



**Sun Valley General Improvement District  
Board Meeting Minutes of  
October 13, 2016**

**Board Members Present:**

Susan Severt	Vice Chair
Margaret Reinhardt	Secretary
Garth Elliott	Treasurer
Joseph Barstow	Trustee

**Board Members Not Present:**

Sandra Ainsworth	Chair
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**Staff Present:**

Darrin Price	SVGID, General Manager
Chris Melton	SVGID, Field Supervisor
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Carol Bratcher	SVGID, Accountant
Maddy Shipman	SVGID, Legal Counsel

**Other Members Present:**

Kenny Czech	Audience
Trevor Johnson	Audience
Carmen Ortiz	Audience
Michael Rider	Audience
Glenda Walls	Audience
Gabrielle Enfield	Washoe County Grant Administrator

**The meeting of the Sun Valley General Improvement District was called to order by Vice Chairperson Severt 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; Vice Chair Severt, Treasurer Elliott, Secretary Reinhardt and Trustee Barstow. A quorum was present.

**Item# 2. Pledge of Allegiance.**

Led by Mr. Melton

**Item# 3. Public comments for items not on the agenda.**

Mr. Johnson gave a brief update regarding the Sun Valley Community Garden. The garden had a late start but they have begun harvesting the garden. He hopes that they will have a larger production next year with an earlier planting season next year.

Mr. Elliott reported at the recent Washoe County Commission meeting they held their first reading regarding Washoe County Code Amendments regarding hoop houses and cargo containers. He stated during the discussion the County is requiring residents with 1/3 acre parcel to pay the same price as someone with a multi-million dollar parcel for a permit for a hoop house and/or cargo container. After further discussion the Commissioners decided to only require a \$25 placement permit for such structures. He stated originally Commissioner Jung was against cargo containers being allowed in Sun Valley, after he spoke with Commissioner Jung regarding the importance of why Sun Valley should be allowed to have cargo containers on their property for storage purposes; Commission Jung is reconsidering her decision. Mr. Elliott encouraged everyone to attend the Washoe County Public Hearing in November to voice their opinion regarding the Washoe County Code Amendments regarding hoop houses and cargo containers.

**Item# 4. Motion to approve the agenda.**

*Secretary Reinhardt made a motion to approve the agenda. Treasurer Elliott seconded the motion. The motion carried unanimously.*

**Item# 5. Certify posting of the agenda.**

Jennifer Merritt certified posting of the agenda.

**Item# 6. Trustee/Manager's announcements, request for information, and statements relating to items not on the agenda.**

Treasurer Elliott commented he is a citizen representative for the Washoe County Senior Citizens Advisory Committee. The committee meets quarterly and reports to the Board of Commissioners. If anyone has any suggestions regarding the senior nutrition program, he would be happy to relay public suggestions.

**Item# 7. Discussion and motion to approve accounts payable and customer refunds for October 13, 2016.**

Treasurer Elliott gave a brief report of the accounts payable for October 13, 2016.

*Treasurer Elliott made a motion to approve the accounts payable for October 13, 2016 in the total amount of \$213,009.16. Vice Chair Severt seconded the motion. After discussion the motion carried unanimously.*

Treasurer Elliott gave a brief report of the customer refunds for October 13, 2016.

*Treasurer Elliott made a motion to approve the customer refunds for October 13, 2016 in the total amount of \$1,756.30. Trustee Barstow seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 8. Discussion and motion to approve board minutes of September 22, 2016.**

*Trustee Barstow made a motion to approve the board minutes of September 22, 2016 as submitted. Vice Chair Severt seconded the motion. The motion carried by the following: Ayes – Trustee Barstow, Treasurer Elliott, Vice Chair Severt*

*Abstain – Secretary Reinhardt (absent from meeting)*

There were no public comments.

