



**Sun Valley General Improvement District  
Board Meeting Minutes of  
May 09, 2024**

**Board Members Present:**

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

**Board Members Not Present:**

Carmen Ortiz	Trustee
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**Staff Present:**

Chris Melton	SVGID, General Manager
Brad Baeckel	SVGID, Public Works Director
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

**Other Members Present:**

John Gavin	Audience
Mike Revty	Audience
Glenda Walls	Audience

**The meeting of the Sun Valley General Improvement District was called to order by Chairperson Severt at 5:30 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 Severt, Vice Chair Rider, Secretary Barstow, and Treasurer Neumann. A quorum was present.

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

Led by Treasurer Neumann

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

Mr. Neumann commented he attended the Washoe County Planning Commission meeting and reported he is not in favor of the Sun Valley Area Masterplan change regarding height restriction. The Commission passed the change to allow for 3 story/35' construction.

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

*Vice Chair Rider made a motion to approve the agenda. Treasurer 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. (No discussion among Trustees will take place on this item)**

None

**Item# 7. Discussion and action to approve payables for April 25, 2024.**

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for April 25, 2024.

*Treasurer Neumann made a motion to approve the account payables for April 25, 2024 in the total amount of \$308,052.33. Vice Chair Rider seconded the motion. After discussion the motion carried unanimously.*

There were no public comments.

**Item# 8. Discussion and action to approve payables for May 09, 2024.**

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for May 09, 2024.

*Treasurer Neumann made a motion to approve the account payables for May 09, 2024 in the total amount of \$148,046.79. Vice Chair Rider seconded the motion. After discussion the motion carried unanimously.*

**Item# 9. Discussion and action to approve board meeting minutes for April 11, 2024.**

*Vice Chair Rider made a motion to approve the board meeting minutes for April 11, 2024 as submitted. Treasurer Neumann seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 10. Update by management of the tentative budget for fiscal year 2024/2025; with possible direction to staff.**

Mr. Melton gave a brief update on adjustments made to the District's tentative budget for fiscal year 2024/2025. He reported the total overall net loss of all four funds has increased \$35,845.00. The increase is due to field employee wages by \$8,000.00, depreciation by \$17,121.00, interest expenses by \$2,601.00, landscaping and maintenance by \$7,950.00, ad valorem decreased by \$8,620.00, and a savings of the District's liability insurance of

\$8,000.00.

There were no public comments.

Chairperson Severt called to order the District's Public Hearing at 5:44 pm

**Item# 11. Discussion and possible action to the following District Rules and/or Regulations to adopt various amendment.**

Chairperson Severt read into the record the Order of Procedures for the District's Public Hearing.

Secretary Barstow provided proof of publication for public hearing.

Mr. Melton gave a review of each proposed amendments.

**A) Amend Rule No. 1 providing updates to Definitions.**

Staff recommends amending Tariff Rule No. 1 Definitions to include a new definition for Unpermitted Service(s) related to illegal hook-ups. "Unpermitted Service(s) is an unauthorized hook-up to water and/or sewer line(s) to any building, structure, travel trailer, or recreation vehicle."

There were no public comments.

**B) Amend Rule No. 13 providing updates to Temporary Service**

Staff recommends amending Tariff Rule No. 13 Temporary Service to include clarification what is required by a customer to sign up for temporary service. Customer must provide a copy of an active Washoe County Building Permit and/or Administrative Permit, per Washoe County Code, in order to sign up for temporary service with the District. Once the temporary service has been authorized by the District, customer will be assessed appropriate water and sewer charges in accordance to Rule No. 21 and Rule No. 22.

There were no public comments.

**C) Amend Rule No. 21 to add a proposed multiple year increase to Water Base and Consumption Rates for single-Family Residential, Multiple-Unit Residential Complexes, Commercial/Industrial, Irrigation and Bulk Single Use to include, but not limited to, the pass through of TMWA's rate increase for years 2024 through 2028 plus up to an additional 2% if needed to balance SVGID budget; increase Emergency Service Fee; and adopt a section on Unpermitted Service.**

Staff recommends passing through Truckee Meadows Water Authority's (TMWA) approved five-year wholesale water rate increase. The approved multi-year rate increase consist of a 4.5% increase for 2024, 4% increase for 2025, 3.5% increase for 2026, 2027 and 2028 rate increase will be based on CPI with a maximum of a 4.5% and a minimum of 1%. Staff would also like to recommend an additional 2%, if needed, to balance the District's Water Budget. Mr. Melton provided two options for consideration. Option 1 is a one-time passthrough rate increase of 4.5%, with an additional 2% to water base and consumption rates for all service types, with rate increase effective July 1, 2024. Option 2 is a multi-year passthrough rate increase, with an additional 2% to water base and consumption rates for all service types, with increases effective dates July 1, 2024, May 1, 2025, May 1, 2026, May 1, 2027, and May 1, 2028. Shall the Board approve Option 2, the District will conduct an annual review each year prior to implementation of the rate increase to determine if the full and/or partial rate increase is needed.

