



**Sun Valley General Improvement District
Board Meeting Minutes of
January 12, 2023**

Board Members Present:

Susan Severt	Chairperson
Michael Rider	Vice Chair
Joseph Barstow	Secretary
Mark Neumann	Treasurer
Carmen Ortiz	Trustee

Board Members Not Present:

Staff Present:

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

Other Members Present:

Mike Revty	Public
Glenda Walls	Public
Kelly Glenn	Roo Co.

The meeting of the Sun Valley General Improvement District was called to order by Trustee 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; Trustee Severt, Trustee Barstow, Trustee Ortiz, Trustee Rider, and Trustee Neumann. A quorum was present.
- Item# 2. Pledge of Allegiance.**
Led by Trustee Rider
- Item# 3. Public comments for items not on the agenda.**
None

Item# 4. Motion to approve the agenda.

Trustee Rider made a motion to approve the agenda. Trustee Neumann 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 office will be closed Monday, January 16, 2023 in observance of Martin Luther King Jr. Sun Valley Citizen Advisory Board next meeting is February 4, 2023 at 10 am at Hobey's Casino.

Trustee Rider announced Sun Valley Cal Ripken/Babe Ruth has open registration; they would like to give a presentation to the District Board regarding improvements they would like for the fields.

Trustee Neumann announced he attended the North Valley Citizen Advisory Board meeting; Washoe County Library System inquired about installing a book kiosk at the Sun Valley Neighborhood Center.

Item# 7. Election of District Board of Trustees officers for 2023.

Trustee Rider nominated Susan Severt for Chair. Trustee Rider commented he is proud to serve on the District Board. There is a lot of dedication and a lot of experience and a lot of community involvement. He is nominating Susan Severt because she demonstrates good leadership skills and is dedicated to Sun Valley. Trustee Ortiz seconded the nomination. The nomination carried unanimously.

Trustee Barstow nominated Michael Rider for Vice Chair. Trustee Barstow commented Michael Rider has a flexible schedule to fill in, as needed, for the Chair. He has shown a lot of wisdom and knowledge to perform the duties. Trustee Severt seconded the nomination. The nomination carried unanimously.

Trustee Ortiz nominated Mark Neumann for Treasurer. Trustee Severt seconded the nomination. The nomination carried unanimously.

Trustee Rider nominated Joseph Barstow for Secretary. Trustee Neumann seconded the nomination. The nomination carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve account payables for December 21, 2022.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for December 21, 2022.

Treasurer Neumann made a motion to approve the account payables for December 21, 2022 in the total amount of \$651,028.36. Secretary Barstow seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 9. Discussion and action to approve account payables for January 12, 2023.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for January 12, 2023.

Treasurer Neumann made a motion to approve the account payables for January 12, 2023 in the total amount of \$172,546.37. Trustee Ortiz seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 10. Discussion and action to approve board meeting minutes of December 08, 2022.

Vice-Chair Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of December 08, 2022 as submitted. Trustee Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Review and action to approve 2023 Sun Valley General Improvement District Board of Trustees meeting schedule.

Mr. Melton reported staff is requesting for consideration to reduce the District Board of Trustees monthly meetings to one meeting a month. Reducing the meeting schedule will allow for staff additional time to prepare for agenda items, as well as, reduce various expenses. The Board of Trustees, at any time, can schedule additional meetings and/or workshops throughout the year as needed. Staff's recommendation is to hold the District meetings on the second Thursday of each month. Staff would like to continue with the current accounts payable schedule; second and fourth Thursday of each month to stay current with payables. This would require two Trustees to sign checks at the office on a rotation schedule. All payable reports will continue to be reviewed and approved by the Board of Trustees.

After discussion Vice Chair Rider made a motion to approve the Sun Valley General Improvement District new 2023 meeting schedule; meeting the second Thursday each month and scheduling additional meetings as needed as presented by staff. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Review and action to approve final 2023 winter District newsletter.

Ms. Glenn with Roo Co provided a copy of the final newsletter for review and approval. She reported she will add the officer titles to each of the Trustees and will update the District's board meeting schedule based on the Boards recent action regarding the new meeting schedule.

