



Sun Valley General Improvement District Board Meeting Minutes of October 10, 2019

Board Members Present:

Sandra Ainsworth	Chair
Susan Severt	Vice Chair
Carmen Ortiz	Treasurer
Joseph Barstow	Secretary
Michael Rider	Trustee

Board Members Not Present:

Staff Present:

Chris Melton	SVGID, Public Works Director
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Glenda Walls	Audience
Brenda Costello	Family Resource Center
Rechelle Murillo	Washoe County School District

The meeting of the Sun Valley General Improvement District was called to order by Chair 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, Treasurer Ortiz, Trustee Barstow and Trustee Rider. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Ms. Dowling

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

None

Item# 4. Motion to approve the agenda.

Vice Chair Severt made a motion to approve the agenda. Trustee Rider 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. Melton welcomed Trustee Rider as the District's newest Trustee. He reported Washoe County Commission selected Eric Brown as the new County Manager. He announced Western Regional Water Commission meeting is scheduled for October 16, 2019 at 8:30 am, Truckee Meadows Water Authority Board of Directors meeting is scheduled for October 16, 2019 at 10 am (agenda item to discuss potential rate increase) and Sun Valley Citizen Advisory Board meeting is tentatively scheduled for October 21, 2019 at 6 pm.

Item# 7. Election of Sun Valley General Improvement District Board Secretary position.

Trustee Rider nominated Trustee Barstow for the Sun Valley General Improvement District Board Secretary position. Vice Chair Severt seconded the nomination. The nomination carried unanimously.

Item# 8. Discussion and action to approve accounts payable for September 26, 2019.

Treasurer Ortiz gave a brief report of the accounts payable, customer refunds and payroll checks for September 26, 2019.

Treasurer Ortiz made a motion to approve the accounts payable for September 26, 2019 in the total amount of \$333,656.28. Vice Chair Severt seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 9. Discussion and action to approve accounts payable for October 10, 2019.

Treasurer Ortiz gave a brief report of the accounts payable, customer refunds and payroll checks for October 10, 2019.

Treasurer Ortiz made a motion to approve the accounts payable for October 10, 2019 in the total amount of \$151,346.84. Secretary Barstow seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 10. Discussion and action to approve Board Meeting Minutes of September 12, 2019.

Vice Chair Severt made a motion to approve the Board Meeting Minutes of September 12, 2019 as submitted. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Presentation by Washoe County School District regarding petition to Regional Transportation Commission for an extended bus route to stop at Desert Skies Middle School; with possible action to approve Proclamation of Support of petition to Regional Transportation Commission for an extended bus route to stop at Desert Skies Middle School.

Rechelle Murillo with Washoe County School District, Family Resource Center reported the Sun Valley Family Resource Center moved this summer from the Sun Valley Neighborhood Center to the new Desert Skies Middle School located at the far north side of Sun Valley off

of Donatello Dr., Sun Valley. The new location is in efforts to serve more families within Sun Valley, but there are some challenges with the new location. The principal for Desert Skies Middle School is working towards the school being known as a community school; the school would act as a hub in the community that offers various programs/resources to families. The biggest challenge for being a community school and providing community resources is the lack of transportation options. The challenge is that there is no alternate transportation means for individuals to visit Desert Skies Middle School other than vehicle or foot. Washoe County School District approved significant cut backs within their transportation department, shorting all the bus routes. The concern with having a lack of transportation options include: families without transportation will be challenged to participate in school events and teacher meetings, families needing assistance of any kind will be hindered from applying for services in person, receiving food resources and having to carry several bags of groceries back home (especially those who travel with children in hand), and for families with little children with no transportation, especially seniors, will have to walk miles (sometimes without sidewalks) in the middle of winter and/or in the blazing summer which is unsafe for all.