Vice Chair Rider commented he understand the need to approve the TMWA rate increase as a passthrough to District customers. He inquired how will the additional 2% increase benefit the District's Water Budget.

Mr. Melton responded the District's tentative water budget for fiscal year 2024/2025 reflects a Net Income Loss of (\$236,839), this deficit includes TMWA's 4.5% rate increase. Should the District approve the additional 2% management is requesting to help balance the District's Water Budget, the new projected Net Income Loss for 2024/2025 will be (\$166,839). Management wants to be conservative with its own additional increase to balance the Water Budget over a period of time rather than all at one-time. The 2% provides a positive impact for the District with balancing the Water Budget while providing the least amount of impact to the customer. As a reminder, staff will bring to the Board for review of the District's financials to determine if the full additional 2%, or partial, is needed each year prior to the implementation of the TMWA passthrough.

Treasurer Neumann inquired if the expanded TMWA Wholesale Tier 1 will help reduce the current deficit within the Water Budget.

Mr. Melton responded the District's original tier 1 was billed at 34,000,000 gallons. He was able to negotiate with TMWA to have the District's tier 1 increased to 38,000,000 gallons before the District is billed at a tier 2. The savings will help cover for water purchased only; the District needs to balance the remainder of the Water Budget for other expenses that have increased due to the economy and continued inflation, that is why staff is recommending the additional 2%.

Mr. Melton continued with additional Rule amendments; staff recommends increasing the District's Emergency Service Fee of \$40.00 to \$50.00. Lastly, staff recommends adopting a new sub-section regarding Unpermitted Service related to illegal hook-ups that includes a penalty fee of \$100.00 for each violation, plus assessing the District's \$40.00 reconnection fee if customer is disconnected due to the violation.

Mr. Baeckel reported staff has been addressing Unpermitted Service (illegal hook-up) on a case-by-case basis. It is a violation to Washoe County Code to hook up to a water and/or sewer service to any to additional building, dwelling, structure, travel trailer, or recreation vehicle without a District Service Application and/or a Washoe County Building Permit or Administrative Permit. Staff has tried various processes to address the increase of illegal hook-ups and believes the proposed policy is the best solution for the District at this time. The proposed policy states; first offense customer will be given a notice to disconnect within 48 hours. Failure to disconnect will result in a shut off of water to the property. Upon reconnection, customer will be charged a \$100 penalty in addition to the District's \$40.00 reconnection charge. Each additional violation associated with the same property and customer will result in an incremental increase of the penalty by \$100.00. (As an Example: upon a third violation, customer will be charged a penalty fee of \$300.00 in addition to the reconnection fee.)

Treasurer Neumann commented the adoption of the Unpermitted Service (illegal hook-up) is a safeguard to the District. The District is not being spiteful, the District is abiding the Washoe County Code regarding illegal hook-ups.

Mr. Baeckel responded and stated a lot of staff time is involved with inspecting illegal hook-ups and ensuring disconnect has been done properly. The penalty fee is in place to help deter customer from hooking up illegally and to help cover staff time.

Chairperson Severt commented the District is limited to sewer capacity; individuals that are hooking up to the District's sewer system are using the District's system for free. She doesn't believe Washoe County is forcing the District to adopt the policy, the District created its own policy to protect the District and to comply with Washoe County Code.

Mr. Melton responded the District has a limited amount of capacity at the Truckee Meadows Water Reclamation Facility (TMWRF). The proposed policy allows for the District to respond to illegal hook-ups; it also protects District customers who pay for sewer services. It is not fair for someone to hook-up illegally not pay their share. If every parcel had an illegal hook-up, it will skew the District's capacity at TMWRF and eventually in water service. Once again, the District will be happy to provide water/sewer service as long as the unit is recognized via a Washoe County Permit.