**Item# 9. Presentation by Washoe County Grant Administrator Gabrielle Enfield regarding the Community Development Block Grant application process and consideration of District Community Development Block Grant project submittals with possible direction to staff.**

Gabrielle Enfield, Grants Administrator for Washoe County gave a brief presentation on the process of the Community Development Block Grants (CDBG). She stated the CDBG program is funded by the United States Housing of Urban Development. Washoe County participates in the CDBG program through the State of Nevada. The State of Nevada receives a block grant and sub-grants, these funds up to 26 eligible rural cities and counties. She stated the primary goal of the national CDBG program is to develop viable communities by providing decent housing, suitable living environments and expanding economic opportunities, primarily for low and moderate income persons. To qualify for the CDBG the County has to meet one of three United States Housing of Urban Development national objectives; benefit low/moderate income persons (51% or more); aid in the prevention or elimination of slums or blight; or meet other community development needs having a particular urgency because conditions pose a serious and immediate threat to the health or welfare of the community and no other financial resources are available. She stated this year the State is expecting to have \$2,386,000.00 dollars in grant funding for next fiscal year. Of those grant funds, \$1,418,000.00 dollars will be applied towards general grants for: Public Facilities (such as water, sewer systems, community centers, or emergency vehicles), Public Services (such as senior food programs, homeless services, immunization programs), Planning (such as comprehensive plans, feasibility studies, capacity building). The primary focus will be to fund projects that create economic development.

Mr. Price inquired how is economic development associated with slums or blight of low or moderate income.

Ms. Enfield responded the stated CDBG program requires economic development projects that will create jobs. There were past projects such as an industrial park primarily in a low to moderate community that created jobs for those residents. The State CDBG program has started prioritizing projects focusing on projects that will create jobs.

Mr. Price stated it was difficult to show economic development for pool rehabilitation. The original intent of the CDBG program was to help communities and not the economy.

Ms. Enfield continued with her presentation and reported on the application process. She stated Washoe County is eligible to apply for projects that are located in unincorporated areas of the County only. Each eligible jurisdiction can submit two applications for the jurisdiction, in addition to any applications for the set-aside project areas. This year's due dates and timeline for CDBG submittal are as follows: Intent to apply due October 15, 2016, a new process this year is a pre-application due November 4, 2016, if pre-application is accepted the formal application is due November 10, 2016. All applications are reviewed by an advisory committee; the committee will recommend what applications will be submitted to the Washoe County Commissioners for approval on December 13, 2016. Approved applications will then be reviewed by the State CDBG Committee March of 2017.

Ms. Enfield stated over the past 30 years Washoe County has implemented 49 grant projects that were funded through the State of CDBG program for a total funding amount of

\$4,689,000.00 dollars. These projects have provided a significant benefit to the residents of Washoe County. She also reported since 2009, over \$1,000,000.00 dollars in CDBG funding has benefited the Sun Valley Community. Three potential CDBG projects are ADA ramps and sidewalks for Sun Valley Boulevard intersections located at 4<sup>th</sup> Avenue and 5<sup>th</sup> Avenue in Sun Valley. Gerlach Asset Mapping – ArTrail to help promote recreational opportunities and small business development training.

Treasurer Elliott stated he wanted to have EDAWN assist the District last year with its grant application for pool rehabilitation to show how it provided economic development. He inquired if the same criteria for the upcoming grant application process still requires projects to create/provide jobs. He stated sidewalk projects don't create long term jobs and the State is not following their own rules.

Ms. Enfield responded she has not heard of any deviation from the state regarding any changes for the current CDBG program.

Treasurer Elliott stated the Sun Valley community is struggling with keeping the valley clean and free of garbage. He would like to see if there is an option for a public service regarding providing dumpsters for cleanups and junk vehicle removal.

Mr. Price stated the District has had previous discussions how to assist the community with garbage cleanup. He inquired of the CDBG can be used towards a public event.

Ms. Enfield responded CDBG can be used towards public service projects.

Vice Chair Severt inquired if the public service project would also cover the blight component.

Ms. Enfield responded the CDBG qualifications regarding blight are very specific. She does not believe the blight component would be covered in a garbage removal as a public service project. The governing body that is a recipient of CDBG would have to identify the area(s) of blight and revitalize it.

