



## Sun Valley General Improvement District Board Meeting Minutes of October 22, 2020

### **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
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

### **Other Members Present:**

Sheriff Balaam	Washoe County Sheriff's Office
Lieutenant Hippert	Washoe County Sheriff's Office
Brian Stewart	RTC Washoe
Maria Paz Fernandez	RTC Washoe

**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, Secretary Barstow, Treasurer Ortiz 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.**

*Secretary Barstow 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. Combs announced Washoe County is accepting applications for the Sun Valley Citizen Advisory Board District 3. Washoe County Board of County Commissioners is scheduled to accept the District's \$25k donation for abandoned vehicle removal to Washoe County Sheriff's Office on October 27, 2020. Truckee Meadows Fire Protection District is hosting an Autumn Green Waste Collection Day November 9<sup>th</sup> from 9 am until 5 pm at Scolari's in Sun Valley. The District office will be closed Friday, October 30, 2020 in observance of Nevada Day and Wednesday, November 11, 2020 in observance of Veteran's Day.

Trustee Rider gave a brief Sun Valley Citizen Advisory Board (SVCAB) meeting update. He reported SVCAB held a virtual meeting on October 19, 2020. During the meeting there was discussion regarding the existing cell tower replacement on Red Hill being replaced with a larger tower. There was also discussion regarding Highland Village subdivision; Washoe County approved the subdivision density request for 3.9 homes per acre. The subdivision is proposed to have an entrance and an exit, near Midnight Dr.; there will not be a through connection to Midnight Dr., this is to help reduce traffic in the Lifestyle Homes subdivision. The new subdivision is also proposed to have two common areas, a community park and community garden. Mr. Rider reported the SVCAB approved the Highland Village subdivision proposals to send back to Washoe County for review and consideration.

**Item# 7. Discussion and action to approve account payables for October 22, 2020.**

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll checks for October 22, 2020.

*Treasurer Ortiz made a motion to approve the account payables for October 22, 2020 in the total amount of \$310,762.53. Secretary 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 October 08, 2020.**

*Treasurer Ortiz made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of October 08, 2020 as submitted. Trustee Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 9. Presentation of Sun Valley Community Service Awards.**

Sun Valley General Improvement District Board of Trustees presented the 2020 Sun Valley Community Service Awards to Washoe County Sheriff's Office (WCSO) and RTC Washoe (RTC). WCSO has graciously accepted the challenge to lead the Illegal Abandoned Vehicle Task Force. This task consists of facilitating, organizing and executing the removal of

abandoned vehicles. WCSO accepted this challenge to give Sun Valley residence back a safe and clean community. The removal of the abandoned vehicles removes unwanted blight and also prevents any unwanted accidents and/or injuries especially for the youth of Sun Valley.

RTC performed a Corridor Study in 2015 to evaluate safety improvements along Sun Valley Blvd. So far RTC has completed 2 accessible pedestrian signals and safe crossing median islands. RTC began spring of 2020 installation of sidewalks and curb extensions, as well as upgraded storm drains to help control future storm water from 7<sup>th</sup> Ave. to Highland Ranch. This project provides additional safety improvements for all pedestrians within the Sun Valley community. Throughout this construction process RTC and the awarded contractor have done their due diligence working with and around SVGID facilities as well as providing safe traveling conditions during construction.

There were no public comments.

Chairperson Ainsworth called the Public Hearing to order at 6:11 pm.

**Item# 10. Discussion and possible action to the following District Rules and/or Regulations:**  
Chairperson Ainsworth read into the record the Order of Procedures for the District's Public Hearing.

Secretary Barstow provided proof of publication for the Public Hearing.

**A. Amend Rule No. 1 providing updates to Definitions.**

Ms. Merritt reported staff has made necessary edits to the District's Definitions to make them current with the District's Rules and Regulations as well as with the Washoe County Code. Staff also added multiple definitions regarding Water Rights and Service Boundary's for additional clarification. She reported the District has received no public comments on the proposed amendments.

There were no board questions and/or discussion.

**B. Amend Rule No. 2 providing updates to Descriptions and Limitations on Service Water Rights Policy and updating Water Rights Exhibit C estimated demands.**

Ms. Merritt reported District Rule No. 2 is regarding Water Right requirements. The District has worked diligently with Truckee Meadows Water Authority (TMWA) cleaning up the committed Water Rights list as part of the Wholesale Agreement. The proposed amendments include the history of Water Rights requirements and current TMWA (Rule 7) requirements. Staff included various boundary maps for developers reference as well as updated the District's Water Rights Contribution Policy. This policy will assist developers with new and/or improvement projects. She reported the District received no public comments on the proposed amendments.

