



**Sun Valley General Improvement District
Board Meeting Minutes of
October 14, 2021**

Board Members Present:

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

Board Members Not Present:

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:

Mark Neumann	Public
Glenda Walls	Public

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; Chair Ainsworth, Vice Chair Severt, Secretary Barstow, Treasurer Ortiz and Trustee Rider. 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.

Trustee Rider made a motion to approve the agenda. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

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 Washoe County Sun Valley Citizen Advisory Board meeting is scheduled for October 20, 2021 beginning at 5:30 pm at the Sun Valley Neighborhood Center. Washoe County is accepting input on the 2021 Washoe County Redistricting; staff emailed the link for participation, the deadline for submittals is October 22, 2021. Washoe County Planning is holding public meeting to review and discuss Highland Village Phase II; the public meeting is scheduled for October 25, 2021 beginning at 6:00 pm at the Sun Valley Neighborhood Center.

Item# 7. Discussion and action to approve account payables for October 14, 2021.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for October 14, 2021.

Treasurer Ortiz made a motion to approve the account payables for October 14, 2021 in the total amount of \$238,377.90. Trustee Rider 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 September 23, 2021.

Trustee Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of September 23, 2021 as submitted. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Discussion and action regarding Sun Valley General Improvement District 2021 Photo Contest.

A) Judging and selection of photo winners.

After review of the photo's submitted, Vice Chair Severt made a motion to approve photo number 10, Beautiful Blossom as third place winner, photo number 1, Sun Set at Sun Valley Regional Park as second place winner, and photo number 4, Neighborhood Owl as first place winner. Secretary Barstow seconded the motion. The motion carried unanimously.

B) Motion to approve contest prizes.

Secretary Barstow 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. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Review of Community Service Award nominations with motion to approve award recipients.

Mr. Combs reported the District received three nominations for the Sun Valley Community Service Award. The three nominations are for Sun Valley resident Jason Merlis, Washoe County Manager, Eric Brown, and Washoe County Commissioner Kitty Jung. Mr. Merlis was nominated for his selflessness driving around the Sun Valley community and picking up trash. Mr. Brown was nominated for partnership with the District and assisting with financial aid to help make improvements in the Sun Valley parks. Ms. Jung was nominated for her continued support of the Sun Valley community and donating \$20,000 to the District to install ADA doors at the Sun Valley Neighborhood Center.

Trustee Rider made a motion to accept all nominations for the Sun Valley Community Service Award. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Discussion and possible action to approve upsizing Sidehill Water Storage Tank as part of the 5 Ridges Subdivision infrastructure improvement project and for additional overall storage.

Mr. Melton reported the District's existing Sidehill Water Storage Tank was constructed in 1985 and currently holds 290,000 gallons of water. As a result of the 5 Ridges project, the Sidehill Tank will need to be upsized to a minimum of 400,000 gallons; the developer would be responsible for this improvement. He reported during the tank design the engineer determined that the most economical tank geometry (height vs. diameter) that 36'H x 50' Dia. would actually produce 455,00 gallons. After additional review of the tank geometry, both staff and engineer recommends increasing the proposed diameter from the proposed 36' H x 50' Dia. to 50' H x 52' Dia.; this will increase the overall storage to 510,000 gallons. The additional volume of water would be sufficient to accommodate modest growth projected for the Sidehill zone. He reported this would be the preferred time to upsize the tank; to come back and try to upsize the tank at a later time to accommodate smaller development projects, it would kill any small project. The estimated cost for the increase from the proposed 455,00 gallons to 510,000 gallons is estimated to be \$73,000.00. The upsize would be included in the bid schedule as an additive alternate and would be the responsibility of the District.

Mr. Combs reported upsizing the Sidehill Water Storage Tank will provide enough water for the District's total build out in the Sidehill zone. There is very little undeveloped land for future development. The District will recoup the upsize expense through future facility fees for that general area. Mr. Combs also reported the existing tank is tall and slender; this tank design is no longer considered standard code when it comes to seismic activity. The new tank will be constructed with a wider foundation to assist with the integrity of the tank during seismic activity.

Mr. Melton also reported the estimated cost for a tank is approximately \$1.40 to \$1.55 per gallon to construct. This helps put into perspective that upsizing the tank now is a good idea versus having to construct a new tank in the future.

Trustee Rider inquired how much of the tank is the responsibility of 5 Ridges Development.

