



**Sun Valley General Improvement District
Board Meeting Minutes of
December 08, 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
Brad Baeckel	SVGID, Public Works Director
Jennifer Merritt	SVGID, Administrative Assistant
Nancyann Leeder	SVGID, Legal Counsel

Other Members Present:

Jim Ainsworth	Public
Mark Neumann	Public
Bo Ramsey	Public
Mike Revty	Public
Christine Kelly	University of Study Extended Studies

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 Truckee Meadows Fire Protection District will be hosting curbside wood chipping, dates and locations to be announced. Washoe County Senior Advisory Committee would like to provide updated computers for the seniors to use at the Sun Valley Neighborhood Center; some coordination with the District will be needed. Lastly, Washoe County Planning Commission approved Cannabis Lounges. Cannabis Lounges are only eligible if they are attached to an existing dispensary; neither of the Sun Valley dispensaries applied for a lounge.

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 Washoe County will be performing Oaths for all newly elected officials Tuesday, December 20th. The District office will be closed Monday, December 26th in observance of Christmas. The District office will also be closed Monday, January 2nd in observance of New Years.

Trustee Rider commented he was approached by several local business regarding bringing back Sun Valley Boulevard of Lights for 2023.

Treasurer Ortiz announced the Sun Valley Citizen Advisory Board will continue to meet the first Saturday of each month at Hobey's Casino for 2023.

Item# 7. Discussion and action to approve account payables for November 22, 2022.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for November 22, 2022.

Treasurer Ortiz made a motion to approve the account payables for November 22, 2022 in the total amount of \$354,452.67. Vice Chair Severt seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve account payables for December 08, 2022.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for December 08, 2022.

Treasurer Ortiz made a motion to approve the account payables for December 08, 2022 in the total amount of \$192,507.48. Trustee Rider seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

- Item# 9. Discussion and action to approve board meeting minutes of November 10, 2022.**
Trustee Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of November 10, 2022 as submitted. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

- Item# 10. Discussion and action to proclaim January as National Radon Action Month and to approve Radon Proclamation.**

Christine Kelly with University of Nevada Cooperative Extension gave a brief presentation regarding radon. Ms. Kelly reported radon is a colorless, odorless, and tasteless naturally occurring radioactive gas. Radon is a decay product of uranium, a common element in soil. One in four homes in Nevada has tested for elevated concentrations. Radon causes approximately 21,000 lung cancer deaths per year in the U.S. and is the leading cause of lung cancer among non-smokers. Testing for radon is easy, it is a three-day process. Once the kit has been sent to the lab for testing, results typically take about two weeks. If radon is detected there are several measures that can be taken to fix the problem. Ms. Kelly reported Nevada has collected radon data since 1989; continual data collection is important to see how radon evolves throughout Nevada. University of Nevada Cooperative Extension is offering free test kits from January 1, 2023 through February 29, 2023. Sun Valley General Improvement District will be listed as a distribution site for kits. University of Nevada Cooperative Extension is also offering several radon presentations throughout Washoe County. She reported more information on radon is available on the radon website www.RadonNV.com or by calling 775-336-0252.

Audience member Ms. Kennedy inquired if homes in the Highland Ranch community have been tested. She also inquired if a home should be tested every year.

Ms. Kelly responded homes should be tested every two years. Testing for radon is not a state requirement, but is strongly encouraged by homeowners test their homes.

Audience member Mr. Neumann inquired if Ms. Kelly would be available for additional community presentations. He would like to invite Ms. Kelly to the Sun Valley Citizens Advisory Board meeting and the Highland Ranch Homes Owners Association for presentations.

After further discussion Trustee Rider made a motion to adopt the Radon Proclamation and proclaim January 2023 National Radon Action Month. Vice Chair Severt seconded the motion. The motion carried unanimously.

- Item# 11. Resolution presentation to Chair Sandra Ainsworth for twelve years of service.**

The District Board of Trustees and staff recognized Chair Ainsworth for her extraordinary contribution to the Sun Valley General Improvement District. Sandra Ainsworth served for 12 years as a Trustee for the District. Her service significantly impacted her personal time, and was given with extreme dedication and commitment, and she brought vast practical experience to the District. Her inquisitive and practical approach to issues brought better understanding and perspective to numerous issues, and she demonstrated the ability to focus on pertinent issues and render a consensus based on what is right for the Sun Valley Community and its residents.

Chair Ainsworth thanked everyone, she appreciates each of the trustees and staff and has enjoyed working together for the betterment of the community.

The District thanked her for her service.

There were no public comments.

Item# 12. Discussion and action to approve renewal of Sun Valley General Improvement District Workers Comp Insurance.

Mr. Melton provided a copy of the Districts 2023 Workers Comp Insurance renewal with Benchmark Insurance Company. The 2023 proposed renewal amount is \$11,436.00 a minimal decrease from last year; premiums are based on the 2022 paid compensation of all employees, trustees and volunteers.