There were no board questions and/or discussion.

**C. Amend Rule No. 5 providing updates to Section II, Payment of Bills and Penalty for Non-Payment, to include language regarding disputed credit/debit card payments.**

Ms. Dowling reported District Rule No. 5 has language regarding penalties for return checks; staff is proposing additional language to include penalties for disputed credit/debit card payments by a merchant company. To also require a customer to pay by cash, check, or money order who have two disputed credit/debit card payments. She reported the District received no public comments on the proposed amendments.

There were no board questions and/or discussion.

**D. Amend Rule No. 7 providing updates to Public Information, to include section on Public Records Request and add Public Records Request Policy as an exhibit.**

Ms. Merritt reported Rule No. 7 is regarding information available to the public. Staff recommends including the recently adopted Public Records Request Policy to the District's Rules and Regulations. The Public Records Request Policy would be attached as an exhibit including the request form. She reported the District received no public comments on the proposed amendments.

There were no board questions and/or discussion.

**E. Amend Rule No. 12 providing updates to Deposits, Section I, Amount to Establish or Re-Establish Credit by increasing the water service deposit amount for water customers from \$170.00 to \$200.00 and for sewer services only customers from \$85.00 to \$100.00.**

Ms. Dowling reported staff is proposing increasing the District's deposit for non-landowners. The District currently collects a \$170.00 deposit before furnishing residents with water and sewer service; the propose increase is a \$30.00 increase. She reported data is showing that the current \$170.00 deposit is not covering the non-landowners final bill upon request to disconnect service and/or non-payment disconnects. Staff is also proposing a \$15 increase to the non-landowner deposit for sewer customers only. These recommended amendments are an added protection to the property owner. She reported the District received no public comments on the proposed amendments.

There were no board questions and/or discussion.

**F. Amend Rule No. 15 providing updates to Water Service Connection and Customer's Facilities to reference inspections and damage fees on the District's Utility Fee Schedule; increasing the inspection fee for Non-Residential Backflow Prevention Devices from \$35.00 to \$40.00; providing updates to Section I.D., Right to Access to Premises of Customers making Customers responsible for District costs associated with the removal of any obstructions.**

Mr. Melton reported staff inspects all non-residential backflows annually. The District has not increased its inspections fee for this service in several years. After researching other agencies backflow inspections fee; rates vary from \$40.00 up to \$120.00 pending on the size of the backflow. Staff recommends to increase its current backflow inspection fee from \$35.00 to \$40.00; this increase will cover the cost to calibrate the equipment that is used during the inspection and over time replace the equipment as needed. He also reported staff is suggesting additional language for clarification regarding Right to Access to Customer Premises. Staff wants the rule to be very clear that the District has

the right to remove any restrictive objects to access District water facilities at the customers expenses. He reported the District received no public comments on the proposed amendments.

There were no board questions and/or discussion.

**G. Reclassify Rule No. 16 from Water Service Lines and Facilities to a New Development Rule and setting forth requirements for New Development directly or by reference to other Rules; including new language requiring Developer deposits to a District Trust Account for construction requiring the extension or oversizing of District facilities; and imposing \$100.00 administrative charge for refund requests of certain Trust Account deposits when construction doesn't occur.**

Mr. Combs reported the District's existing Rule No. 16 is regarding water service lines and facilities installed by customers. This rule was developed a long time ago addressing special case developments. This District has evolved and now is held to high standards regarding development, all development requirements are provided to the developer during the feasibility and review studies. He reported staff is recommending reclassifying Rule No. 16 into a New Development Rule. This Rule will set forth the requirements for new development of unimproved land within the District's service area requiring the upgrading or extension of mainline water or sewer facilities necessary for the provisions of the service by the District. This would be a new policy that would protect the District and customers for being liable for unpaid infrastructure for new development. Staff is recommending developers be required to provide the District with funds to be placed in a District Trust Account for development that requires a significant amount of oversizing and/or extension for the District's existing facilities. Prior to any facility construction and prior to the District executing a contract with a successful bidder, the Developer will be required to pay the District 50% of the contract amount plus a 15% contingency. The District will invoice the Developer for work performed and Developer shall be required to reimburse the Trust Account equivalent to the remaining estimated contract amount up to 50% completion. At 50% of the job being completing the District will pay the contractor from the Trust Account and send the Developer courtesy copies of paid invoices that were paid from the Trust Account until job completion. If there are insufficient funds in the Trust Account to make the final payment to the awarded contractor, the District will invoice the Developer the amount of the insufficiency. Any unspent funds in the Trust Account will be reimbursed to the Developer within fifteen working days. In the event the developer fails to develop the proposed project the District will assess a \$100.00 administrative fee when issuing refund of deposit funds. He also reported the reclassified Rule also references other District Rules specifically related to development. He reported the District received no public comments on the proposed amendments.