Mr. Melton responded the first 455,000 gallons of the tank is the responsibility of 5 Ridges Development; the District will only be responsible for the difference of the additional 55,000 gallons of the overall 510,000 gallon tank. The difference is estimated to be \$73,000.00.

Treasurer Ortiz made a motion to include the upsizing of the Sidehill Water Storage Tank to 510,000 gallons with the 5 Ridges Bid Proposal as presented by staff. Trustee Rider seconded the motion. The motion seconded the motion.

There were no public comments.

Item# 12. Discussion and formal approval of staff's purchase of new SCADA servers and approval for Tesco Controls to perform the District's SCADA Migration.

Mr. Melton reported staff is requesting formal approval to update the District's SCADA servers, and have Tesco Controls perform the migration of information and installation. The current SCADA servers are over 10 years old and are running on Windows 7 which is no longer supported. Without routine operating updates the District's current alert software is considered vulnerable and the District might not be alerted in a timely manner of security concerns as they arise. The District recently had a server fail and the District is currently working from its backup server. Due to the emergency, staff proceeded with purchasing two Dell Power Edge T440 servers in the amount of \$6,413.66. Tesco Controls proposal for installation and migration of the servers is \$40,575.00. Staff is requesting approval for a total of \$46,988.66 for the SCADA migration. The SCADA migration was identified in the Board approved 2021/2022 Capital Improvement Project budget.

Vice Chair Severt made a motion to formally approve staff's actions purchasing two SCADA servers in the amount of \$6,413.66; and approve Tesco Controls proposal to perform the installation and migration of new servers in the amount of \$40,575.00 as presented by staff. Secretary Barstow seconded the motion. 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:

- He gave a brief report regarding Sugarhill encampment. Washoe County Sheriff Office performed evictions at the encampment on September 15, 2021. The eviction process was a two day process to help get people moved without any disruptions. A total of 26 RV's were evicted, there were no citing's or arrests made. Since then, Washoe County Roads has cleaned the area and have placed temporary barricades until they can install the fire access gate, that will be supplied by Washoe County

Roads Department. Washoe County Sheriff Office continues to reach out to several of the individuals to provide resources, and others have declined resources. If any future encampment sites are located and/or individual RVs are sited for long period of time, these will be reported to Washoe County Sheriff Office and they will handle the situation.

- The District evaluated its security services for burglary and fire. Since the merger of Burgarello Alarm and Mountain Alarm, the District has seen a decrease in services. Staff recently migrated all of its security services to All Pro Security, they are another local security company. There was a cost savings of \$800 per month for the same service.
- Summit Church will be hosting a Free Medical Clinic at the Sun Valley Neighborhood Center on Saturday, October 16th from 9 am until 1 pm.

Item# 15. Manager report by Jon Combs.

Mr. Combs reported on the following:

- He wished Treasurer Ortiz a Happy Birthday on behalf of the District.
- He gave brief update on the Veterans Celebration, the Boy Scouts have confirmed they will do the color guard, Girl Scouts will help serve food, and a total of 10 agency RSVP'd that they would be attending. One of the agencies is the Reno Veterans Center who will be bringing their RV (Mobile Veteran Center).
- The District's temporary accounting consultant has been working diligently on the 2020/2021 audit. She has reconciled March through June 2021 and she is approximately 75% completed with the requested audit materials. The District will have to file for one extension with the audit submittal with the State. It is projected to present the District's 2020/2021 final audit report sometime in December 2021 or early January 2022.
- He had one candidate referral for the permanent accountant position, but they accepted a promotion with their current employer. There is another candidate that he is scheduled to interview next week, but he doesn't want to start the new employee until the audit has been completed. There is not enough work space in the accounting department and there is not enough time to cross train during the audit.

Item# 16. Public Comments.

None

Item# 17. Board Comments.

Treasurer Ortiz complimented staff for being fiscally responsible with the District's funds; little savings and big savings all add up.

Trustee Rider acknowledged staff for their hard work and always finding ways to save on the District's expenses while still providing the same level, if not better, service to District customers.

Item# 18. Future Agenda Items.

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

- Presentation to Photo Contest Winners
- Presentation to Community Service Award Recipients
- Public hearing to discuss and approve accepting assessor parcel number 508-020-01 and 506-010-12 into the District Tax and Service Boundary.

Chairperson Ainsworth requested an update by Washoe County Sheriff Office regarding the Abandonment Vehicle Program.

Item# 19. Adjournment.

Secretary Barstow made a motion to adjourn at 6:37 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on October 28, 2021
Minutes Prepared by: Jennifer Merritt, Administrative Assistant