Ms. Murillo stated Washoe County School District Desert Skies Middle School and Washoe County School District Family Resource Center is petitioning Regional Transportation Commission to consider and implement an extended bus route to Desert Skies Middle School. The hopes is to get a permanent route to the new school or at a minimum have a scheduled stop twice a day, in efforts to provide some kind of transportation for families. She requested the support of Sun Valley General Improvement District with the petition efforts. Other supporting agencies include: Communities in Schools, Community Health Alliance, Family Resource Centers, Children's Cabinet, Reno Housing Authority, United Way, Department of Health and Human Services, Northern Nevada HOPES and Food Bank of Northern Nevada.

Brenda Costello with Washoe County School District, Family Resource Center stated they are working diligently trying to secure various transportation options for families. She stated that she has started performing home visits as an alternate option. She is also looking into a partnership with Lift and Uber as an alternate solution. She respectfully requested support of the Sun Valley General Improvement District.

Trustee Rider stated he has family members that attend Desert Skies Middle School; he is very familiar with the transportation issue. He also stated former Trustee Elliott was adamant about trying to extend the RTC bus route for the Sun Valley community.

Chairperson Ainsworth stated she too has family members that attend Desert Skies Middle School and sees the challenges families have trying to access the site. This is not only challenging for families and students, but there needs to be alternate transportation for students who miss their bus too.

Vice Chair Severt stated having a RTC bus route to Desert Skies Middle School will benefit not only the school, it would also benefit the entire Sun Valley community. There used to be an extended bus route several years ago through Highland Ranch subdivision that was beneficial for those who live in the northern part of the valley.

After further discussion Trustee Rider made a motion to adopt Proclamation of Support of Petition to Regional Transportation Commission for an extended bus route to stop at Desert Skies Middle School. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Review of Public Relations/Marketing Service proposal with discussion and action to approve a proposal for Public Relations and Marketing services for the Sun Valley General Improvement District.

Mr. Melton reported the Board of Trustees directed staff to search for a replacement Public Relations/Marketing consultant for the District. Staff broaden its scope of work and public relations/marketing services to improve on customer outreach. Three proposals were submitted from The Abbi Agency, East River PR and Roo Co. to provide public relations/marketing services for the District. After evaluating the scope of work and taking into consideration the District's needs and budget, staff recommends approval of Roo Co. as the District's new Public Relations/Marketing consultant.

Additional discussion ensued regarding each of the agencies and what they had to offer for the District. Ms. Dowling stated after meeting with all of the agencies and taking into consideration what the District's public relations/marketing needs are today, staff didn't feel comfortable recommending the higher priced agencies.

Vice Chair Severt made a motion to approve Roo Co. proposal for \$15,600 plus additional printing and other services costs. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Discussion and action regarding Sun Valley General Improvement District 2019 Photo Contest; judging and selection of photo winners (1st, 2nd, and 3rd place winners) and approve contest prizes for winners.

Mr. Melton reported the District held its ninth annual photo contest. The contest was designed to encourage individuals to get outside and recreate then display through photos, what Sun Valley means to them. The photo contest was promoted in the District lobby, Pipeline, website and Facebook. The District received a total of seven photo submittals.

After review of the photo's submitted the Board voted first place winner is a photo number two, sunset of Redhill Mountain, second place winner is photo number three, of a toad, and third place winner is photo number four, Sun Valley Regional Park.

Vice Chair Severt made a motion to approve cash prizes of \$75 for first place winner, \$50 for second place winner and \$25 for third place winner paid from the District's water and sewer funds. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Review of Community Service Award nominations with motion to approve award recipients.

Mr. Melton reported the District received two nominations for the Sun Valley Community Service Award. The two nominations are for Trustee Garth Elliott and Commissioner Kitty Jung. Trustee Elliott was nominated for his voice of the constituents during District board

meetings and voice of property owners at Washoe County Commission meetings. Trustee Elliott's number one goal on the District Board was to try and keep rates affordable for the community. Trustee Elliott was also instrumental with getting Washoe County to reinstate the Sun Valley Citizen Advisory Board. Commissioner Jung was nominated for her generous donation of her discretionary funds to be used toward Sun Valley Parks/Recreation. The District was able to use those funds to purchase an AED Defibrillator for the Sun Valley Pool, offer a free swim day at the Sun Valley Pool and funds to assist with the re-roofing of the Sun Valley Pool pump room.