There were no board questions and/or discussion.

**H. Amend Rule No. 21 providing updates to Water Rates and Fees, to increase Emergency Service Fee from \$30.00 not to exceed \$60.00; discontinue after hour installs for new service; update Section I.F., Non-Taxpaying Customers, to authorize the District to increase the Service Charge in Section I.C.1 for customers receiving service within an incorporated city; providing updates to General Water Facilities Charge Payment Options and implementation of \$100.00 administrative fee for refunds.**

Mr. Melton reported staff is recommending several amendments to its Rule No. 21 regarding Water Rates and Fees; there are no recommendations to increase water base rates or consumption rates. He reports staff recommends increase the District's after-hours emergency service fee. Originally the staff was going to suggest increasing the fee from \$30.00 to \$60.00; after further consideration staff does not want to deter customers from calling the District to report potential water emergency; staff is recommending emergency service fee increase to \$40.00 instead of \$60.00 as originally reported and published. Staff was hoping to recoup staff's time when performing after hours emergency service calls. Mr. Melton reported staff is requiring Attached and/or Detached Accessory Dwellings be required to provide water rights to service additional dwellings. Staff is recommending to allow for one payment option for developers regarding water facilities fees if they can't pay them in full. Payment option allows the Developer to pay 1/3 of the District's Water Facility at time of issuance of Will Serve Letter, second 1/3 payment is due at the time of commencement of construction (prior to the District signing off on any grading or building permit) and the last 1/3 payment is due prior to the first meter being installed and providing active service. He also reported staff is recommending a \$100.00 administrative fee for any refunds on tap deposits and/or facilities fees.

Mr. Combs reported staff is recommending that all customers that do not pay ad valorem property taxes (such as properties located within the City of Sparks or Reno and receives water and/or sewer from the District) to the District be subject to a separate Service Charge in lieu of ad valorem. Staff strongly believes all customers receiving a service from the District should be equally responsible for their contribution to the District's Capital Infrastructure.

Ms. Dowling reported lastly the District has been practicing no after hour installs for new service. Staff has found this challenging due to the lack of insufficient applications. As long as the customer can provide everything that is required to complete a District Service Application prior to end of business day, the District will turn on service. Customer failure to provide a completed application by end of business day, will be notified that service cannot be activated until such time, including not until next business day.

Staff reported the District received no public comments on the proposed amendments.

There were no board questions and/or discussion.

- I. Amend Rule No. 22 providing updates to Sewer Rates and Fees, to increase Emergency Service Fee from \$30.00 not to exceed \$60.00; discontinue after hour installs for new service; providing updates to General Sewer Facilities Charge Payment Options and implementation of \$100.00 administrative fee for refunds.**
- Mr. Melton reported Rule No. 22 is very similar to the prior Water Rule; there are no recommendations to increase sewer base rates or consumption rates. He reported staff recommends increase the District's after-hours emergency service fee from \$30.00 to \$40.00. Staff is recommending to allow for one payment option for developers regarding facilities fees if they can't pay them in full. Payment option allows the Developer to pay 1/3 of the District's Sewer Facility at time of issuance of Will Serve Letter, second 1/3 payment is due at the time of commencement of construction (prior to the District signing off on any grading or building permit) and the last 1/3 payment is due prior to the first meter being installed and providing active service. He also reported staff is recommending a \$100.00 administrative fee for any refunds on tap deposits and/or facilities fees. He reported staff is suggesting additional language for clarification to the Right to Access to Customer Premises. Staff wants the rule to be very clear that the District has the right to remove any restrictive objects to access District sewer facilities at the customers expenses.

Ms. Dowling reported lastly the District has been practicing no after hour installs for new service. Staff has found this challenging due to the lack of insufficient applications. As long as the customer can provide everything that is required to complete a District Service Application prior to end of business day, the District will turn on service.

