4 elections, always being the runner up. He has attended the District board meetings for the past 8 years and is very familiar with the needs of the Sun Valley community. He is an active volunteer in the community participating with multiple cleanups, coaching baseball and is a member of the Sun Valley Citizens Advisor Board.

Vice Chair Severt stated she believes Mr. Rider is qualified to be appointed to the Sun Valley General Improvement District Board. Prior to her being elected to the board, she too was appointed to the board. She stated even when you think it is a smooth transition; it is a big learning curve. She believes that Mr. Rider is the perfect candidate to accept the position. He has always supported the Sun Valley General Improvement District as well as the Sun Valley community. He is an active participant and brings suggestions to each of the District board meetings. She too believes it is a sad occurrence for the appointment, but believes that Mr. Elliott would be proud to have Mr. Rider fill that role.

Chairperson Ainsworth stated Mr. Elliott supported Mr. Rider and encouraged Mr. Rider to continue running for the Sun Valley General Improvement District Board of Trustees.

Ms. Leeder reported the District Board of Trustees is compliant with NRS 318.090; the board is considering appointment within 30 days of the vacancy and has verified all applicants to be qualified applicants.

*Trustee Barstow made a motion to appoint Michael Rider to fill the Sun Valley General Improvement District Board of Trustee vacancy term ending in 2020. Vice Chair Severt seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 12. Review and possible action to approve the 2019 fall newsletter.**

Ms. Dowling provided a copy of the final draft of the 2019 fall newsletter. The newsletter is scheduled for distribution with the District's October billings. She commended Ms. Merritt for taking the lead role with the newsletter with the absence of the District's Public Relations consultant.

Trustee Barstow and Vice Chair Severt both requested a small article regarding the appointment of Mr. Rider. Ms. Severt also requested lightening the blue title bars.

Chairperson Ainsworth suggested, if room available, announcement of the District Extra Mile Award from Washoe County Health District.

*Vice Chair Severt made a motion to approve the 2019 fall newsletter with changes as noted. Trustee Barstow seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 13. Update by Public Works Director, Chris Melton regarding new development progress and potential new development.**

Mr. Melton stated over the past several years the District has been approached by various potential developers. Some of the potential developments are within the District service area and some would require annexation. He gave a brief update on Ladera Ranch Development and Sun Mesa Development; both were approved developments within the District service area. Ladera Ranch was originally proposed by SilverStar Community as a single family 3 phase development located at the top of West 7<sup>th</sup> Ave., with a total build out of 356 homes. In 2016 DR Horton purchased phase 1 and to date is currently under construction with 38 active services, with a total build out of 105 homes. He stated phase 2 and 3 is currently not owned by DR Horton and there has not been any discussion at this time to proceed with phase 2 and 3.

Mr. Melton reported Sun Mesa was originally proposed by Sun Mesa LLC, Landmark developer as a single family 4 phase development located at the top of East 5<sup>th</sup> Ave., with a total build out of 206 homes. He stated both phase 1 and 2 are complete with a total of 104 homes built with active service. Sun Mesa LLC, Landstar developer purchased phase 3 and 4 in 2016. Plans have been submitted to Washoe County Planning and Building, as well as a Water Project submittal to Washoe County Health for phase 3 with a total build out of 45 homes. He stated phase 4 is proposed for 57 homes, currently there is no construction timeline for this phase.

Mr. Melton reported Valle Vista owned by Landbank Development Company is a proposed single family development with a total build out of 75 homes. This development is located on East 4<sup>th</sup> Ave. and Lupin Dr., adjacent to the LDS Church. This development is in the early planning stage and no construction timeline at this time.

Mr. Melton reported the last development that the District has received inquiries on is the Quarry development by S3 Development Company. This development is proposed as a single family with multiple phases with an estimated build out of 1,200 up to 1,600 homes. This potential development is located on Highland Ranch Pkwy., (the old granite pit) which is located outside of the District's current service territory. He stated based on the preliminary discussions, the District would only be the water purveyor, if the service area is relinquished by Truckee Meadows Water Authority, and all other services (wastewater and recreation) would be served by City of Sparks.

Treasurer Ortiz inquired if the Quarry development has been reviewed and/or approved by Washoe County. She is not in favor of the additional traffic this proposed development will have on our existing roadways.

Mr. Melton responded the Quarry development is in the preliminary stage. It will have to go before the Washoe County Planning Development Board for approval, during that time the public will have an opportunity to express their input regarding the development.

Vice Chair Severt inquired if Valley Vista development is going to be stick built homes or modular homes.

Mr. Melton responded Valley Vista was designed for modular homes on a foundation to make each parcel considered real property.

Mr. Combs reported Ladera Ranch, Sun Mesa and Valle Vista proposed developments will be required to pay the District's Water and Sewer Facility Fees for each parcel. The Quarry

development will be required to pay for the entire infrastructure to upgrade the District's system to provide water for the development, as well as paying Water Facility Fees for each parcel.