Vice Chair Severt made a motion to approve the renewal of the District's 2023 Workers Comp Insurance with Benchmark Insurance Company for the amount of \$11,436.00 as presented by staff. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Discussion and action to nominate a Sun Valley General Improvement District Trustee as a representative to Washoe County Debt Management Commission for a two-year term.

Mr. Melton reported Washoe County Debt Management Commission allows for one representative of the general improvement districts, to be nominated by the governing bodies. This position would represent all the general improvement districts for a two-year term. The Board of Trustees need to nominate a Sun Valley General Improvement District Trustee to be placed on the Washoe County Debt Management Commission Ballot for voting purposes.

Chair Ainsworth commented the Washoe County Debt Management Commission meets quarterly during normal business hours to review debt management plans of local government entities and approve debt issuance by local government entities. She nominated Susan Severt to represent the general improvement districts.

Vice Chair Severt accepted the nomination.

Treasurer Ortiz made a motion to nominate Susan Severt to represent the general improvement districts on the Washoe County Debt Management Commission for a two-year term. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Discussion and possible action regarding District use of Prosser Properties for future expansion.

Mr. Melton reported in 2006 the District Board directed management to acquire adjacent properties located on Prosser Way for future expansion of the Sun Valley General Improvement District (District) operations. To date, the District owns eight of the ten Prosser Way properties. The District purchased has 5081 Prosser Way, 5083 Prosser Way, 5085

Prosser Way, 5089 Prosser Way, 5091 Prosser Way for the total amount of \$710,885.34. The District has rented out these units to help recoup of the District's initial investment. To date, the District has collected \$724,411.19 in rental income for these properties. Other properties that were acquired, but not rented out, include 5095 Prosser Way, 5097 Prosser Way, and 5099 Prosser Way. The total purchase price for these properties was \$331,738.55.

Mr. Melton reported as the District continues to grow, it is staff's recommendation to start the planning process for the future expansion. The District has outgrown its existing shop; rather than expanding on the existing shop, staff would like to consider relocating the District shop to Prosser Way. This will allow for a sizable shop to be constructed to house oversized equipment and potentially provide additional office space for the field department. There will be a need in the near future to acquire 5087 Prosser Way and potentially 5075 Prosser Way; this will be dependent on the expansion engineer study findings. A request for an Engineer's Design Study proposal has been requested and will be presented at a future meeting.

Mr. Melton reported over the years the District has acted as property management to the various properties; this includes qualifying new rental applications, performing routine maintenance, various repairs, and performing necessary improvements to get units back to a rentable condition in between leases. The two properties staff is not seeking to renew lease agreements with are 5085 Prosser Way and 5089 Prosser Way. At the time the properties were leased, the lessees were informed that both the properties were being leased in an "as is condition" and of the future intended use of the properties. The District advised lessees that ample notice would be provided to allow the obtaining of alternative housing if the District decided to terminate or not renew a lease. He reported 5085 Prosser is a 1977 single wide and was purchased on 01/02/2007 for the total amount of \$104,966.18 (\$90,000 for the land and \$14,966.18 for the Mobile Home). To date the District has collected a total of \$115,065.00 in rental income, has expensed more than \$16,000.00 over the past 12 years (this doesn't include staff time) and performed a total of 83 service calls for an average of 5 service calls per month. A majority of the service calls were related to the hot water heater (that has been replaced twice), heater furnace (has a bad motor that is non-replaceable without having to retrofit a new furnace) and multiple leaks and clogged lines due to the old galvanized plumbing. This property would require in the near future - a new roof, new heater furnace, new carpet and additional new plumbing; estimated repair expense is a minimum of \$25,000.00. He reported 5089 Prosser is a 1980 double wide and was purchased as land only on 12/20/2006 for the total amount of \$106,039.47, the mobile home was later purchased during a Washoe County property auction on 06/12/2012 for the total amount of \$1,700.00. To date the District has collected a total of \$126,245.00 in rental income expensed more than \$15,000 over the past 12 years (this doesn't include staff time) and performed and a total of 69 service calls for an average of 4.5 service calls per month. A majority of the service calls are related major water leaks due to aging and brittle plumbing. This property would require in the near future - a new fence, interior ceiling, new carpet, new subfloor, and additional new plumbing; estimated repair expense is a minimum of \$20,000.00. In preparation of the future expansion staff is requesting approval to start the process of not accepting any new renters upon the termination of leases and approval not to renew 5085 and 5089 Prosser leases set to expire on June 30, 2023 due to the units age and the extensive amount of work that needs to be performed to keep them in habitable condition.

Trustee Rider commented it is not in the best interest for the District to continue to invest in the properties that is going to continue to cost the District to maintain them for a short period of time, especially since the District has already recouped its initial investment.

Treasure Ortiz commented it was smart planning by the District board and staff; being able to plan ahead and have an investment pay for itself. She inquired how the District can expand without 5075 Prosser Way.

Mr. Melton responded the District will need to acquire 5087 Prosser Way in the future, because it sits in the middle of the existing Prosser properties. He stated 5075 Prosser Way is yet to be determined if it will be needed, at this time he does not believe this property will interfere with the District's expansion.