Vice Chair Rider made a motion to approve the District 2023 winter newsletter presented by staff with edits to include the Trustees election of officers and modification the board meeting dates. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Discussion and possible action to consider disposing of Fixed Assets in which the District no longer has, were a maintenance expense, have been replaced by a newer version, or did not meet the \$5,000.00 Capital Asset threshold.

Ms. Thrall reported the District is implementing a new Fixed Asset Software known as Fixed Asset Pro. When she started with the District, she inherited the District's existing Fixed Asset Schedule that was created using Microsoft Excel spreadsheet; this has posed to be a problem. Prior to implementing the new software, Fixed Asset Pro, accounting and staff have reviewed all of the District's assets listed on the current list, and are requesting to dispose of various listed assets. These assets have either have fully depreciated, no longer have the asset, asset really should have been expensed under the appropriate funds as a maintenance expense, asset has been replaced with a new asset. She reported there is an internal policy that has been practice for the past several years, recognizing Fixed Capital Assets if they meet a \$5,000.00 threshold. Staff would like the Board to formally adopt and implement the District's Fixed Asset Capitalization Policy with a minimum of \$5,000.00 threshold; anything less than \$5,000.00 would be recognized as a regular expensed item within the appropriate funds.

Ms. Thrall reported most of the assets that staff is recommending to be removed from the Fixed Asset Schedule are assets that the District still has, but have been fully depreciated. There are two assets on the Fixed Asset Schedule staff is requesting to remove that have a minimal depreciation balance, combined total of \$433.00.

Mr. Neumann inquired if the District is going to write off \$121,936.55.

Ms. Thrall responded staff is not going to write off the asset, the asset is going to be removed from the Fixed Asset Schedule because they have been fully depreciated. The only loss the District will report is the \$433.00 for the two assets that have a depreciation balance.

Mr. Melton reported when developing the 2023/2024 District Budget, there will be less items budgeted for in the District's Acquisition Fund that has been used in the past to help offset other fund expenses. Moving forward, the District will budget for repair and maintenance items, regardless of the amount, in the appropriate water, sewer, garbage, and recreation funds. If it is truly a new asset being purchased or a capital improvement project being constructed, those will be budgeted under the District's Acquisition Fund. Mr. Melton thanked the District's Accounting department, both Ms. Thrall and Ms. Merritt, for their hard work and diligence organizing the District's Fixed Assets and developing a policy that is acceptable by the District's auditors.

Vice Chair Rider made a motion to approve disposal of District fixed assets the District no longer have, were expensed as maintenance, have been replaced by a newer asset, or do not meet the \$5,000.00 Capital Asset threshold as presented by staff; with formally adopting the District's Fixed Asset Capitalization Policy with a minimum of \$5,000.00 threshold. Trustee Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Discussion and action to appoint District representative and alternate to Nevada Public Agency Insurance Pool Board.

Mr. Melton reported Sun Valley General Improvement District is a member of the Nevada Public Agency Insurance Pool. As a member, the District appoints a voting representative and alternate voting representative to the Board of Directors to serve for a one-year term. The Board of Directors are the governing body of the Nevada Public Agency Insurance Pool to oversee, administer, and determine its overall policies and manage the affairs of the Nevada Public Agency Insurance Pool.

Trustee Ortiz inquired what the time commitment is as the District representative.

Chairperson Severt reported she has been the District's representative for the past several years. As the representative you attend various meetings, as well as, their annual board meeting to review existing policies and make amendments to existing policies and adopting new policies. During the board meeting you review Nevada Public Agency Insurance Pool financials and any claims that were paid out.

Vice Chair Rider made a motion to appoint Trustee Ortiz to represent the District on the Nevada Public Agency Insurance Pool Board. Chairperson Severt seconded the motion. The motion carried unanimously.

Trustee Ortiz made a motion to appoint Vice Chair Rider as the alternate to represent the District on the Nevada Public Agency Insurance Pool Board. Chairperson Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 15. Discussion and action to appoint District representative to Western Regional Water Commission for a two-year term.