There were no public comments.

**Item# 14. Discussion and action to cancel Sun Valley General Improvement District September 26, 2019 Board Meeting due to the schedule conflict with the Nevada Association of Counties annual conference.**

Mr. Combs stated the Nevada Association of Counties annual conference is scheduled for September 25<sup>th</sup> and September 26<sup>th</sup>. At a prior meeting the Board of Trustees approved trustees and staff to attend the conference. The District has two members that successfully completed the Certified Public Officials Program and will be recognized during the conference. Staff is requesting to cancel the District's September 26, 2019 board meeting because of the potential schedule conflict attending the conference.

*Vice Chair Severt made a motion to cancel the District's Board of Trustee meeting scheduled for September 26, 2019. Treasure Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 15. Legal report by Nancyann Leeder.**

None

**Item# 16. Field report by Chris Melton.**

Mr. Melton reported on the following items;

- He recently attended the Illegal Dumping Task Force; focus was abandoned vehicles. He provided phone numbers; for active vehicle dumping 775-785-9276, to report abandoned vehicles 775-328-3001 (option 7) and for illegal dumping of trash/debris 775-329-3867.

**Item# 17. Office report by Erin Dowling.**

Ms. Dowling reported on the following items;

- Staff has been working on planning of the Veterans Celebration. District staff will be sending out the Veterans Celebration invitation next week to all of the elected officials and organizations.

**Item# 18. Manager's report by Jon Combs.**

Mr. Combs reported on the following items;

- CliftonLarsonAllen LLP, District Auditor, completed their onsite audit and will be presenting the District's final FY 2018/2019 audit at the last October meeting.
- District staff is working with Pool/Pact and reviewing/updating the District Personnel Manual. Staff will be presenting to the Board recommended changes, by individual sections, over a period of time.
- He reported he will be absent from the first meeting in October due to his vacation schedule.



**Item# 19. Public Comments.**

Mr. Rider commented this will be his last report as the liaison for Sun Valley Cal Ripken, he will be resigning from the Cal Ripken Board so there won't be any conflict of interest, but will continue to coach. He reported Cal Ripken's storage container at the Community Park was broken into again. Cal Ripken has removed the remainder of the leagues content and has safely stored them offsite. The league is investigating security cameras to help deter future break-ins at the baseball fields. He also strongly encourages the District Board to discuss additional security measures for the parks. The Babe Ruth Cal Ripken League didn't end up playing south Reno, but they are able to play with Sparks leagues.

Ms. Ortiz reported Roller Kingdom has opened its doors again; it was temporarily closed while they replaced the floor.

**Item# 20. Board Comments.**

Chairperson Ainsworth apologized for her tardiness and thanked Vice Chair Severt for conducting the meeting.

Trustee Barstow thanked Mr. Rider for applying for the District's Board of Trustee vacancy. He truly believes Mr. Rider will be a good asset, especially with his involvement with the District and the Sun Valley community. He thinks that Mr. Rider would be able to separate himself from any potential conflict if he wanted to remain as a member of Cal Ripken. He believes that Mr. Rider would put the District's responsibilities first if and/or when any future discussions took place regarding the parks. He also appreciated Mr. Melton for providing the various phone numbers for dumping, abandoned vehicles and active dumping.

Vice Chair Severt thanked Ms. Leeder for attending the meeting in the absence of Ms. Shipman. She is very happy for Mr. Rider being appointed to fill the District's Board of Trustee vacancy. She also stated it is also a sad night; the Sun Valley community and the District has lost an extreme amount of institutional knowledge over the past several years with the loss of several past Board of Trustees and now Mr. Elliott. She and Mr. Elliott didn't always see eye to eye, but they both respected democracy; majority rules but the minority always gets a voice. She will always respect Mr. Elliott, as the minority and him always being able to voice his opinion. Mr. Elliott will be missed by the District and the Sun Valley community.

**Item# 21. Future Agenda Items.**

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

- Judging of the 2019 Photo Contest
- Review and selection of 2019 Community Service Award nominations
- Election of District Board Secretary position
- Request and possible action to purchase new field utility truck
- Possible review and approval of Public Relation/Marketing proposals
- Possible review of 2020 winter newsletter articles
- Possible consideration of Patricia Lancaster tribute request

Vice Chair Severt requested future discussion regarding use of District Beautification Funds to assist with abandoned vehicle program.

Public request by Mr. Rider for discussion and consideration to install security surveillance system(s) for the Sun Valley Parks.

**Item# 22. Adjournment.**

*Trustee Barstow made a motion to adjourn at 7:46 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on October 10, 2019.

Minutes Prepared by:

Jennifer Merritt, Administrative Assistant