Vice Chair agreed with Treasurer Ortiz and complimented the District for the pre-planning of the District's future expansion. She doesn't think anyone thought the District would grow so fast, but as the community continues to expand so does the District.

Audience member Mr. Neumann inquired if the District foresees any issue acquiring 5087 Prosser Way.

Mr. Melton responded he has been in communication with property owners of 5087 Prosser Way, and he does not believe there will be an issue acquiring the property.

Vice Chair Severt made a motion to approve staffs request not to renew lease agreements for 5085 and 5089 Prosser Way effective June 30, 2023; and authorize staff to purchase 5087 Prosser Way. Trustee Rider seconded the motion.

During discussion Chair Ainsworth inquired if any other existing rentals will be considered for non-renewals. She also inquired if the District will rent 5087 Prosser Way to help recoup some of the District's investment.

Mr. Melton responded, at this time the three other units are in good condition and does not foresee having to not renew leases until actual construction. Staff is hoping to start with the expansion within the next five years. He stated it is unclear at this time if the District will rent 5087 Prosser Way; it will be dependent on the timing of the acquisition of the property and the condition of the property.

After additional discussion the motion carried unanimously.

Item# 15. Review and discussion to approve Western Electric's proposal for a not to exceed amount of \$25,000 to retrofit existing outdoor and building lighting at the Sun Valley Community Park.

Mr. Baeckel reported Staff is requesting approval by the Board of Trustees to replace the existing parking lot lights and exterior building lights at the Community Park. Scope of work includes replacing pole light heads with energy efficient LED heads, and replacing the exterior building lights at the Community Center, Sun Valley Pool, and Mary Hansen Building with energy efficient LED fixtures. Enclosed is the proposal from Western Electric for your review and consideration. Staff is recommending approval of Western Electric's proposal with a not to exceed amount of \$25,000.00. This should account for the additional cost of renting a lift, obtaining permits and other unforeseen issues that may arise. This project would be funded by the ARPA sub-grant money received from Washoe County. Mr. Baeckel reported he tried to obtain additional quotes, but Western Electric's was the only proposal submitted with everything the District requested. Per NRS 332.115 the District can approve this contract without having to request for competitive bids.

Trustee Rider inquired how much of a savings will the District receive by retrofitting all of the existing light fixtures to LED.

Mr. Baeckel responded he is not aware of the overall savings the District will see or how long it will take before there is a savings.

Mr. Melton responded the initial savings is the project expense being paid with grant funds and not District funds. He does not think there will be a significant savings on the electric bills, but the impact will be the brightness of the new light fixtures. Having the parks with better lighting will be safer for park users and potentially decrease vandalism at the park, in return is a savings on staff time.

Audience member Mr. Neumann inquired if new security cameras are being considered with all the park improvements.

Mr. Melton responded staff is looking into security cameras.

Trustee Rider made a motion to approve Western Electric's proposal with a not to exceed amount of \$25,000.00 for updating the Community Park exterior lighting as presented by staff. Secretary Barstow seconded the motion. The motion carried unanimously.

Item# 16. Legal report by Nancyann Leeder.

None

Item# 17. Field report by Brad Baeckel.

Mr. Baeckel reported on the following items:

- Sierra Strippers has completed the resurfacing of the basketball court and pedestrian walking path, the contractor will come back to install a retaining curb weather permitting.

Item# 18. Manager report by Chris Melton.

Mr. Melton reported on the following:

- Commissioner Jung has generously donated \$10,000 to help with the purchase of new playground equipment at the Sun Valley Community Park.
- The District will perform the last set of accounts payable checks and payroll on December 21st, there is a need for two trustees to sign checks at the office.
- He congratulated Sandra Ainsworth for her twelve years of service on the District Board and thanked her for all of her support through the years.

Item# 19. Public Comments.

None

Item# 20. Board Comments.

Trustee Rider thanked Sandra Ainsworth for her service, she is been an inspiration for him and he is grateful to have been able to learn from Sandra the role of a trustee.

Secretary Barstow commented he is going to miss Sandra's smiling face and willingness attitude. He appreciates her role as chair for the past several years.

Treasurer Ortiz thanked Sandra for her mentorship.

Vice Chair Severt commented Sandra has led the District through two general managers and reorganized the District's financial department. The board of trustees work together as a whole, it has been possible with good leadership.

Chair Ainsworth thanked everyone, she has truly enjoyed representing the residents of Sun Valley and working with District staff.

Item# 21. Future Agenda Items.

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

- Election of officers
- Review and approval of the 2023 District board meetings
- Possible removal of assets that cannot be located or that have been fully depreciated

Trustee would like to have a brief general overview of the various development projects; status update.

Vice Chair Severt discussion and appointment of District representative for POOL/PACT.

Item# 22. Adjournment.

Chair Ainsworth made a motion to adjourn at 6:53 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on January 12, 2023
Minutes Prepared by: Jennifer Merritt, Administrative Assistant