



**Sun Valley General Improvement District
Board Meeting Minutes of
August 08, 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
Michelle Guerrero	SVGID, Aquatic Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Mike Revty	Public Audience
Kelly Glenn	Roo Co.

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 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. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 5. Certify posting of the agenda.

Ms. Merritt certified posting of the agenda.

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

Mr. Melton announced the Sun Valley Citizen Advisory Board Meeting is scheduled for August 10th 10 am at Hobey's. Reno Battle Born BMX State Qualifier Race is scheduled for August 10th. Sun Valley Pool Party is scheduled for August 10th from noon to 5 pm, general admissions will apply. District employee appreciation lunch is scheduled for August 13th from noon to 1 pm, the office will be closed during this time. Lastly, the District office will be closed Monday, September 2nd in observance of Labor Day.

Treasurer Neumann announced Washoe County Senior Fest is scheduled for September 3rd at Old Town Mall.

Chairperson Severt announced Perris Benegas took silver in the female BMX Freestyle competition in the 2024 Olympics. She reported Perris BMX career began at the Sun Valley BMX Track.

Item# 7. Discussion and action to approve account payables for July 25, 2024.

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

Treasurer Neumann made a motion to approve the account payables for July 25, 2024 in the total amount of \$540,415.14. Vice Chair Rider seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve account payables for August 08, 2024.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for August 08, 2024.

Treasurer Neumann made a motion to approve the account payables for August 08, 2024 in the total amount of \$617,542.67. Chairperson Severt seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 9. Discussion and action to approve board meeting minutes of July 11, 2024.

Vice Chair Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of July 11, 2024 as submitted. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Update by Sun Valley Pool Supervisor regarding 2024 pool Season.

Ms. Guerrero, acting Aquatic Supervisor gave a brief recap of the 2024 Sun Valley Pool season. The 2024 pool season continued to grow from previous years and has been extremely successful. Despite the national aquatic staff (lifeguard) shortage, the District was able to increase its staff this year, and never had to implement capacity restrictions. There were several returning guards and many new staff members this year. Several staff members have already indicated their eagerness to return for next season. The District continued its Free Senior Swim Days on Tuesdays and Thursdays one hour before our general swim. This program continues to have growing community participation; some regulars participants have been spreading the word about our free program. Private parties and group swims have kept the Sun Valley Pool staff very busy this year; hosting a total of 12 private parties, this is an increase from last year.

Ms. Guerrero was proud to report the Sun Valley Pool was utilized this summer as a field trip destination for City of Reno and Sparks Parks & Rec program, along with Anchor Point's Summer Program. The Sun Valley Pool had two very successful free swim days this season. The June 22nd Free Swim day was sponsored by the Fink Family, and the 4th of July Free Swim day was sponsored by the District; both swim days saw well over 300 patrons through the door for each day. Our End of the Season Pool Party this year will be hosted Saturday, August 10th, this year's pool party will be a pirate theme. Activities to include games and prizes, free popsicles, a drawing to win gift cards and a free season pass for 2025, along with a mermaid show.

Ms. Guerrero reported her goal is to become certified as a lifeguard instructor in November. This will benefit the District by keeping trainings in house, this will also be a savings to the Pool budget. The Aquatic staff is eager to resume swim lessons in 2025, as it is a service that members of our community want and is very much needed. We are hoping to increase our staff even further to support the swim lessons, along with continuing to offer our Free Senior Swim and group swim options. Lastly, she briefly reviewed the Pool Closure guidelines that have been implemented and will be posted on the District's website and in the Pool Building for patrons to refer to.

Treasurer Neumann complimented the 2024 Sun Valley Aquatic staff; they were very professional and provided a friendly environment at the pool.

Mr. Melton acknowledged Ms. Guerrero's leadership, she is very organized and finding ways to improve the efficiencies at the pool.

Chairperson Severt was pleased with the 2024 pool season and thanked Ms. Guerrero for providing the District with a Pool Closure Policy. This policy is very helpful to the District and the community.

There were no public comments.

Item# 11. Review and action to approve 2024 fall newsletter article ideas.

Ms. Glenn with Roo Co. provided a list of suggested articles for the upcoming 2024 summer newsletter. Article suggestions include: Message by General Manager, District's Payment Drop Box, Promoting Veterans Day Event, Winterizing/Weatherization, Thank you to 2024 Aquatic Staff, Thank You to Dive Into Summer Sponsors, Thank You to Free Swim Day Sponsors, Lead Inventory Statement, and all the important dates.

There were no public comments.

Chairperson Severt called to order the District's Public Hearing at 5:51 pm.

Item# 12. Discussion and possible action to the following District Rule No. 16 section F.2 – Facility Extension Deposit/Trust to require the Developer to pay the District 50% of the engineer estimate plus an additional 15% contingency “prior” to the District advertising for contractor bids for water and wastewater public works projects.

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

Secretary Barstow certified and provided proof of publication for the public hearing.

