



## **Sun Valley General Improvement District Board Meeting Minutes of October 27, 2022**

### **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:**

Chris Melton	SVGID, General Manager
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

### **Other Members Present:**

Kaylin Aytes	Public
Carol Burns	Public
Alta Ellis	Public
Mark Neumann	Public
Bo Ramsey	Public
Mike Revty	Public
Glenda Walls	Public
Ray Simon	Hobey's Casino
Kelly Glenn	Roo Co.

**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.**

Mr. Neumann commented he attended the Chocolate Dr. neighborhood meeting. The meeting was an opportunity for the community to ask questions about the development and provide an update on some of the infrastructure improvements; there still a lot of unknowns at this time. He is continuing to work with a school board member with Washoe County School District regarding Highland Ranch Parkway school zone and providing the youth a safe crossing path to and from schools.

**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. Melton announced the District will be closed October 28, 2022 in observance of Nevada Day. District's Veterans Appreciation Breakfast is November 5, 2022 at the Sun Valley Neighborhood Center from 9 a.m. to 11 a.m.

**Item# 7. Discussion and action to approve account payables for October 27, 2022.**

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for October 27, 2022.

*Treasurer Ortiz made a motion to approve the account payables for October 27, 2022 in the total amount of \$196,802.51. 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 October 13, 2022.**

*Treasurer Ortiz made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of October 13, 2022 as submitted. Trustee Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 9. Presentation to the 2022 Sun Valley Photo Contest Winners.**

The Board of Trustees presented prizes to the 2022 Sun Valley Photo Contest Winners. The 2022 Photo Contest Winners are: First Place Winner, Anna Kutulas for her picture of Sun Valley Regional Park. Second Place Winner, Alta Ellis for her picture of beautiful pink blooms. Third Place Winner, Kaylin Aytes for her summer evening. The Board congratulated to all the winners and thanked all of the photo contest participants.

There were no public comments.

**Item# 10. Presentation to the 2022 Community Service Recipients.**

The Board of Trustees presented awards to the 2022 Sun Valley Community Service Award recipients. Hobey's Casino was recognized for their continued support to the Sun Valley community. They allowed Sun Valley residence to use the Hobey's banquet room for Citizen Advisory Board meetings at no cost to the community. A special thanks to Ray Simon for his generosity. Laura Peterson was recognized for her dedication and hard work for the youth of Sun Valley. She spent a total of 18 years shepherding many Sun Valley students as Dean of Lois Allen Elementary and eventually Principal of the educational jewel of Sun Valley, Desert Skies Middle School. Ms. Peterson's vision for this new school was to begin a culture of caring and servitude, which continues today. Ms. Peterson was able to set the tone immediately by allowing students to express their opinions and shape the culture of the true community school. To watch the first-class graduate to ninth grade was a moment cherished in the community and Ms. Peterson will always be known as the Principal of Desert Skies Middle School.

There were no public comments.

**Item# 11. Discussion and possible adoption of Resolution 2022-02 regarding Sun Valley General Improvement District designated areas for public petitioning per NRS 293.127565.**

Ms. Merritt provided a copy of the District's Public Petitioning Policy for review. Ms. Merritt reported the District has always had a Public Petitioning Policy as required by NRS 293.127565. The policy was located within the District's Personnel Manual, this policy was recently removed the personnel manual because it was not related to District personnel. Staff with the assistance of District's legal, felt it was better suited to adopt a resolution that specifies the District's Public Petitioning Policy. She stated all government agencies are required to designate an area for the use of any person to gather signatures on a petition at any time that building is open to the public. The person or group seeking to utilize the designated area must notify the District prior to the date and time of any petitioning activity. The District has designated two sites for petitioning; the District's main office in the sidewalk area south of the main entrance and at the Sun Valley Community Park on the concrete area of the southern portion of the parking lot adjacent to the main entrance.