Audience member Mr. Revty inquired if the purpose of the District requesting an additional 2% is to help keep the District's budget at a zero profit as close as possible.

**D) Amend Rule No. 22 adjust sewer base rate and consumption rate to a standard flat rate for Single-Family Residential; increase Flat Sewer Fee for Multiple-Unit Residential Complexes; increase Commercial/Industrial Base Rate; increase Emergency Service Fee; and adopt a section on Unpermitted Service.**

Mr. Melton reported staff brought to the Board for consideration adjusting its sewer base rate and consumption rate to a standard flat rate for residential services. Staff believes adjusting to a standard flat rate will be beneficial to accurately budget rising costs passed through from Truckee Meadows Water Reclamation Facility (TMWRF), as well as, provide efficiencies throughout, especially with staff time and resources to conduct Winter Evaluations. The District has been seeing an average of a 6% increase from TMWRF over the past several years and is expected to see significant expenses with their upcoming rehabilitation project in the near future. Flat rate billing structure for residential only is not uncommon, other agencies such as City of Reno, City of Sparks, and Washoe County all have flat rate billing structure for sewer. Staff recommends a standard flat rate of \$43.50 per unit for Single-Family Residential, an increase to Single-Family Multi-Unit Fee related to Infirm Care and detached accessory dwellings from \$19.00 to \$43.50 per unit. Increase the Residential Multiple-Unit Complexes services by a master meter current flat rate from \$41.50 to \$43.50. It is also recommended to increase Commercial and Industrial Services base rate only from \$19.00 to \$23.00.

Vice Chair Rider inquired how much will a sewer flat rate impact a customer.

Mr. Melton responded when developing a flat rate, the staff can only suggest a rate based on the District's residential customers as a whole; approximately 6,000 residential customers. The last Census reported the average household is 2.5 person(s) and based on District data the average household produces 5,000 gallons of sewer per month. When developing the flat rate, staff took the average 5,000 gallons and multiplied it by the current

sewer consumption rate of \$4.50 for a total of \$22.50 plus the sewer base rate of \$19.00 for a total of \$41.50, as an average monthly bill. He recognizes there are single family customers who may not use 5,000 gallons and there are multi-families that may use more than 5,000 gallons. There is no perfect formula to bill for sewer without metering. Mr. Melton reported the District absorbed the TMWRF increases for many years without passing them through to the customer. The District's share of the TMWRF overall expenses have been increasing 6% annually for the past several years. The TMWRF is preparing to start major rehabilitation projects and construct new facilities to keep up with the demand. Looking at the District's current Sewer Budget and forecasting the District's TMWRF expenses, there is a need to increase the customer sewer fee. He provided two flat fee options for consideration; option 1 is a flat rate of \$43.00 per residential dwelling unit. Option 1 will provide the District safely two years, maybe three years, before it needs to look at raising rates again. Option 2 is a flat rate of \$43.50 per residential dwelling unit. Option 2 would provide the District more time before having to raise rates, but most likely would have to consider another rate increase in three years strictly based on the District's annual 6% increase from TMWRF.

Treasurer Neumann commented he is a single person on a fixed income, his household sewer usage is less than 5,000 gallons per month. He feels that he will be subsidizing for others usage. The majority of the customers who are going to receive the biggest impact are seniors and others who are living on a fixed income. He also reported that he has taken a tour of TMWRF and acknowledges all the upgrades, rehabilitation, and construction that is desperately needed at the facility, which means expenses are going to increase. He inquired if it is beneficial to implement a rate increase now and save monies with the anticipation of the expansion expenses, or, should the District consider holding off on increase the rate until such time it is needed.

Mr. Melton responded he doesn't disagree that some customers are going to see a higher increase compared to the average customer, and some customers are going to see a savings based on their household size. Currently, the District has customers who falsify their household size and/or manipulate their sewer consumption during the District's winter evaluation. When developing a flat rate, the average usage is what was used to develop a rate, as well as, taking in account staff's time administratively and operationally, and TMWRF increases.

Vice Chair Rider commented he was part of the tour of TMWRF, it is forecasted for a lot of upgrades as mentioned. Regardless of the upcoming facility upgrades the District can't continue to absorb the annual operation and maintenance increases. The District is being fiscally responsible for planning for the upcoming upgrades at TMWRF in hopes of not having to increase the rates significantly causing a greater impact on the customers. He reported he too is not in favor of having to raise rates, it will impact him just as much as the rest of the District customers.