Mr. Melton reported Sun Valley General Improvement District is a representative on the Western Regional Water Commission. Sandra Ainsworth represented the District on the Western Regional Water Commission, her term expired December 31, 2022. It is recommended to that District Board appoint a Board of Trustee to the Western Regional Water Commission to serve a two-year term, commencing January 1, 2023.

Vice Chair Rider made a motion to appoint Chairperson Severt to represent the District on the Western Regional Water Commission for a two-year term. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 16. Discussion and action to schedule a special workshop for District Board of Trustees – training by Nevada Public Agency Insurance Pool regarding Ethics, Governance, and Open Meeting Law.

Mr. Melton reported staff is requesting to schedule a special workshop January 26, 2023 commencing at 5 pm. The workshop will be training for the District Board of Trustees and management regarding Ethics, Governance, and Open Meeting Law. Each category is approximately one hour long. The training will be provided by Wayne Carlson with the Nevada Public Agency Insurance Pool.

Treasurer Neumann made a motion to schedule special training meeting at 5 pm January 26, 2023 by Nevada Public Agency Insurance Pool regarding Ethics, Governance, and Open Meeting Law. Chairperson Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 17. Legal report by Maddy Shipman.

Ms. Shipman reported she provided her annual filing of District Summary of Claims for calendar year 2022; summary was prepared by the Nevada Public Agency Insurance Pool. The summary report showed no admissions made for any liability for such claim or any amount requested for any claim. The summary of claims did not include a pending Equal Rights Commission claim which is pending and being handled by the Nevada Public Agency Insurance Pool; this was not on the summary report as there was no separate classification for it.

Ms. Shipman expressed her personal concern regarding having three of the District Board of Trustees members of Sun Valley Citizen Advisory Board (SVCAB). She reported no one has to resign the Sun Valley Citizen Advisory Board. The District notices a possible quorum of the Board of Trustees for every SVCAB meeting; not because we are required to, but because there is a perception by the residents that you are gathering. Her concern is when District Board of Trustees are acting as a SVCAB member during those meetings the SVCAB receives presentations by various developers. Even though the SVCAB do not vote on items, SVCAB members still voice their own opinions regarding the development and the SVCAB reports to Washoe County. After the development is approved by Washoe County the development is then reviewed by other agencies, the District being one of them. The District has no authority over the development approval process, the District has a responsibility to provide water and sewer services for new development. The District's Rules and Regulations (Tariff) is the guideline the District has to enforce anything related to District services for development; majority of the developments comply with the District's Rules and Regulations because they want to develop within the District. Ms. Shipman's stated it is when the development is requesting an exception to one of the District's Rules and it becomes an action item on the District's agenda; it is the perception that a quorum of the District Board had already formed an opinion on the development while acting as a SVCAB member. She expressed this is an extremely remote possibility that a resident would file a claim against the District, but again it is the perception from the residents that see the District Board of Trustees gather at a SVCAB meeting, especially to hear a topic that might be presented at both the SVCAB and the District. She reported as an official elected member of the District, your first fiduciary responsibility is to the District.

Ms. Shipman reported she has been the District's attorney for the past ten years and has a strong background in governance. Another concern of hers is using information or questions regarding issues/requests that may come up during a SVCAB meeting; as a SVCAB member now requesting District staff to attempt addressing the issues/requests. Any issues/requests should be first considered if it falls within the District's jurisdiction, and if it fits the District's jurisdiction, it should be requested as an agenda item for the entire District Board to consider. Any agenda item requests should be brought forward to the District Chairperson or the General Manager.

Item# 18. Field report by Chris Melton.