Audience member Mr. Rider stated as a representative of the Sun Valley Cal Ripken, a cleanup of the community would assist Sun Valley Cal Ripken's plan to bring regional tournaments to the community. He stated if Sun Valley Cal Ripken was able to successfully offer regional tournaments in the Sun Valley Parks, this would increase visitation in the community and potentially stimulate business within the existing businesses.

Vice Chair stated she was very disappointed with the new requirement last year regarding the economic development. There are so many communities around the United States that rely on CDBG to enhance their communities. She stated she likes the idea of coming up with a public service project, but has concerns that it won't be accepted because it lacks the economic development of creating jobs.

Mr. Price stated the two projects that staff would like to consider submitting for CDBG would be a public service project, assistance with the District's Water Master Plan, additional sidewalk projects and pool rehabilitation.

Secretary Reinhardt stated she likes the two ideas of a public service project to assist with garbage removal and assistance with the District's Water Master Plan.

Additional discussions ensued regarding potential projects and consideration of postponing submitting a CDBG application for 2017/2018 and develop a garbage/beautification program to submit for 2018/2019.

After further discussion staff was directed to bring CDBG agenda item back at the next board meeting for further discussion.

The Board thanked Ms. Enfield for her presentation.

**Item# 10. Discussion and action regarding Sun Valley General Improvement District 2016 Photo Contest.**

Ms. Merritt reported the District initiated its photo contest in 2007. The contest was designed to encourage individuals to get outside and recreate while taking pictures of what Sun Valley means to them. The contest rules are: each participant must live in Sun Valley and be a District customer, one photo submittal per participant and all photos must be taken in Sun Valley. She stated the District received a total of nine photo submittals.

**A. Judging and selection of photo winners.**

*Trustee Barstow made a motion to approve two first place winners because of a tie and one second place winner. The two first place winners are: photos of a quail and roses with a wagon wheel. The second place winner is a photo of the daylight cloud formation. Secretary Reinhardt seconded the motion. The motion carried unanimously.*

**B. Motion to approve contest prizes.**

*Secretary Reinhardt made a motion to approve cash prizes of \$75 for first place winners and \$50 for second place winner. Treasurer Elliott seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 11. Review of Community Service Award nominations with motion to approve award recipients.**

Ms. Merritt reported the District received two nominations for the Community Service award. The two nominations are for Toni Holloway-Jeakins and Clara Lawson with Washoe County. She stated Toni was nominated by Food Pantry of Sun Valley because she took her allowance and started a fund called Pennies for Jesus. This fund was designed to help payback the Food Pantry of Sun Valley after someone broke into the storage containers and took food supplies. She stated Clara was nominated by Vice Chair Severt for her dedication and commitment to improving pedestrian safety on Sun Valley Boulevard.

Both Treasurer Barstow and Vice Chair Severt read into the record their nominations for both Toni Holloway-Jeakins and Clara Lawson.

*Treasure Elliott made a motion to approve nominations for the Community Service Award. Secretary Reinhardt seconded the motion.*

During discussion Trustee Barstow stated he is affiliated with the Food Pantry of Sun Valley and his vote is not bias in any way regarding the nomination of Toni Holloway-Jeakins.

*The motion carried unanimously.*

There were no public comments.

**Item# 12. Update regarding the District's elimination of electronic checks as a payment method for customers with possible direction to staff.**

Ms. Dowling stated on September 22, 2016 she advised the Board that effective October 14, 2016 the District will no longer accept electronic checks as a payment method on customer accounts. She stated all customers were noticed of the elimination of electronic checks in the form of a billing insert, advertised in the front office and on the District's website. Staff has assisted with phone calls regarding the notification and the biggest concern from customers is they wanted to make sure they were still capable of making a payment via bill pay through their bank and/or continue with Automatic Payment (ACH). Staff has done an outstanding job clarifying the difference between each payment method options.