Staff reported the District received no public comments on the proposed amendments.

There were no board questions and/or discussion.

- J. Amend Rule No. 23 providing updates to Additional Charges including the moving of the following charges and fees to the District's Utility Fee Schedule; Section I.C., Construction Inspections, increasing fee from 1.5 times labor and equipment to \$100.00 per hour, per inspection and Section VI., Facility Damage Fees, by increasing the Cust Lock Fee from \$25.00 to \$100.00 and all other Damaged Facilities charged at actual cost, time and material, per occurrence.**

Mr. Melton reported staff is recommending moving several of the additional charges (map review, construction inspection and facility damage) to the Utility Fee Schedule. Staff is recommending increasing the District's inspection fee for new development construction from 1.5 times the labor and equipment to a flat \$100 per hour, per inspection. Staff is also recommending increasing the cut-lock/damaged lock fee from \$25.00 to \$100.00 in efforts to deter customers from cutting locks to turn their water back on after being shut off for non-payment disconnect. Other damaged facilities will be charged for actual cost, time and material, with a \$250.00 deposit prior to repair or replacement of damaged facilities.

Ms. Dowling reported staff is proposing additional language to include penalties for disputed credit/debit card payments by a merchant company; also require a customer to pay by cash, check, or money order have two disputed credit/debit card payments.

Staff reported the District received no public comments on the proposed amendments.

There were no board questions and/or discussion.

**K. Amend Rule No. 24 providing updates to Annexation application/developer responsibilities.**

Ms. Merritt reported staff is recommending amendments to Rule No. 24 for clarification purposes for the annexation applicant and referencing current Washoe County Master Plan and Zoning of incorporated city. Staff also recommends for protection and redundancy to the District adding language regarding the collection of a service fee in lieu of ad valorem for new District customers located within the Reno/Sparks incorporated areas. She reported the District received no public comments on the proposed amendments.

There were no board questions and/or discussion.

**L. Amend Rule No. 28 providing updates to the Recreation Fee to clarify customers and/or services subject to the Recreation Fee; including as an Exhibit to the District's Naming of Recreation Facilities Policy.**

Ms. Merritt reported Rule No. 28 includes general housekeeping and adding the adopted Recreation Smoke-Free/Vape-Free Policy and Park and Facility Naming Policy. She reported the District received no public comments on the proposed amendments.

There were no board questions and/or discussion.

Chairperson Ainsworth closed the public hearing at 6:50 pm.

There was no additional discussion by staff or the Board of Trustees. The Board made the following motions regarding each Rule and/or Regulation amendments.

*Trustee Rider made a motion to approve amendments to District Rule No. 1 as presented by staff. Secretary Barstow seconded the motion. The motion carried unanimously.*

*Vice Chair Severt made a motion to approve amendments to District Rule No. 2 as presented by staff. Secretary Barstow seconded the motion. The motion carried unanimously.*

*Treasurer Ortiz made a motion to approve amendments to District Rule No. 5 as presented by staff. Trustee Rider seconded the motion. The motion carried unanimously.*

*Treasurer Ortiz made a motion to approve amendments to District Rule No. 7 as presented by staff. Secretary Barstow seconded the motion. The motion carried unanimously.*

*Trustee Rider made a motion to approve amendments to District Rule No. 12 as presented by staff. Secretary Barstow seconded the motion. The motion carried unanimously.*

*Treasurer Ortiz made a motion to approve amendments to District Rule No. 15 as presented by staff. Secretary Barstow seconded the motion. The motion carried unanimously.*

*Treasurer Ortiz made a motion to approve to reclassify District Rule No. 16 as presented by staff. Chairperson Ainsworth seconded the motion. The motion carried unanimously.*



*Treasurer Ortiz made a motion to approve amendments to District Rule No. 21 as presented by staff with the correction of increasing of the after-hour Emergency Service Fee from \$30.00 to \$40.00. Secretary Barstow seconded the motion. The motion carried unanimously.*

*Treasurer Ortiz made a motion to approve amendments to District Rule No. 22 as presented by staff with the correction of increasing of the after-hour Emergency Service Fee from \$30.00 to \$40.00. Trustee Rider seconded the motion. The motion carried unanimously.*

*Trustee Rider made a motion to approve amendments to District Rule No. 23 as presented by staff. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

*Treasurer Ortiz made a motion to approve amendments to District Rule No. 24 as presented by staff. Secretary Barstow seconded the motion. The motion carried unanimously.*

*Secretary Barstow made a motion to approve amendments to District Rule No. 28 as presented by staff. Chairperson Ainsworth seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 11. Adoption of Resolution Amending Sun Valley General Improvement District Tariff, said amendments as by approved by the Board of Trustees following the public hearing and as part of Item #10.**

Ms. Shipman reported the Resolution that has been provided for approval will need to be amended due to Rule 21 and Rule 22; Emergency Service Fee. The Resolution states the service fee would be increasing from \$30.00 to \$60.00; the Board took action to increase to \$40.00 and not \$60.00 as the Resolution states. The Resolution will need to be revised to reflect the Boards actions and deferred until the next scheduled meeting.