Mr. Melton reported on the following items:

- Mr. Melton gave a brief update regarding development – Valle Vista water and wastewater unground infrastructure is complete, final walkthrough and punch list for corrections is pending. Homes are being built and rough sewer inspections are being performed. Water meters will not be installed until final installment of District Facilities Fees are paid. 5 Ridges Village 1A (83 townhomes) and Village 1B (46 duplexes) are approved and ready for submittal once District Water Facilities Fees have been paid and dedication of water rights. 5 Ridges Village 6 (146 homes) District Water Facilities Fees have been paid and water rights have been dedicated; plans have been submitted to Nevada Department of Environmental Protection for review and approval. 5 Ridges development is only approved for 250 homes until redundancies are triggered to be installed, such as the Highland Ranch Parkway Transmission Main. The Ridge at Sun Valley (195 apartment complex) a Utility Bond is in place as a promissory note for the first installment of District Water and Wastewater Facilities Fees and plans have been submitted to Nevada Department of Environmental Protection for review and approval.
- The District experienced power outages and multiple issues due to the winter storm over New Years. District staff had to spend several hours addressing communication issues and closely monitor and make changes to the water system operations to ensure District's responsibility of providing water to its customers. The District's secondary point of water delivery was not operating and staff responded to several sites to troubleshoot the issue. At no time was the District's water system ever compromised from lack of pressure or any water quality concerns.

Item# 19. Office report by Erin Dowling.

Ms. Dowling reported on the following:

- Staff continues to monitor the various payment methods; the District credit/debit card transaction fee is starting to cover the expenses, making it truly a customer paid expense. Staff will continue to monitor it and report on as needed. She reported 42% of customer payments is made by credit/debit card, 28% of payments are made by check, 16% of payments are made by cash, and 14% of payments are made by auto pay.
- The District has seen an increase in the number of return checks, as well as, an increase in customers disputing credit/debit card payments. Customers are subject to a \$25 Non-Sufficient Fund Fee per occurrence when checks and/or charges are sent back from the bank due to non-sufficient funds.
- Staff continues to provide Family Resource Center information to customers who are experiencing hardships. Family Resource Center works closely with District staff helping District customers in need.

- The District is currently within its Winter Evaluation Period, determining what each customers sewer max will be sent for the year. Because of the colder winter this year, she strongly encourages customer to complete a Winter Evaluation Form marking the dates they have had to run water at night to avoid freezing pipes.

Item# 20. Manager report by Chris Melton.

Mr. Melton reported on the following:

- The District is in receipt of 5 Ridges Village 6 Water Facility Fees in the amount of \$1,077,626.00 for the development of 146 homes. Staff hopes to bring at a future meeting a request to pay off the District's Water Bond II in the amount of \$1,034,826.36.

Item# 21. Public Comments.

None

Item# 22. Board Comments.

Trustee Rider commented he has received a couple customer complaints regarding the hardness of the water.

Treasurer Neumann commented the review of development has been removed from the Sun Valley Citizen Advisory Boards duties; this is performed in an open forum prior to being placed on the SVCAB's agenda for a development presentation only. He also inquired if the proposed apartment complex will be billed for bulk water usage or residential usage with individual meters; and if it will be subject to the monthly \$3.50 Recreation Fee per unit.

Vice Chair Severt commented on the numerous power outages throughout the Sun Valley Community, in some locations up to 9 days. She reported the warming center at the Convention Center was a little inconvenient for some residents. She requested staff to promote the District Winter Evaluation Program to help assist those customers who have been running water to avoid frozen pipes. She also commented the prior District Boards have done a lot of great things, and she looks forward to continuing that legacy with the current Board and future Boards.

Item# 23. Future Agenda Items.

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

- Review and approval to renew Landscape Service Contract
- Presentation by KTMB regarding the annual Great Community Cleanup
- Possible presentation by John Spears with Edward Jones regarding District's Investments
- Possible approval to partner with Lifecycle Solutions for annual recycling event
- Possible update by WCSO regarding junk vehicle program
- Possible discussion regarding partnership with Washoe County Library System for the use of the Community Park for a portable book kiosk.

Vice Chair Rider requested an update regarding the 2023 Recreation Season.

Chairperson Severt requested to include who the District has League Contracts with when reporting on the 2023 Recreation Season.

Treasurer Neumann requested information regarding the Truckee Meadows Water Reclamation Facility and possible tour of plant.

Item# 24. Adjournment.

Secretary Barstow made a motion to adjourn at 7:10 pm. Vice-Chair Rider seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on February 09, 2023
Minutes Prepared by: Jennifer Merritt, Administrative Assistant