Ms. Dowling reported the District first implemented the electronic checks payment feature in February 2015 in order to provide as many payment options possible for customers. Staff understood some analysis would be required over time to determine whether or not electronic check payment method proved to be practical for the District since the settling and reconciling is a timely process. The District receives on average 175 electronic check payments per month. Each transaction takes anywhere from one to five business days to settle, and payments attempted toward the latter part of the month carry over as pending payments in the next month, all of which require individual tracking from time payment was attempted to the time is settles.

Secretary Reinhardt inquired what is considered an electronic check.

Ms. Dowling responded an electronic check is when an individual provide their personal banking routing and account number to have a payment deducted from their account. This is separate from a Debit/Credit card, Bill Pay (when an individual logs into their banking account and requests a payment at which time the bank issues a check and mails it on behalf of the customer) and Automatic Payment (ACH) (when a customer requests monthly automatic deduction from their bank account on their due date, this is performed by District staff).

Ms. Dowling stated staff has worked together as well as with the merchant company, the online payment company and the bank to gain knowledge, training and reporting necessary to analyze this process and concluded; because the electronic check requires such extensive time and resources from staff, it is not practical nor is it an efficient payment method for the District. Staff has researched other like-agencies and three agencies accept electronic checks and the other four agencies do not.

Treasurer Elliott commented he does not have a problem eliminating the electronic checks as long as the customers have alternative payment methods. He stated he has never heard of an agency/company charging a service fee for an electronic check. He inquired how much the District charged for electronic checks.

Ms. Bratcher responded the District charges each customer the same service fee of \$2.71 per transaction for electronic checks credit or debit card payments. The District gets charged a service fee for these types of payments and the District passes those service fees onto the customer in efforts to offset expenses.

Mr. Price reported staff had reported to him of the issue regarding the processing and settling concerns for electronic checks. After careful consideration he directed staff to proceed with the elimination of accepting electronic checks and made sure sufficient notification was provided to the customers.

The Board accepted staffs presentation and no further action was taken.

There were not public comments.

**Item# 13. Discussion and direction to staff on proposed Electronic and/or Non-Electronic Message Marquee.**

Mr. Price provided a complete copy of the District Washoe County Administrative Permit Application for consideration for an Electronic Message Marquee. He stated because of the timing of when the application was submitted and the next Washoe County Board of Adjustment meeting, staff had to submit a letter waiving its right for a hearing within 50 days of the application submittal. He stated the District is requesting to keep the sign location at its existing location to help promote the senior program, community events, and other emergency information. He also stated he has been advised that Washoe County staff will be recommending denial of the District's request to the Washoe County Board of Adjustment. Washoe County will be recommending a new site location towards the intersection of West 7<sup>th</sup> Avenue and Sun Valley Boulevard to comply with the new Washoe County Sign Code. He is hoping by advising the Washoe County Board of Adjustment that the existing already sign lights up, that they will consider a grandfather clause. He warned the District Board that the Washoe County Board of Adjustment could potentially put conditions on the new sign if they accept the District's request

Treasurer Elliott commented on his concerns regarding the new Washoe County Sign Code. He stated he would be happy to speak with nearby residents regarding a potential Electronic Messaging Marquee to get their feedback if the Board directed him to.

Trustee Barstow stated Washoe County is a 24 hour town, he does not think it would be beneficial to the community to turn the sign off at night if it was a condition set by the Washoe County Board of Adjustment.

Audience member Mr. Rider concurred with Trustee Barstow's statement. He stated the Electronic Message Marquee would need to remain on at night time especially in the event of an emergency message.

The Board accepted staffs presentation and no further action was taken.

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

Ms. Shipman reported on the Incline Village General Improvement District lawsuit. She reported Incline Village General Improvement District is suing a citizen over a public records request. The particular citizen has a reputation of asking a lot of questions and the Incline Village General Improvement District Board and staff felt were overreached. The current status of the lawsuit is the District Court made a motion for reconsideration for continuation with the judgement against the citizen; now it is being appealed to the Nevada Supreme Court.