*Vice Chair Severt made a motion to adopt Resolution 2022-02; Sun Valley General Improvement District Public Petitioning Policy per NRS 293.127565 as presented by staff. Trustee Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 12. Discussion and possible action to approve Sun Valley General Improvement District policy regarding newsletter, media, bulletin board, marquee and league advertising.**

Ms. Merritt provided a copy of the District's current adopted Advertising Policy and a copy of a new draft policy. Ms. Merritt reported the current adopted Advertising Policy is strictly for league use. The new policy is all encompassing, distribution of various information to bring awareness to the Sun Valley community of events, programs, and services provided by the District, community stakeholders, and permitted authorized user(s) of District facilities.

Ms. Merritt reported the District has various advertising platforms, i.e., notes on billing statements, quarterly newsletter, three bulletin boards, electronic marquee, website, Facebook page, and office lobby slideshow. She stated the District's information, services, and programs takes precedence. The District's advertising also includes Sun Valley events hosted by the District, sponsored by the District, or events on behalf of an entity leasing one of the District's facilities. Advertising may include, with approval of the District Manager, Sun Valley area-specific events. Unauthorized advertising will be removed promptly by the District. She gave examples of acceptable advertising; anything related to District business, community events specific to Sun Valley citizens, Sun Valley Citizens Advisory Board meeting notices, developer public meetings specific to Sun Valley, park, pool, and neighborhood center programs sponsored by the District, active lessees, or otherwise permitted by the District. Unauthorized advertising includes City or Washoe County programs/services – broader than Sun Valley and/or the District, yard sales, fundraisers, businesses, house rentals, lost pet(s), campaign/political advertising, etc.

Ms. Merritt reported staff has drafted a new advertising policy specific to leagues to replace the existing adopted policy. The new policy is similar to Washoe County's policy that follows Washoe County Ordinance. The new policy would allow for advertising/sponsorship signage only within their permitted designated area and only during the permitted time period. Advertising must be designed in such a way that no suggestion of endorsement and/or sponsorship by the District is implied. With temporary outfield fencing, permittee must obtain permission from the District prior to installing actual signage to ensure it doesn't interfere with irrigation systems. Advertising cannot be offensive or political in nature. The back of all signage must be uniform in color and design; vinyl banners are recommended for safety and durability. Leagues are responsible for any damage/vandalism to sign(s). Leagues will be given a ten-day cure period for removing or replacing any damaged/vandalized sign(s). Leagues must remove any installed signage at the end of its permitted time period.

Ms. Merritt reported staff's recommendation is to no longer collect an advertising fee from the leagues sponsorship program. Staff wants local leagues to have the opportunity to fundraise via sponsorships to help with maintain the fields, purchase needed equipment, uniforms, and any other league related business. The sponsorship program would be the responsibility of the league(s).

Trustee Rider commented he appreciates staff's recommendation regarding league advertising via sponsorship. He knows that Cal Ripken has been wanting to offer sponsorship opportunities to help with field maintenance and needed equipment. The last policy hindered the league from actually being able to fundraise from sponsorships.

Additional discussion ensued regarding type of sign material and if the signs had to be uniform in color and design. Most sponsorship banners are vinyl and contain business logo and company colors. Consensus was to keep "signage must be uniform in color and design" and opt for vinyl banner material.

*Vice Chair Severt made a motion to approve Sun Valley General Improvement District Advertising Policy with requiring all sponsorship banners be vinyl material and signage must be uniform in color and design. Trustee Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 13. Discussion and possible action to consider increasing the District's cred/debit card service fee from \$2.35 per transaction to a service fee of up to \$2.80 per transaction effective November 1, 2022.**

Ms. Dowling gave a presentation regarding the District's credit/debit card service fee. The District implemented its online payment portal February 2015, it was originally set up as a cost-share program between the District and the customer. The District continues to monitor transactions to ensure the credit/debit card service fee would cover majority of the banking expenses and not profit from the fee to stay compliant with governing rules regarding such service fee. The fee has varied over the past several years with the most recent fee being increased from \$1.00 per transaction to \$2.35 per transaction in May 2022. After review of the first quarter of the fiscal year 2022/2023, the net expense is a little over \$3,500.00. In order to meet the goal of the service fee covering as much of the cost as possible, an adjustment is necessary. Staff's recommendation is to increase the fee from \$2.35 to \$2.80 per transaction, effective November 1, 2022.