Chairperson Ainsworth nominated the Fink Family for their continued donations to offer a free swim day at the Sun Valley Pool annually in memory of both Robert and Norma Fink.

Vice Chair Severt made a motion to accept all three nominations for the Sun Valley Community Service Award. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 15. Discussion and possible action to approve request to purchase a new service utility truck for the field department.

Mr. Melton reported field staff is requesting approval to purchase a new utility truck to add to its existing fleet. This additional vehicle is necessary due to the creation of the Park Coordinator position. The new vehicle would be added to the field fleet and an older existing vehicle would be provided to the Park Coordinator. Mr. Melton stated staff allocated \$50k in the FY 2019/2020 budget that was approved by the Board for the purchase of a new utility truck. Staff received four proposals from various dealerships. Staff is seeking approval to purchase a new utility truck from Champion Chevrolet with a not to exceed amount of \$50K so there would be funds available for the necessary vehicle accessories such as lights and rack.

After further discussion Treasurer Ortiz made a motion to approve a not to exceed amount of \$50k for the purpose of purchasing a new utility truck from Champion Chevrolet as presented by staff. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 16. Review and discussion regarding Sun Valley General Improvement District Garbage Assistance Program with possible action to approve changes to eligibility criteria.

Ms. Dowling reported the District's Garbage Assistance Program was originally intended to offer financial assistance for garbage service. Over time Waste Management implemented Single Stream Recycling. This service is included with the resident's quarterly billing. As a reminder, those that qualify and participate with the Garbage Assistance Program have their quarterly Waste Management paid by the District. As part of the qualifying and initiation of the program District staff and the customer must together call and authorize Waste Management to mail the customer's garbage/recycling billing statements to the District. Now that the District receives the quarterly statements, and the customer no longer receives any notifications from Waste Management. She stated recently the District has been receiving letters from Waste Management for some customers on the assistance program in violation of Waste Management's recycling program. The violation letter gives the customer a curing period to correct the violation or they will be fined with a contamination fee. When this occurs, District staff drafts a letter to the customer and supplies them with a copy of Waste

Management's violation letter and notify the customer the District does not cover contamination fees under the assistance program, and failure to comply may result in customer being removed from the program.

Ms. Dowling stated because Waste Management's contamination violations could result in customers getting charged a fine, staff requests direction from the Board how to proceed with the assistance program and potentially updating the eligibility and program criteria. She inquired whether or not the District should cover contamination fees; when should a customer be removed from the program due to failure to comply; and when may a customer be eligible to re-apply for the program, if removed. She stated staff recommends the District not cover any contamination fees; remove customer from the program at the time of Waste Management's notification letter that a contamination fee will be charged; and allow for the customer to re-apply for the program when the next Waste Management quarterly bill is received showing paid in full including any contamination fees.

Additional discussion ensued what is classified as a contaminate. Waste Management considers the recycling container fully contaminated when one piece of food item, non-approved plastics or plastic bags of any kind is found in the recycling container. A customer has the option to not participate in the recycle program and have the recycling container removed from the property to avoid any violations; however the customer would still be responsible for paying the quarterly recycling fee regardless.

Treasurer Ortiz supports staff's recommendations and appreciates that the District is considering allowing for the customer to re-apply for the assistance program; most state/government agencies don't allow an individual to re-apply. She also suggested if the customer becomes non-compliant with the recycling container; the container should be removed permanently from the property to avoid any future violations.

Trustee Rider agreed with Treasurer Ortiz, the District should have the recycle container removed for those customers who continuously are in violation or remove them from the program.

Chairperson Ainsworth stated in some cases it is not always the customer that is causing the violation; it could be neighbors using some else's containers for their extra garbage. The District should provide options to the customer how to handle those situations. She agrees the District should not have to pay for additional contamination fees.

Ms. Shipman suggested educating/promoting what items are recyclable and what items are not; she suggested, "When in doubt, throw it out".