Mr. Melton responded aside of the current operation and maintenance expenses; the TMWRF capital improvement project is extensive as reported. Per the Interlocal Sewer Agreement, the District is responsible for 14% of the City of Sparks 30% ownership of TMWRF. For fiscal year 2025 TMWRF capital improvement projects are estimated to be \$6M, the overall projected estimate for the complete TMWRF upgrades, rehabilitation, and expansion is \$45M. This has been identified in the approved TMWRF capital improvement project budget.

Mr. Baeckel reported Washoe County, City of Reno, and City of Sparks all charge a flat rate for sewer service. Washoe County's flat rate is currently \$56, City of Reno's flat rate is \$57, City of Sparks flat rate is currently \$42. City of Sparks is currently conducting a sewer rate study and will most likely increase their flat rate later this year. The District's proposed flat rate will still be able to provide the best value for sewer collection.

Chairperson Severt commented the District just paid \$158,000 in one month to the City of Sparks for TMWRF. Regardless of adopting a flat rate, the District will still have to consider increasing the sewer charges to keep up with inflation. She is not opposed to a flat rate because there is no way to meter sewer consumption and it provides additional operation efficiencies. With additional operation efficiencies, it has a potential of reducing some of the current expenses associated with time spent annually on winter evaluations.

Additional discussion ensued regarding the TMWRF operations and overdue improvements. Additional discussion also ensued regarding the proposed sewer flat rate options and how it will impact the District's operating and projected budget for the next four years. The District would like to be fiscally responsible to approve incremental increases over a period time to stave off future TMWRF increases.

Audience member Mr. Gavin commented he is not in favor of the proposed sewer flat rate. He is in favor of each customer paying their fair share for water and sewer services. He is a strong believer the District can continue billing for sewer based on the water meter usage. There are many ways to conserve water, in return, will save on sewer. The region needs to start conserving in efforts to preserve our natural resources. If the District approves the proposed flat rate increase, it is a significant increase to the single-family households who use less than the average 5,000 gallons.

Mr. Melton continued and reported staff recommends increasing the District's Emergency Service Fee of \$40.00 to \$50.00. Lastly, staff recommends adopting a new sub-section regarding Unpermitted Service related to illegal hook-ups that includes a penalty fee of \$100.00 for each violation, plus assessing the District's \$40.00 reconnection fee if customer is disconnected due to the violation.

Chairperson Severt closed the public hearing at 6:30 pm

*Vice Chair Rider made a motion to approve amendments to Rule No. 1 Definitions as presented by staff. Treasurer Neumann seconded the motion. The motion carried unanimously.*

*Treasurer Neumann made a motion to approve amendments to Rule No. 13 Temporary Service as presented by staff. Chairperson Severt seconded the motion. The motion carried unanimously.*

*Treasurer Neumann made a motion to approve amendments to Rule No. 21 multiple year increase to Water Base and Consumption Rates for single-Family Residential, Multiple-Unit Residential Complexes, Commercial/Industrial, Irrigation and Bulk Single Use to include, but not limited to, the pass through of TMWA's rate increase for years 2024 through 2028 plus an additional 2%, if needed, to balance SVGID budget; increase Emergency Service Fee to \$50.00; and adopt a section on Unpermitted Service as presented by staff. Chairperson Severt seconded the motion. After further discussion the motion carried unanimously.*

*Secretary Barstow made a motion to approve amendments to Rule No. 22 adopting a sewer flat rate of \$43.00 per unit for Single-Family Residential; increase Flat Sewer Fee for Multiple-Unit Residential Complexes to \$43.00 per unit; increase Commercial/Industrial Base Rate to \$23.00 per unit; increase Emergency Service Fee to \$50.00; and adopt a section on Unpermitted Service as presented by staff. Chairperson Severt seconded the motion. After further discussion the motion carried unanimously.*

Chairperson Severt reported any amendments and rate increases will be formally adopted by a Resolution at the District's May 23, 2024 board meeting with an implementation date of July 1, 2024.