Ms. Dowling reported Springbrook is aware that the District, as well as several other agencies, are eager for another payment processing option where the total cost of each transaction is captured individually at the time of payment, based on the precise card the customer is using, and has indicated that they may have that available as early as the first quarter of 2023. Staff will bring that option before the Board as soon as it may become available.

Trustee Rider inquired if the bank costs are increasing. He also inquired if credit/debit card payment are decreasing or increasing.

Ms. Dowling responded the fees are various little fees that make up the total overall fee, the bank costs have not increased. The expense is based on number of transactions being processed, what card type was used for payment, and the total amount paid. Credit/debit card payments is the preferred form of payment followed by check payments by District customers.

Vice Chair commented most customers are conditioned to paying some type of convenience fee to be able to pay by credit/debit card. She hopes Springbrook is able to provide a payment portal that will properly collect the actual service fee for each individual transaction. This would eliminate the District trying determine what the quarterly or annually credit/debit card service fee should be.

Treasurer Ortiz commented customers have multiple payment options to choose from and majority of them are free.

*Trustee Rider made a motion to approve increasing the District's cred/debit card service fee to \$2.80 per transaction; with updating the District's Utility Fee Schedule. Vice Chair Severt seconded the motion. The motion carried unanimously.*

There were no public comments.

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

Ms. Shipman reported she attended the POOL/PACT Litigation Strategy Meeting. The meeting covered Open Meeting Law, Public Records, and Ethics. She provided a copy of the Nevada Commission on Ethics Quick Reference Guide that would be beneficial for the trustees to refer to. She stated the meeting was very informative.

**Item# 15. Office report by Erin Dowling.**

Ms. Dowling reported on the following items:

- The District Veterans Celebration Breakfast is Saturday, November 5, 2022 from 9 a.m. to 11 a.m., Washoe County will be providing the pancakes. The thank you gifts include a tote bag, thank you card, and various veteran's agencies brochures and swag.
- Staff met with Family Resource Center and they have been able to obtain additional benefits to assist clients with their water/wastewater bills.
- She attended the annual POOL/PACT Human Resource Conference; it was very informative. One of the biggest topics was the change and struggles in the work force on a national level.

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

Mr. Melton reported on the following:

- The Summit Church Medical Clinic was a success; they served 48 patients and issued 22 flu shots.
- The Northern Nevada Water Planning Commission and the Western Regional Water Planning Commission will be holding a joint meeting on November 2, 2022 to discuss prioritizing regional water projects.
- He wished all of the candidates' good luck on the November 8<sup>th</sup> election.
- He wished Trustee Rider a happy birthday on behalf of the District.

**Item# 17. Public Comments.**

Mr. Neumann thanked Mr. Simon with Hobeys Casino for all they do to support the Sun Valley community.

**Item# 18. Board Comments.**

Trustee Rider thanked Hobeys Casino for their community support. He wanted to remind everyone to get out and vote; he wished all the candidate's good luck on November 8<sup>th</sup>. Lastly, he encouraged everyone to attend the Veterans Breakfast Celebration to pay tribute to our veterans.

Vice Chair Severt commented the Family Resource Center is one of the best things that is available to Sun Valley. Family Resource Center has multiple resources that they can offer to individuals/families in need of assistance. Family Resource Center can be contacted by calling 211 or visit to 211.org to view the list of various resources. She attended the Summit Church Medical Clinic; she was very impressed with their professionalism. Lastly, this year's election has some new opportunities such as same day registration. She is also happy that individuals can vote anywhere and not just at a specific precinct site, making voting extremely convenient.

Chair Ainsworth commented both her and Mr. Melton will be attending the Northern Nevada Water Planning Commission and the Western Regional Water Planning Commission joint meeting on November 2, 2022. This is a great meeting and a lot gets accomplished. She also thanked those members who submitted nominations for the Sun Valley Community Service Award.

**Item# 19. Future Agenda Items.**

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

- Presentation by CLA of the District's 2021/2022 final audit
- Review of the winter newsletter article ideas

Vice Chair Severt requested a Safety Committee update.

Trustee Rider requested a COVID update.

**Item# 20. Adjournment.**

*Secretary Barstow made a motion to adjourn at 6:44 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on November 10, 2022

Minutes Prepared by: Jennifer Merritt, Administrative Assistant