



**Sun Valley General Improvement District  
Board Meeting Minutes of  
May 23, 2024**

**Board Members Present:**

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

**Board Members Not Present:**

Joseph Barstow	Secretary
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**Staff Present:**

Chris Melton	SVGID, General Manager
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

**Other Members Present:**

Mike Revity	Public
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**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, Treasurer Neumann, and Trustee Ortiz. A quorum was present.

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

Led by Chairperson Severt

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

None

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

*Vice Chair Rider made a motion to approve the agenda. Trustee Ortiz 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, May 27, 2024 in observance of Memorial Day. The Sun Valley Citizen Advisory Board meeting is scheduled for Saturday, June 8, 2024, 10 am at Hobey's Casino. Primary early voting is being held at the Sun Valley Neighborhood Center May 25, 2024 thru June 7, 2024 from 10 am to 6 pm; followed by Primary Election June 11, 2024 from 6 am to 7 pm. Lastly, he announced the District's Dive Into Summer Event is Friday, June 14, 2024 from 5:30 pm to 8 pm at the Sun Valley Community Park.

Treasurer Neumann announced both he and Trustee Ortiz attended the first public hearing at Esther Bennett Elementary School regarding the Sun Valley Regional Park Bike Park Improvements.

**Item# 7. Discussion and action to approve account payables for May 23, 2024.**

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for May 23, 2024.

*Treasurer Neumann made a motion to approve the account payables for May 23, 2024 in the total amount of \$377,338.67. Vice Chair Rider seconded the motion. After discussion the motion carried unanimously.*

There were no public comments.

Chairperson Severt called to order the District's Public Hearing at 5:41 pm

**Item# 8. Discussion and action to adopt Sun Valley General Improvement District Final Budget for Fiscal Year 2024/2025.**

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

Vice Chair Rider provided proof of publication for public hearing.

Mr. Melton reported there were various adjustments to the approved tentative budget for fiscal year 2024/2025. He reported the water revenue increased by \$70K, this is a reflection of the recent board approved additional 2% rate increase; the tentative budget had already included the pass-through of Truckee Meadows Water Authority 4.5% rate increase. Water expenses increased by \$9,410; this is a makeup of a decrease of \$4,321 for District liability insurance, an increase of \$4,185 for various wage increases in the field department for additional certifications, increase of \$300 for cell phone data service for the field tablet for sensus meter programing, and an increase to depreciation of \$9,246 related to recently added assets. He reported sewer expenses increased by \$10,640; this is a makeup of a decrease of \$4,321 for District liability insurance, an increase of \$4,185 for various wage increases in the field department for additional certifications, increase of \$300 for cell phone data service to for the field tablet for sensus meter programing, an increase of \$2,601 for interest/long-term debt (this was adjust to match the debt schedule), and an increase to

depreciation of \$7,875 related to recently added assets. He reported capital improvement expenses increased by \$10K; the District originally budgeted \$50k for new flooring at the Neighborhood Center; after reviewing the various proposals there is a need to increase budget for the overall project. He reported recreation expenses increased by \$7,775; this is a makeup of a decrease of \$174 for District liability insurance, and an increase of \$7,950 for landscaping and maintenance; this is to include an additional month of landscaping services for 2024 until a new agreement is approved by the board.

Mr. Melton gave an overall budget summary recap for all funds revenues is projected at \$10,109,843, all funds expenses is projected at \$13,473,929 for an overall Net Income (Loss) of (\$3,364,086). He stated the net income loss is due to the capital improvement projects; some projects might get deferred to next fiscal year or paid by a developer; reducing the overall net income loss. He thanked staff for all of their hard work with assembling the District's 2024/2025 budget.

Additional discussion ensued regarding District identified capital improvement projects.

There were no public comments and no public written correspondence for the record; Chairperson Severt closed the public hearing at 6:56 pm.

*Vice Chair Rider made a motion to adopt the Sun Valley General Improvement District Final Budget for fiscal year 2024/2025 with the amendments presented by management and staff. Treasurer Neumann seconded the motion. The motion carried unanimously.*

**Item# 9. Adoption of Resolution amending Sun Valley General Improvement District Tariff, said amendments as approved by the Board of Trustees following the public hearing held on May 09, 2024 and to be effective as of July 1, 2024.**

Mr. Melton provided a copy and read into the record the District Tariff Resolution 2024-02, that adopts the Tariff amendments approved by the District Board of Trustees following the public hearing held on May 09, 2024. He reported all amendments will become effective July 1, 2024.

*Vice Chair Rider made a motion to adopt Sun Valley General Improvement District Resolution 2024-02, implementing various Tariff amendments approved by the Board of Trustees on May 19, 2024 and to become effective July 1, 2024. Treasurer Neumann seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 10. Discussion and action to amend the District Contract Services and Purchasing Policy to include increasing District management authority of \$5,000 to \$50,000 for contract services, purchases, general maintenance, and emergency repairs/replacements that are included within the current adopted District budget without seeking prior board approval and authorization.**

Mr. Melton reported currently management has a purchase allowance of \$5,000, this was approved over ten years ago. With an aging facility, staff at times has to make repairs to its water and sewer infrastructure. He stated staff prides itself on being able to continue to efficiently operate the District's water and sewer system in order to meet compliance and continue to deliver safe drinking water. Being able to continue with operations, staff will seek board approval for all major repairs and maintenance, but at times staff does not have the luxury to seek approval on emergency repairs; staff will perform such work as needed and

report repairs during a board meeting. He is requesting approval to amend managements purchase allowance to cutdown on ratification approval's that have been coming up more frequently due to the rising cost of doing business. He stated that he is only asking to have the authority to make such purchases to maintain operations and maintenance duties within the District's approved budget that don't exceed \$50K; per NRS 332.063 that requires an agency to obtain two or more informal bids and anything \$100K and greater requires advertisement for bids. He reported any new acquisition or service proposal that is not currently apart of the budget would be brought to the board for approval prior to implementation and/or purchase. All other expenses would continue to be reported on during monthly board meetings.

