



**Sun Valley General Improvement District
Board Meeting Minutes of
October 24, 2019**

Board Members Present:

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

Board Members Not Present:

Staff Present:

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| Jon Combs | SVGID, General Manager |
| Chris Melton | SVGID, Public Works Director |
| Jennifer Merritt | SVGID, Administrative Assistant |
| Maddy Shipman | SVGID, Legal Counsel |

Other Members Present:

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| Jim Ainsworth | Audience |
| Glenda Walls | Audience |
| Charina Arevalo | Photo Contest Winner |
| Debbie Xavier | Photo Contest Winner |
| Heather Mayorga | Photo Contest Winner |
| Kitty Jung | Washoe County Commissioner |
| Linda Elliott & Family | Representing Garth Elliott |
| Fink Family | Representing Fink Harmony 5 |
| Kaylee Lund-Keller | Girl Scouts |
| Kelly Glenn | Roo Co. Public Relations |

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 Mr. Melton.

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. Vice Chair Severt 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 District office will be closed Friday, October 25, 2019 in observance of Nevada Day. The Sun Valley Veterans Celebration is scheduled for Saturday, November 9, 2019 commencing at 9am at the Sun Valley Neighborhood Center. The District will be closed Monday, November 11, 2019 in observance of Veterans Day.

Item# 7. Discussion and action to approve accounts payable for October 24, 2019.

Treasurer Ortiz gave a brief report of the accounts payable, customer refunds and payroll checks for October 24, 2019.

Treasurer Ortiz made a motion to approve the accounts payable for October 24, 2019 in the total amount of \$267,865.22. 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 10, 2019.

Trustee Rider made a motion to approve the Board Meeting Minutes of October 10, 2019 as submitted. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Presentation to the 2019 Sun Valley Photo Contest Winners.

The Board of Trustees presented prizes to the 2019 Sun Valley Photo Contest Winners. The 2019 Photo Contest Winners are: First Place Winner, Charina Arevalo for her picture of a sunset. Second Place Winners, Debbie Xavier for her picture of a frog. Third Place Winner, Heather Mayorga for her picture of the Sun Valley Regional Park at dusk. Congratulations to all the winners and thank you to all of the contest participants.

There were no public comments.

Item# 10. Presentation to the 2019 Sun Valley Community Service Award Recipients.

The Board of Trustees presented awards to the 2019 Sun Valley Community Service recipients. Trustee Garth Elliott was recognized for always being the voice for his constituents during District board meetings and voice of property owners at the Washoe County Commission meetings. Mr. Elliott's number one goal on the District Board was to try and keep rates affordable for the community. He was instrumental with getting Washoe County to reinstate the Sun Valley Citizen Advisory Cab and participated with various working committees regarding improvements for the Sun Valley community. The Fink Family was recognized for generously donating a FREE Swim Day each year at the Robert and

Norma Fink Sun Valley Pool Complex in honor of their parents. Both Robert and Norma Fink were instrumental with getting the pool approved for the Sun Valley community. Commissioner Kitty Jung was recognized for her generous donation of her Commissioner Discretionary funds to be used for Sun Valley recreation. SVGID was able to use those funds to offer a free swim day at the Sun Valley Pool and funds to assist with re-roofing of the Sun Valley Pool Pump room. Without these funds, otherwise these expenses would have been paid by the District customers.

There were no public comments.

Item# 11. Request from Sun Valley Girl Scouts for the use of the Sun Valley Neighborhood Center to conduct weekly Girl Scout meetings on a permanent basis.

Mr. Melton reported the District recently received a request from the Sun Valley Girl Scouts for the use of the Sun Valley Neighborhood Center. They would like to continue conducting their weekly Thursday meeting at the Neighborhood Center permanently. The Girl Scouts are requesting use of the East Room with the same condition rent free in exchange of in-kind community service provided to the District. He reported the District is in receipt of their \$250.00 cleaning/security deposit as well as their liability insurance listing the District as an additional insurer.

Treasurer Ortiz requested what kind of in-kind service will be provided.

Mr. Melton responded in-kind service is in the form of community service; facility users will be directed to perform a specific project in the park or pick up trash around the park. In the past the District has requested hour for hour of in-kind service. Staff is now proposing a project based service. Staff is currently assembling a list of projects that need to be completed in the parks. This list will be divided and shared with both the Girls Scouts and Boy Scouts.

After additional discussion Vice Chair Severt made a motion to approve Girl Scouts request for the use of the Sun Valley Neighborhood Center as presented by staff. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Introduction of Sun Valley General Improvement District Public Relation/Marketing Consultant Kelly Glenn with Roo Co.