Mr. Melton reported staff has reviewed the District's Tariff for possible amendments for consideration related to formatting/grammar consistencies, and current practices. Staff is recommending amending District's Tariff Rule No. 16 regarding New Development section F.2 – Facility Extensions Deposits/Trust Account. The amendment is to help protect the District, rate payers, and potential awarded contractors; staff recommends requiring the Developer to pay the District 50% of the project engineer's estimate plus an additional 15% contingency prior to the District advertising for contractor bids. The current Rule requires the Developer to pay at the time of awarding the bid. Mr. Melton stated waiting on payment can delay the project for a period of time. Once a project has been fully designed and is ready for construction, staff would like full commitment from the Developers being responsible for developer improvements.

Public member Mr. Revty appreciates the District holding Developers responsible and protecting the District and rate payers.

Chairperson Severt closed the public hearing at 5:57 pm following public comments.

Vice Chair Rider made a motion to approve amendments to District Tariff Rule 16 section F.2 Facility Extension Deposit/Trust to require the Developer to pay the District 50% of the project engineer's estimate, and an additional 15% contingency prior to the District advertising for contractor bids. Secretary Barstow seconded the motion. The motion carried unanimously.

Item# 13. Discussion and possible action to approve Holland & Hart Engagement Letter for 2025 Lobbyist Legislative Services.

Mr. Melton reported the 2025 Legislative Session commences February 2025. The District has always had lobbyist representation during the session to respond to any unforeseen bill language that could impact general improvement districts. Holland & Hart has been the District's lobbyist for the past sessions. Holland & Hart is honoring their previous rate and has provided a proposal for 2025 Legislative Session services at a flat fee of \$3,000 per month, and a not to exceed amount of \$500 per month for reasonable expenses related to

attending the session, for the period of January 2025 thru June 2025. If approved, staff will schedule a meeting with Holland & Hart to discuss the various topics that need to be focused on during the session. This project would be funded by the Board approved 2024/2025 Water and Sewer Budgets.

Discussion ensued regarding the importance of having representation during the legislative sessions as an added protection to the District and the community.

Vice Chair Rider made a motion to approve Holland & Hart 2025 Legislative Session Lobbyist Services proposal as presented by staff. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Discussion and possible action regarding the District's payment drop box options; consideration to relocate next to the office building, installation of additional security (lighting/camera) at current location, and/or remove drop box payment option.

Ms. Dowling reported after receiving direction from the Board at the July 11, 2024 meeting, staff has been working on options for the District payment drop box located in the District office parking lot. The options include removing the drop box altogether, relocating it closer to the building with added lighting and camera surveillance, or keeping it at its current location with refurbishments and added lighting and camera surveillance. Staff recommends the latter option of keeping it at its current location, especially because of the drive-up convenience for customers safety especially during inclement weather. Drop box payments from the first quarter of 2024 represent about 6% of all District customer payments; this is a decrease from 7% in 2022. Feedback from customers since the drop box was taken out of order on May 24, 2024 has unanimously been that they do not want to lose the capability of a drive-up payment drop box. Staff has been gathering quotes for the refurbishment of the box, additional lighting, direct camera surveillance, and masonry to enhance the planter, all work is a little over \$11,000.00 paid from the District's capital improvement projects budget and beautification budget. The lead time for project completion is estimated by early October.

Treasurer Neumann made a motion to approve staffs request to keep the payment drop box at its current location as a drive-up; with refurbishments and added lighting and camera surveillance and enhancing the planter as reported by staff. Vice Chair Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 15. Discussion and possible action to update Sun Valley General Improvement District Personnel Policies.

Ms. Dowling provided copies of amended personnel policies for review and consideration based on recommendations by the POOL/PACT. All policies have been reviewed by District's legal counsel.

A) Personnel Policy 1 – General Provisions

Ms. Dowling reported per the recommendation of POOL/PACT the amendments to General Provisions is mainly cleanup for clarification purposes.

B) Personnel Policy 2 – Employee Relations

Ms. Dowling reported per the recommendation of POOL/PACT the amendments to Employee Relations is mainly cleanup for clarification purposes. There are two new policies being recommended; 2.8 Accommodation Process for District employees and 2.25 Social Media Process (Social Networking). The 2.8 Accommodation Process is a new policy that will be how the District will provide “accommodation” for applicants and employees. The 2.25 Social Media Process is a new policy the employees must adhere to, guidelines and rules, regarding their personal social media accounts when related to District business to prevent any potential claims.

C) Personnel Policy 9 – Performance Management

Ms. Dowling reported per the recommendation of POOL/PACT the amendments to General Provisions is mainly cleanup for clarification purposes. Staff recommends amending 9.8 Merit Increases pertaining to employee’s annual evaluation score. The current policy states in order to be Significantly Above Expectations the employee must receive a perfect score of 5.0, to date this has never been achieved. Management would like to amend the Score Rating schedule to the following; 4.0 – 4.5 meets Above Expectations and 4.6 – 5.0 meets Significantly Above Expectations; this gives the employees something to strive for.