There were no public comments.

**Item# 12. Discussion and possible action to approve purchase of a new hot water heater for the Sun Valley Pool Building.**

Mr. Melton reported staff is requesting approval to purchase a new hot water heater for the pool building. The hot water heater serves two purposes in the pool building; provides heated water for sinks and showers during the pool season. The other use is to heat the building during the winter, via circulating hot water through radiators. The current hot water heater is in disrepair and will need to be replaced. Mr. Melton provided three quotes for consideration; Master Service Plumbing quote is \$9,800.00; Hawthorne Plumbing Heating and Cooling quote is \$17,463.00 and Ira Hansen & Sons Plumbing Heating and Air Conditioning quote is \$13,600.00.

Mr. Melton reported the District's approved budget includes \$130,000.00 allocated for pool/pool building improvements and repairs. He reported staff recommends approval of Master Services Plumbing for the amount of \$9,800.00.

*Trustee Rider made a motion to approve purchase of a new hot water heater for the pool building from Master Services Plumbing in the amount of \$9,800.00 as presented by staff. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

Chairperson called for a ten-minute break at 6:57 pm.

**Item# 13. Discussion and possible action to approve purchase of a new forklift.**

Mr. Melton reported field staff is requesting approval to purchase a new forklift for the Field Department. The District's existing forklift is a 1958 Clark forklift and is in need of repair and with some parts no longer manufactured. Mr. Melton provided three vehicle quotes for consideration; new Clark Model GTS25 \$19,875.00, 2021 Octane FY25 \$25,837.00, and 2020 Viper FY25BCS \$21,649.00.

Mr. Melton reported the District approved budget includes \$20,000.00 allocated for the purchase of a new forklift. Staff recommends approval of Silver State Forklift quote for a Clark Model GTS25 for the amount of \$19,875.00.

Additional discussion ensued regarding the various types of forklifts and their options.

*Secretary Barstow made a motion to approve purchase of a new Clark GTS25 Forklift from Silver State Forklift in the amount of \$19,875.00 paid from the District's Acquisition Fund as presented by staff. Trustee Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

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

None

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

Mr. Melton reported on the following items;

- He provided for informational purposes the construction schedule and road closures on Sun Valley Blvd. related to the sidewalk project.

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

Ms. Dowling reported on the following:

- The District's part time Customer Service Representative gave her notice and her last day will be October 23, 2020. Ms. Dowling stated she will proceed with the hiring process for her replacement.
- She attended the POOL/PACT Conference virtually. The conference was very informative and provided legal updates related to COVID-19.

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

Mr. Combs reported on the following items:

- On behalf of the District, he wished Treasurer Ortiz a Happy Birthday.

**Item# 18. Public Comments.**

None.

**Item# 19. Board Comments.**

Vice Chair Severt commented she is a council member for the Family Resource Centers (FRC); she reported FRC has not stopped providing services during the COVID crisis, their services have increased. An average July, FRC would normally provide food to 400 families, this July they served 1,000 families. FRC received a grant that provided FRC with additional employees to assist with the volume of services FRC is providing during this time.

Chairperson Ainsworth commented she virtually attended the Western Regional Water Commission (WRWC) meeting; she commented the District needs to vote who they would like to have represent the District on the WRWC for a two-year term.

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

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

- Adoption of Resolution approving October 22, 2020 Tariff amendments
- Review and approval Winter Newsletter articles
- Review and approval renewal of Roo Co. Service Agreement
- Appoint a Board of Trustee to the Western Regional Water Commission
- Review and approval of additional Personnel Policy revisions

**Item# 21. Adjournment.**

*Secretary Barstow made a motion to adjourn at 7:21 pm. Chairperson Ainsworth seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on December 10, 2020.

Minutes Prepared by:  
Jennifer Merritt, Administrative Assistant