**6:44 Chairperson Severt called for a 5-minute break**

**Item# 12. Discussion and consideration to approve the implementation of Springbrook Civic Pay IVR (Integrative Voice Response) subscription for District credit and debit card phone payments in the annual amount of \$5,855.00 and consider approval of additional line item on District's Utility Fee Schedule for IVR (Integrative Voice Response) phone payment fee to the customer of \$1.25 per transaction plus the regular merchant service fee at the time of transaction.**

Ms. Dowling reported the most common payment method used by District customers is credit/debit card, a makeup of 47% of all payments received. Of those payments, 26% of them are made by phone during regular business hours. The District takes an average of about 676 phone payments per month, or about 35 per day. Payments made by phone are considered routine customer transactions but, phone payments are a timely process and require the customer service representative to key in all of the card information the customer gives over the phone.

Ms. Dowling reported the front office has a vacant part-time customer service representative position; it has been vacant for almost two years. Staff has been analyzing whether the position needs to be replaced or not. This position's essential function was to process routine customer transactions and provide relief for other full-time employees to work on their own tasks, as well as, provide coverage during the staggered lunch breaks each workday. Staff has determined that there is a need to restore resources to provide full coverage in the front office. Options include hiring a part-time customer service representative, discontinuing customer phone payments altogether, or implementing an IVR option for customer phone payments. Staff recommends the IVR option is the best way to proceed. She has reached out to Springbrook to inquire about their IVR capabilities. This would relieve front office staff from the time needed to process customer phone payments, remove staff's access to sensitive credit/debit card information, free them up to work on other tasks, and reduce the noise level in the office which can be distracting to other workers. The recommended IVR system is compatible with the District's existing Springbrook Civic Pay portal and will post payments in real-time to customer accounts. Payment settling occurs every evening from the merchant company with the existing credit/debit card batch. The IVR would be available to take phone payments 24 hours a day / 7 days a week and has both an English and Spanish option, which are great benefits to District customers.



Ms. Dowling provided a copy of the Springbrook proposal that outlines the \$5,855 annual cost of the IVR subscription, which would be an additional line item on the annual Springbrook maintenance invoice that is typically billed each June. The IVR transaction fee of \$1.25 per transaction would be in addition to the \$2.70 merchant service fee, both paid by the customer at the time of transaction. If approved, the IVR could take up to 4 to 12 weeks for implementation. Once implemented the District's utility fee schedule would be revised to reflect this additional IVR fee.

Secretary Barstow inquired if the IVR System will notify the customer of the additional transaction fees, or is it up to the District to educate and notify the customer of such transaction fees. He also inquired if all phone calls will be answered by District staff or will it be automated.

Ms. Dowling responded the IVR System will inform the customer at time of transaction of the transaction fees prior to finalizing payment. She reported the District's existing phone system has auto attendant feature that will help filter incoming phone calls. At the time of an incoming call the customer will be provided an option to make a phone payment or speak to a customer service representative.

Treasurer Neuman inquired if the District customer service representative will assist the customers prior to transferring them to make a phone payment. He inquired if the IVR transaction fee is a District fee.

Ms. Dowling responded initially District staff will start notifying the customer of the new phone payment option and educating the customer of all the account information they will need at the time of payment. Currently, majority of the customers call without their account number, and staff has to look their account information up prior to making a phone payment. It will be a process educating the customers for a period of time, but the long-term goal is to reduce the amount of time spent processing a phone payment. She reported the \$1.25 phone payment transaction fee is not a District fee, it is a fee collected by Springbrook for the IVR System; in essence it is considered another merchant fee. The District is only responsible for paying the annual Springbrook subscription of \$5,855.00 for the IVR System. The subscription fee would be paid from the District's water and sewer budget under the line item for contracted services. She reported customers have various payment options that are at no charge such as, check, cash, money order, and ACH. If a customer chooses to pay by credit/debit card online or in the office they will be subject to the \$2.70 transaction fee, or if the customer chooses to pay by phone, they will be subject to the \$2.70 credit/debit card transaction fee plus the \$1.25 IVR transaction fee.

Additional discussion ensued regarding filling the customer service representative part-time position versus implementing a phone auto attendant to take phone payments. Staff reported on the savings to the District with implementing the IVR System phone payment.