D) Personnel Policy 11 – Definitions of Terms

Ms. Dowling reported per the recommendation of POOL/PACT the amendments to General Provisions is mainly cleanup for clarification purposes. Staff added two new definitions; Safety-Sensitive Positions and Serious Health Condition.

After further discussion Vice Chair Rider made a motion to approve all amendments to District Personnel Policies as presented by staff. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 16. Legal report by Maddy Shipman.

None

Item# 17. Field report by Brad Baeckel.

Mr. Baeckel reported on the following:

- The District permitted the Reno Sparks Pop Warner football league use of the Gepford Park for practices. Permit is valid August thru October 2024. There is a total of 126 athletes.
- Several Sun Valley Community Park cleanups are schedule for August by Summit Christian Church focusing on trash and debris removal around the planters and fence line.
- Washoe County Sheriff Office inmate work crew cleaned the slope next the inline skate rink.

- Sun Valley Community Park baseball field has had a lot of dry spots due to the extreme heat. He has worked with the District's landscaper to resolve the issue, there has been noticeable improvements. He will continue to work with the landscaper to establish an effective watering schedule without causing flooding and water waste.
- The District had a random OSHA inspection last week. The inspection was a partial inspection due to the time they arrived onsite, they will continue their inspection next week. The District's Safety Committee programs/policies have helped maintain a safe workplace. He acknowledged the District's Field Supervisor for implementing new safety programs and training field staff on programs.
- The District officially received its new dump truck that was approved and ordered March 2023.
- The District has a new entry level field technician, his name is Johnathan Wilson.
- Lead and Copper sampling has been completed. The District Lead Service Line Inventory was officially accepted by the Northern Nevada Public Health. Staff has posted the results on the District's website with the 2024 Water Quality Report. He reminded the Board; the District is the first water agencies to submit to the health department.
- The last day of operations of the Sun Valley Pool is Sunday, August 11th.
- M4 Engineering started construction on the 5 Ridges Project 1 TMain Improvements on Donatello and Cezanne. M4 Engineering was hoping to be off Donatello before school starts; but there has been a lot of hard digging and unexpected issues have slowed the progress.
- He participated in the final walk through for the Ridge at Sun Valley water project, a punch list has been provided to the contractor.
- The design of the new pump station is approximately 99% complete. Shaw Engineering looking to make regulatory submittals next week to Washoe County Building Department, Nevada Department of Environment Protection, and NDOT Encroachment Permit. Review process is typically six to eight weeks with anticipation to bid project late September and/or early October.

Item# 18. Office report by Erin Dowling.

Ms. Dowling reported on the following:

- Staff has been working with Springbrook regarding the implementation of the new Integrative Voice Response system for phone payments. It is currently in test mode and scheduled to go live sometime next week. Staff continues to educate customers of the new phone payment process.
- Washoe County Human Services has confirmed its partnership for the upcoming Veterans Appreciation Breakfast scheduled for November 9, 2024.
- Staff has been working on consolidating billing cycles due to the growth to the District's service territory.
- The District will be closed Monday, September 2nd in observance of Labor Day.

Item# 19. Manager report by Chris Melton.

Mr. Melton reported on the following:

- Mr. Melton and Ms. Merritt attended the initial public meeting for the upcoming Washoe County Community Development Block Grant for 2025. The District would like to collaborate with Washoe County on a specific project at Gepford Park; this will be on the September District agenda.
- Accounting has been working with the new auditors and have started inputting information into the work portal over the last weeks. Auditors will be onsite next week to go over internal files and the District's procedures.
- Mr. Melton reported he will be on vacation beginning August 16th thru August 23rd.

Item# 20. Public Comments.

None

Item# 21. Board Comments.

Vice Chair Rider thanked Mr. Baeckel for the irrigation report for the parks. He is happy to see the District and the landscaper have the dry spots under control.

Chairperson Severt commented she is pleased with the football league using Gepford Park; she thinks the more use of the parks by leagues is a good deterrent for unwanted behavior.

Treasurer Neumann inquired if the District is still considering security cameras at Gepford Park.

Item# 22. Future Agenda Items.

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

- Approval of final draft of District's fall newsletter
- Presentation by Washoe County regarding Community Development Block Grant
- Request to collaborate with Washoe County regarding 2025 Community Development Block Grant application for Gepford Park pedestrian/ADA improvement project
- Review of proposals for new flooring at Sun Valley Neighborhood Center
- Review of proposal for new board room dais
- Adoption of August 8, 2024 Tariff Hearing Resolution

Chairperson Severt requested a future workshop regarding the billing cycle consolidation.

Item# 23. Adjournment.

Secretary Barstow made a motion to adjourn at 6:27 pm. Vice Chair Rider seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on September 12, 2024

Minutes Prepared by: Jennifer Merritt, Administrative Assistant