Treasurer Neumann commented as long as the board of trustees can continue to review the payable reports for transparency purposes, he doesn't have a problem with managements request to amend the authorization for purchasing allowance.

Chairperson Severt commented she has been apprised of the recent emergency purchases to make such repairs, as she is the one that is contacted for authorization prior to the purchase. She would suggest approving managements request to help cutdown on the unnecessary busy work by staff and continue to allow them to maintain the water and sewer system as needed. She also stated the District has, and will, continue to be transparent will daily operations.

*After additional discussion Vice Chair Rider made a motion to amend District Contract Services/Purchasing Policy to provide management authority of \$50,000 for contract services, purchases, general maintenance, and emergency repairs/replacements that are included within the current adopted District budget without seeking approval and prior authorization. Treasurer Neumann seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 11. Presentation by management of the District's 2024 Water Quality Report.**

Mr. Melton provided a copy of the District's 2024 Water Quality Report. He was pleased to report the District's Water Quality Report meets all the State and Federal requirements and is in compliance with Northern Nevada Public Health and Nevada Division of Environmental Protection. The Water Quality Report is available on-line, both English and Spanish, and is available in person upon request.

Mr. Melton reported staff performs 20 BAC-T (bacteriological) samples a month, these sample sites are throughout the valley, so it represents the water system as a whole. District staff performs quarterly TTHMS and HAA5 (trihalomethanes and haloacetic acids) samples. This monitors disinfection byproducts, these sample sites are throughout the valley, so it represents the water system as a whole. The District is required every three years to sample for lead and copper, the last sampling was performed in 2021. He was proud to reported there were no violations for 2023 and the District was able to remain compliance and continue to provide safe drinking water. He commended staff's performance to remain in compliance with Northern Nevada Public Health and Nevada Division of Environmental Protection.

Treasurer Neumann requested if it is the responsibility of the property owner to replace any lead service lines on property after the District's meter. Is there any grants available for property owners to take advantage of if they have to replace old service lines.

Mr. Melton responded yes; it is the property owner's responsibility for the replacement of service line(s) on property side. He is unaware of such grants or other financial assistance programs at this time. He reported the recent service line inventory was a mandated federal rule that required all water purveyors to perform a service line inventory to identify lead or non-lead service lines for both the water purveyor and the property owner at point of connection. The District's inventory report did not identify any lead service lines within the District's water system, again at the point of connection. As the new federal rule evolves, there could be future financial assistance become available for property owners to help with replacing lead service lines.

Mr. Revty commented his mother-in-law received a letter stating that galvanized service lines were located on her property. He requested to be informed of any financial assistance available so they can proceed with service line replacement.

**Item# 12. Legal report by Maddy Shipman.**

Ms. Shipman gave a brief reminder that Trustees should use their District issued email when conducting District business only. Per Nevada Public Records and Open Meeting Law all email accounts are subject to review via a public records request.

**Item# 13. Office report by Erin Dowling.**

None

**Item# 14. Manager report by Chris Melton.**

Mr. Melton reported on the following:

- District's Public Works Director and Field Supervisor attended a preconstruction meeting for 5 Ridges Village 6 Phase II (70 homes); construction is expected to begin mid to late June.
- The District held its first of two lifeguard certification training courses on May 17<sup>th</sup> thru May 19<sup>th</sup> and a total of 7 lifeguards were certified. The second certification course is scheduled for June 7<sup>th</sup> thru June 9<sup>th</sup>.
- Both he and District's Senior Accountant gave a presentation to the Washoe County Debt Management Commission regarding the District's debt. The District's debt is minimal and getting close to end of term. The commission members complemented District staff and operations.

**Item# 15. Public Comments.**

None

**Item# 16. Board Comments.**

Treasurer Neumann commented he hopes that the District can continue with offering free senior swim days at the Sun Valley Pool on Tuesday's and Thursday's.

Trustee Ortiz commented she recently represented the District at the Nevada Recreation and Parks Society Conference and at the POOL/PACT annual board meeting. She also reported Catholic Charities held their ribbon cutting ceremony at their new food pantry location on Gepford Parkway.

Vice Chair Ride acknowledged and complimented staff for their hard work and dedication to the District.

Chairperson Severt commented she sits on the Washoe County Debt Management Commission and she requested for the District presentation. The commission members didn't have any questions regarding the District's debt, they were more interested in what services the District performs and were impressed with the efficiencies. She also wished everyone a safe Memorial Day but to also use the day as a reflection of honoring those who served and paid the ultimate sacrifice for our country.

**Item# 17. Future Agenda Items.**

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

- Health Insurance Renewal
- POOL/PACT Insurance Renewal
- Renewal of Nancyann Leeder Legal Service Agreement
- 5 Ridges Project 1 Offsite Water Project Bid Award
- Approval of Summer Newsletter
- Determination of Percentage for Employee Increases
- General Manager Evaluation

**Item# 18. Adjournment.**

*Vice Chair Rider made a motion to adjourn at 6:25 pm. Trustee Ortiz 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