*Secretary Barstow made a motion to approved the implementation of Springbrook Civic Pay IVR (Integrative Voice Response) subscription for District credit/debit card phone payments; with the implementation of a \$1.25 phone payment fee per transaction. Treasurer Neumann seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 13. Discussion and consideration to amend the Sun Valley Utility Fee Schedule; amend language regarding Damaged Facilities, amend Parcel Map Review to include \$50.00 per additional parcel, amend language for Commercial/Industrial Map Review, and a new Map Review for Residential Multi-Unit Complexes serviced by a master meter of \$1,000.00, add a new Map Review for Subdivisions of \$1,500.00, increase Annexation Application Review from \$750.00 to \$1,200.00 and new Integrative Voice Response Phone Payment Fee of \$1.25 per transaction.**

Mr. Baeckel reported staff is requesting to amend the District's Utility Fee Schedule to more accurately account for staff time and resources. Fee changes will also align closer to what other agencies are charging for similar work. Amendments include: amend language regarding Damaged Facilities, amend Parcel Map Review to include \$50.00 per additional parcel in addition to the \$100.00 map review fee, amend title for Commercial/Industrial Map Review, consideration of a new Map Review Fee for Residential Multi-unit Complexes serviced by a master meter of \$1,000.00, and a new Map Review Fee for Subdivisions of \$1,500.00, increase Annexation Application Review from \$750.00 to \$1,200.00, and add Integrative Voice Response Phone Payment Fee, \$1.25 per transaction. Mr. Baeckel provided a draft copy of the Utility Fee Schedule with recommended track changes.

Treasurer Neumann commented he thinks that map review fee for Residential Multi-unit Complexes serviced by a master meter should be \$1,500.00 similar to the Subdivision map review.

Mr. Baeckel responded and stated the suggested map review fees is to account for his time review maps. He reported the Residential Multi-unit Complexes map reviews don't take as much time as a Subdivision map review and that is the difference in fees.

Mr. Melton responded Mr. Baeckel does a lot more than just reviewing maps. Each map submittal consists of various correspondence, additional reviews, scheduling studies and collecting payments.

*Secretary Barstow made a motion to approve the proposed Sun Valley Utility Fee Schedule as presented by staff. Vice Chair Rider seconded the motion. The motion carried by the following: Ayes – Secretary Barstow, Vice Chair Rider, Chairperson Severt. Noes – Treasurer Neumann*

There were no public comments.

**Item# 14. Review and consideration to adopt new Employee and General Manager Evaluation Forms.**

Ms. Dowling reported the Board of Trustees directed staff to simplify the General Manager Evaluation form, as the last form had a lot of redundancy. Management also wanted to revise the Employee Evaluation in efforts to provide a more fair and customized evaluation. She provided for review and consideration a new General Manager Evaluation Form and Employee Evaluation Form. The Employee Evaluation Form will also be used for supervisor positions. Both forms have been reviewed and accepted by Pool/Pact.

The Board were all in agreement, the new evaluation form is cleaner and simpler to complete. It captures all the categories that employees are being rated on regarding performance.

Discussion ensued regarding the efficiencies of the new evaluation forms.

*Vice Chair Rider made a motion to approve the new District General Manager and Employee Evaluation Forms as presented by staff. Treasurer Neumann seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 15. Discussion and possible action to update District's Personnel Policy 5 – Leave Plans, Subsection 5.5 Administrative Leave.**

Ms. Dowling reported there is a need to update the District's Personnel Policy 5, Leave Plans regarding Administrative Leave for clarification purposes. Staff recommends additional language in subsection 5.5 Administrative Leave to include: Exempt full-time employees who regularly attend Board meetings "and/or conduct District business after hours" are authorized 40 hours of administrative leave per calendar year. The proposed amendment covers the Field Supervisor position that was recently changed to an exempt status.

*Treasurer Neumann made a motion to approve update to District Personnel Policy Leave Plan, Subsection 5.5 Administrative Leave as presented by staff. Chairperson Severt seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 16. Discussion and action to ratify District's staff action purchasing a new Check Valve from Western Nevada Supply in the total amount of \$6,521.41.**

Mr. Baeckel requested ratification for action taken to purchase a 10-inch Vahn-Tech check valve from Western Nevada Supply for \$6,521.41. This valve is a replacement for an existing check valve at Chocolate Tank that is no longer functioning properly. Staff has spent many hours troubleshooting and replacing various components on the check valve without any improvement. After troubleshooting efforts and discussion with Shaw Engineering it was determined that the valve needs to be replaced with a simplified design. Staff received quotes on 3 different options from Western Nevada Supply and proceeded with ordering the Vahn-Tech due to price and availability. He reported the purchase of the new Check Valve will be funded by the District's approved 2023/2024 Acquisition Budget.

Chairperson Severt commented Mr. Baeckel spoke with her prior to proceeding with the purchase of the new Check Valve, she provided him authorization for the purchase.