Vice Chair Severt stated staff is already dedicating enough time to monitor the program; she doesn't want to add to the monitoring. She supports staff's recommendation to not pay for contamination fees and potentially remove them from the program.

After further discussion Vice Chair Severt made a motion to amend the District's Garbage Assistance Program; the District shall not be responsible for contamination fees, potentially remove customer from the garbage program at the time of Waste Management's notification a contamination charge will be assessed and allow for a customer to re-apply for the garbage program during the following quarter with proof of Waste Management statement showing contamination fees were paid in full, if after re-enrollment and the customer violates the recycling program again, they are responsible for having the recycle container removed or they may be removed from the program permanently. Chairperson Ainsworth seconded

the motion. The motion carried unanimously.

There were no public comments.

Item# 17. Legal report by Maddy Shipman.

None

Item# 18. Field report by Chris Melton.

Mr. Melton reported on the following items;

- In the absence of Fred Schmidt, both he and Mr. Combs attended the Truckee Meadows Water Authority Standing Advisory Committee meeting. During the meeting the committee approved recommending to the Truckee Meadows Water Authority Board of Directors a rate increase of 2.5% commencing May of 2020. As a reminder the Truckee Meadows Water Authority Board of Directors previously approved a multi-year rate increase and deferred last year's increase.
- Washoe County Regional Animal Services held their last low income vaccination at the Sun Valley Community Park. The event was considered successful, actual vaccination figures were not provided.

Item# 19. Office report by Erin Dowling.

Ms. Dowling reported on the following items;

- The Veteran's Day Celebration is scheduled for Saturday, November 9th at the Sun Valley Neighborhood Center. The District partners with Washoe County Human Services for this event, Washoe County will be providing the pancake breakfast once again. The District secured a college student to perform the national anthem, Boy Scouts will perform the color guard, Sheriff Balaam and the Girls Scouts will be serving breakfast to the patrons. She also announced that she has confirmation from various agencies that will have a booth to provide information and resources.
- She will be attending the Pool/Pact HR Conference next week.
- She will be absent from the next board meeting and reported the District will be closed Friday, October 25th in observance of Nevada Day.

Item# 20. Public Comments.

None

Item# 21. Board Comments.

Trustee Rider thanked all the Trustees for appointing him to the District Board. He also thanked the District for allowing him to attend the NACO Conference; it was extremely informative and had great networking opportunities for him to introduce himself. He had the opportunity to tour the future homeless facility; the facility will have a lot to offer to those who are less fortunate.

Treasure Ortiz stated the homeless facility could benefit from a gym if anyone knows of a donor.

Secretary Barstow thanked the District for the opportunity to attend the NACO Conference. The sessions were very informative as well as the vendors; he was impressed with their ideas on how to help improve the communities and organizations. He stated the banquet was very good and appreciated the demonstration by the K9's.

Vice Chair Severt thanked the District for allowing her to attend the NACO Conference, the sessions were very informative. The conference allowed for networking opportunities and also shared innovative process' other agencies are doing to help keep communities thriving and provide resources for those that are in need. She acknowledged Commissioner Lucy is a member of the Nevada NACO and was promoted to the National NACO; this is beneficial for the State of Nevada. She also liked seeing multiple legislature members attend the conference to see what the needs are for various counties. She too appreciated the K9 demonstration.

Chairperson Ainsworth thanked the District for allowing her to attend the NACO Conference, it was one of the smaller conferences that she attended. She acknowledged Treasurer Ortiz and Chris Melton for completing their Certified Public Officials Program and being recognized during the Conference.

Item# 22. Future Agenda Items.

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

- Presentation to Photo Contest Winners
- Presentation to Community Service Award recipients
- Request from Girl Scout Troop for the use of the Sun Valley Neighborhood Center to conduct weekly meetings permanently.
- Introduction of Kelly Glenn with Roo Co.
- Review of 2020 winter newsletter articles

Vice Chair Severt requested future update from District Safety Committee.

Item# 23. Adjournment.

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

Approved by the SVGID Board of Trustees on October 24, 2019.

Minutes Prepared by:
Jennifer Merritt, Administrative Assistant