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

Mr. Melton reported on the following items;

- Phase 1 of the resealing of the parking lot at the Community Park was completed.
- Four of the District water storage tanks have been cleaned and inspected; staff is waiting on the formal inspection report.
- Staff will begin winterizing the parks
- He attended the Washoe County Board of Adjustment meeting and spoke on behalf of the District in support of the CSA Pre-K program at the Community Park.

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

Ms. Dowling reported on the following items;

- Invitations for the upcoming Veterans Day Celebration have been sent out to the various vendors and elected officials. She also reported Washoe County Senior Services has agreed to provide the pancakes and sides once again.

**Item# 17. Manager's report by Darrin Price.**

Mr. Price reported on the following items;

- Staff recently had a meeting with Washoe County School District regarding potential sites for a middle school. The Washoe County School District inquired about the District's vacant land that was donated by Ladera Ranch as one of the potential sites.
- At the recent Sun Valley Citizen Advisory Board meeting Washoe County staff member Mr. Hicks promoted on the various programs Washoe County has to offer. Mr. Maloy with RTC gave an update regarding the US 395 / Pyramid Highway Connector Project. In the recent map renderings RTC has eliminated the on/off ramp on Sun Valley Boulevard and relocated it by Lois Allen Elementary School. The public input and citizens of Sun Valley all requested to have an on/off ramp on Sun Valley Boulevard.
- The 2015/2016 District Audit is finished and will be presented to the Board at the November meeting.
- The City of Sparks is refinancing its SRF Loan for the Truckee Meadows Water Reclamation Facility. The refinancing could potentially offer a 307K savings over the course of 10 to 12 years. A portion of those savings will be passed on to the District; however, the District might have to participate with a portion of the refinancing fees. He will make sure to update the Board as needed.

**Item# 18. Public Comments.**

Audience member Mr. Rider announced he is a new member of the Sun Valley Citizen Advisory Board. He reported at the recent Sun Valley Advisory Board meeting the Board voted on its officers. The Sun Valley Citizens Advisory Board officers are: Chairperson Carmen Ortiz and Vice Chair Margaret Reinhardt; other members are Vicky Maltman and Carol Burns. Mr. Rider also commented on the RTC update and the importance of making sure the community fights to get the on/off ramp on Sun Valley Boulevard. The proposed location next to Lois Allen Elementary School is a bad idea.

**Item# 19. Board Comments.**

Treasurer Elliott reported he spoke with all of the business owners in Sun Valley and they are all against the proposed RTC plan not having an on/off ramp on Sun Valley Boulevard. The Sun Valley community needs to have an on/off ramp on Sun Valley Boulevard to help encourage business in the community. He commented he was happy to see the District in attendance at the Washoe County Board of Adjustments regarding the CSA Pre-K for Sun

Valley. He also thanked the Board for the opportunity to attend the recent P.O.W.E.R. Workshop at the Nevada League of Cities and Municipalities Conference. The workshop was very beneficial and very informative.

Vice Chair Severt commented she is disappointed with the Washoe School District, every time they get new trustees, they say they are going to build a Middle School for Sun Valley but they are always land speculating. She also commented she has received several phone calls from constituents regarding advertisement for water and sewer line insurance. She stated the letter looks very official and understands how constituents could get confused and/or alarmed by the notice.

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

Darrin Price reported the following items will be on the next agenda;

- Presentation by Washoe County regarding the Garbage Franchise Agreement
- Presentation by Washoe County regarding Land Conservation Act
- Presentation to the 2016 Sun Valley Photo Contest Winners
- Presentation to the 2016 Sun Valley Community Service Award Recipients
- Review of the winter Pipeline articles
- Discussion regarding potential CDBG projects

**Item# 21. Adjournment.**

*Secretary Reinhardt made a motion to adjourn at 7:54 pm. Treasurer Elliott seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on October 27, 2016.

Minutes Prepared by:  
Jennifer Merritt, Administrative Assistant