*Treasurer Neumann made a motion to ratify District's staff action purchasing a new Check Valve from Western Nevada Supply for the total amount of \$6,521.41 as presented by staff. Vice Chair Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 17. Legal report by Maddy Shipman.**

None

**Item# 18. Field report by Brad Baeckel.**

Mr. Baeckel reported on the following:

- The District's Lead-Service Line Inventory Report has been submitted to Northern Nevada Public Health for review. He acknowledged field staff's time performing the inventory. He reported the District is the first agency to submit the required inventory report. He was proud to report no lead service lines have been discovered.
- He gave a brief update on pool staffing; currently there are 5 to 6 returning lifeguards and potential 4 new lifeguards. Interviews will continue for the next several weeks followed by lifeguard certification training.
- Keep Truckee Meadows Beautiful Great Community Cleanup was held on April 27, 2024. The Chimney site had a total of 68 volunteers, removed a total of 23,000 lbs. of trash and 145 tires. Keep Truckee Meadows Beautiful held a cleanup at the Sun Valley Community Park on May 4, 2024. The primary focus was trash removal on the inside fence line around the perimeter of the park and planters. There was a total of 22 volunteers. Keep Truckee Meadows Beautiful staff complimented the District's park maintenance employee for his hard work within the parks.
- The District held the bid opening May 09, 2024 for 5 Ridges Project 1 offsite water improvements. Bids will be reviewed by Shaw Engineering and brought back to the Board at the District's June 13, 2024 board meeting for bid approval/award.
- Ladera Ranch Phase 2 and 3 paid their first installment of water and sewer facilities fees for the 121-lot subdivision. The District issued a Will Serve Letter for this development and staff will be submitting the associated water project within the next few weeks.
- Lastly, he reported he will be absent for the May 23, 2024 board meeting.

**Item# 19. Office report by Erin Dowling.**

Ms. Dowling reported on the following:

- The District E-Waste Recycling was another successful event. The District issued a total of 134 vouchers. The event total cost was \$4,620.00 for the recycling of 111 televisions and 9 monitors. As a reminder all other electronics are eligible for recycling free of charge.

**Item# 20. Manager report by Chris Melton.**

Mr. Melton reported on the following:

- He thanked staff for their hard work with preparing changes for the District's Tariff, and Personnel Manual. There is a lot of time involved updating District policies.
- He acknowledged Mr. Baeckel for being the first agency to submit the District's lead-line inventory report to Northern Nevada Public Health. He put in a lot of time and research developing an efficient inventory procedure by field staff.
- Nevada Rural Water Association funding has been cut by National Rural Water Association; as of now their doors are closed. He is unsure how this impact continuing education training opportunities and conferences. Management will be looking for other training opportunities.
- Staff continues to work on finalizing the District's 2024/2025 budget in preparation for the budget hearing scheduled for May 23, 2024.

**Item# 21. Public Comments.**

None

**Item# 22. Board Comments.**

Vice Chair Rider commented Keep Truckee Meadows Beautiful Great Community Cleanup had an additional site in Sun Valley at the Scolari's shopping center. This site gave the community the opportunity to dispose of household/yard debris for free. There was a total of 2,400 tires collected alone at the Scolari's site. This was a huge success for the Sun Valley community. He would like to see the District's continued support with future cleanup events. He also encouraged everyone to support the local Sun Valley Cal Ripken Baseball League and stop by to watch a game.

Treasurer Neumann commented he attended the public meeting regarding the Biggest Little Bike Park improvements at the Sun Valley Regional Park. Improvements will include existing trails and construction of new trails for all rider levels. This project will be funded by American Rescue Plan Act Grant funds. Improvements are expected to begin this fall or next spring.

Chairperson Severt commented she invited the District to give a presentation at the Washoe County Debt Management Commission. The presentation is strictly for educational purposes to the commission of the District's current debt and how it plans to pay the debt.

**Item# 23. Future Agenda Items.**

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

- District Budget Hearing
- Approval of May 9<sup>th</sup>, 2024 Tariff Resolution
- Request to approve Leak Detection Service Proposal
- Possible discussion to consider increasing management's spending limits and setting parameters.

Chair Severt requested a presentation on the District's Investments.

**Item# 24. Adjournment.**

*Secretary Barstow made a motion to adjourn at 7:55 pm. Vice Chair Rider seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on June 13, 2024.  
Minutes Prepared by: Jennifer Merritt, Administrative Assistant