Kelly Glenn with Roo Co introduced herself as the District new Public Relations/Marketing Consultant. She thanked the Board of Trustees for approving her proposal and is looking forward to working with the District. She has met with District staff to get an understanding of the District and its services it provides to the community as well as learning about the history of the District and how it has evolved.

Vice Chair Severt welcomed Ms. Glenn and looks forward to working with her. Ms. Severt stressed the importance of sharing with the customers what the District does for the community, how funds are spent within the community and promoting events. It is important to share the success of the District and amenities available for the community.

There were no public comments.

Item# 13. Review and action to approve Sun Valley General Improvement District 2020 winter newsletter articles.

Ms. Glenn provided a list of suggested articles for the upcoming 2020 winter newsletter. Articles include: Recognition of the Sun Valley General Improvement District Extra Mile Award, Photo Contest Winners, Community Service Award Recipients, and District staff CPO Certification, District 2020 Meeting Schedule and election of officers, Garbage/Recycling program, Veterans Day Recap and promotion of the District's Comment/Suggestion Box. The winter newsletter is scheduled for distribution January 2020. Ms. Glenn stated she is going to continue with a clean and user friendly newsletter layout. She would like to implement a "Did You Know" column to start educating the customers of everything the District does and provide contacts for resources outside the District's scope of work.

Chairperson Ainsworth stated Hobey's Casino suggested an article regarding pedestrian safety, use of cross walks and suggesting pedestrians to consider wearing reflective clothing.

Vice Chair Severt made a motion to approve the suggested newsletter articles as presented including the suggested article regarding pedestrian safety. 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 reported he and Ms. Merritt attended the Truckee Meadows Water Authority board meeting and provided public comments regarding their proposed 2.5% rate increase. He stated, based on Truckee Meadows Water Authority staff report their net revenues reflect \$153M in unrestricted cash that could be used towards their debt. He requested for Truckee Meadows Water Authority staff to verify if the need of a rate increase is still warranted prior to final reading. He stated if rate increase is passed, the District potentially will need to pass on the increase to District customers.

Item# 16. Manager report by Jon Combs.

Mr. Combs reported on the following items;

- He is working with the District's auditor; he is anticipating reviewing the draft audit next week with presentation to the Board of Trustees in November. It appears that the auditor is going to accept staff's submittals for the appraisals of the District's properties and water rights; this was possible with the assistance of Ms. Merritt and Shaw Engineering.
- The District's current computer operating system is Windows 7; Windows 7 will no longer be supported in the near future. Staff has been consulting with Erlach, the District's IT consultant, and there is a need to upgrade all the District's computers to Windows 10. Staff will be replacing the billing and accounting computers first, due to the severity and the remainder of the computers will be budgeted for during the next fiscal year budget.

- He had the District's accountant, Ms. James perform an audit on the Middle School Project to ensure everything was billed properly so we can finalize the project. There was a finding, the District's prior account had billed Washoe County School District 100% for project 2 instead of the 67% and billed 100% for project 3 instead of 18.6% per the agreement. After reconciling the total expenses for project 2 and project 3, the total over billing to Washoe County School District was \$89,156.08. The District currently has an outstanding invoice with Washoe County School District in the amount of \$58,126.86; the net refund due to Washoe County School District is \$31,029.22. The District will be refunding the Washoe County School District with the next schedule payables.
- He wished Treasurer Ortiz a happy birthday on behalf of the District.

Item# 17. Public Comments.

None

Item# 18. Board Comments.

Trustee Rider inquired with Mr. Melton what is moving into the old meat marketing on 5th Ave., he noticed a new line was being installed.

Mr. Melton responded the structure is being renovated to become a new convenience store. The tenant was required by the District to bring the backflow up to code and install an RP backflow that is required for all commercial businesses.

Treasurer Ortiz stated the new high school ground breaking at Wild Creek Golf Course is scheduled for November 22, 2019.

Vice Chair Severt encourage everyone to follow the Desert Skies Middle School Facebook page. The middle school is doing a great job of being a community driven middle school and compliments the student involvement. Students have taken ownership and pride within their school. She also stated there is a naming committee for the new high school at the Wild Creek Golf Course; submittals are due by November 6, 2019. She is aware that majority of the community is supporting the name Debbie Smith for the new high school. Ms. Smith was huge advocate for student education and she can't think of a better person to honor.

Item# 19. Future Agenda Items.

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

- Review of all credit card fees and credit card procedure
- Presentation by CliftonLarsonAllen of the District FY 18/19 Audit
- Approval of purchasing map cabinets for archiving

Item# 20. Adjournment.

Secretary Barstow made a motion to adjourn at 6:41pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on November 14, 2019.

Minutes Prepared by:

Jennifer Merritt, Administrative Assistant