



## Sun Valley General Improvement District Board Meeting Minutes of September 12, 2024

### **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
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:**

Cindy Leslie	Public Audience
Mike Revty	Public Audience
Glenda Walls	Public Audience
Kelly Glenn	Roo Co.
Gabrielle Enfield	Washoe County
Michael Boreham	Washoe County

**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 Secretary Barstow

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

Ms. Leslie thanked Chairperson Severt for her donation to the Sun Valley Senior Program to be used towards bingo prizes. She also reported the Sun Valley Senior Program would like to host a Senior Craft Fair, this is something that the District has been working on with Washoe County.

**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.

Trustee Ortiz arrived at 5:33 pm

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

Mr. Melton announced the Impala's Car Club Sun Valley Car Show is scheduled for September 21, 2024 from 9 am to 2 pm. The District's Sun Valley Photo Contest deadline is September 30, 2024. The District's Sun Valley Community Service Award nomination deadline is September 30, 2024. Lastly, the Sun Valley Citizen Advisory Board Meeting is scheduled for October 5, 2024 10 am at Hobeys.

**Item# 7. Discussion and action to approve account payables for August 22, 2024.**

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for August 22, 2024.

*Treasurer Neumann made a motion to approve the account payables for August 22, 2024 in the total amount of \$532,976.50. 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 September 12, 2024.**

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for September 12, 2024.

*Treasurer Neumann made a motion to approve the account payables for September 12, 2024 in the total amount of \$471,122.52. Trustee Ortiz 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 August 08, 2024.**

*Treasurer Neumann made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of August 08, 2024 as submitted. Secretary Barstow seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 10. Review and action to approve 2024 fall newsletter final draft.**

Ms. Glenn with Roo Co. provided a final draft copy of the 2024 fall newsletter. Articles 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. She reported staff did add an additional item that was not a part of the original article ideas; an article regarding the District's recent water main break. Staff felt it was important to give an update regarding the break and why the District issued a boil water order.

Ms. Dowling reported the newsletter would be distributed with all of the October billings.

Public member Ms. Leslie pointed out the important dates are out of order for November dates.

*Treasurer Neumann made a motion to approve the District 2024 fall newsletter with the corrections noted. Secretary Barstow seconded the motion. The motion carried unanimously.*

**Item# 11. Presentation by Washoe County Reinvestment Program regarding Community Development Block Grant.**

Mr. Boreham with Washoe County Community Reinvestment gave a brief presentation regarding Washoe County Community Development Block Grant (CDBG). Mr. Boreham reported CDBG is funding that comes from U.S. Department of Housing and Urban Development (HUD); approximately \$2.4 million is allocated and distributed annually by the Governor's Office on Economic Development. Washoe County, City of Reno, City of Sparks are all eligible to submit for CDBG and will compete with 15 Rural counties and 11 Rural incorporated cities for funding. There are three HUD Program key areas Washoe County is considering. Developing viable communities by meeting the objectives of: Expanding economic opportunities, providing suitable living environment, and providing decent housing. The CDBG funded activities must meet one of the following 3 national objectives: Benefit 51% or more Low to Moderate Income (LMI), aid in the prevention of elimination of slum or blight, address a recent (within the last 18 months) urgent community development need. A specific activity/project must serve majority of an LMI area, primarily residential. He stated the most recent Census data and Income Survey data is used to determine LMI areas, the local agency (applicant) defines service area and state provides approval. HUD regulations allow for an activity to benefit a limited clientele. Activity must benefit one of the eight populations presumed to be within a LMI area and/or person, categories include: abused children, homeless person, severely disabled adult, spouses that are battered, elderly people, illiterate adults, people living with AIDS, and farm workers that are migrant.

Mr. Boreham reported in order for a project to be fundable it must pass two tests: Must meet a National Objective and have an Eligible Activity. Eligible activities include the acquisition, construction, reconstruction, rehab or installation of public facilities and improvements, including Infrastructure Improvements (Construction and installation), Neighborhood Facilities (Parks, playgrounds) and ADA Accessibility. He provide various examples of eligible projects that include: water, wastewater and storm drain design and construction, streets, roads and sidewalks, fire stations, community, senior and youth centers, emergency vehicles/equipment, planning, downtown revitalization, libraries, landfills, assisted living facilities, substance abuse centers, and handicapped access. He also gave examples of ineligible projects that include: operation and maintenance costs of public facilities or improvements made to those facilities, construction, expanding or rehabilitating “buildings for the general conduct of government”, and expense of purchasing construction equipment, moveable equipment, furnishings or machinery.

Mr. Boreham reported Washoe County has participated in the State CDBG program since 1982. Implemented 55 grant projects that include: 30 Public Facility projects, 12 Planning Projects, 2 Housing Rehabilitation projects, and 11 Public service projects; Total funding amount of \$5,298,832. Of those projects, \$1,360,659 of CDBG funds were applied towards 6 projects specifically to the Sun Valley community; sidewalk installation around schools, improvements at the Sun Valley Neighborhood Center and Sun Valley Pool, and construction of a new community building at Gepford park.

Mr. Boreham gave a brief overview of the Washoe County CDBG application process. Washoe County is eligible to apply for two CDBG projects and also sponsor two CDBG projects on behalf of a for profit or non-profit agency and other governmental agency. The Intent to Apply deadline is September 27, 2024 for all eligible CDBG projects. CDBG Grant Application deadline is October 18, 2024. Washoe County will review all CDBG project submittals to determine what CDBG projects will proceed forward with approval by the Washoe County Commissioners February 13, 2025. Approved CDBG projects must have a project start date of July 1, 2025. He stated CDBG funds are federal funds and require a lot of administrative reporting. He reported both he and Ms. Enfield will be available to help all applicants with CDBG application process and executing construction of project.

Treasurer Neumann inquired what qualifies as Low Moderate Income. He assumes Sun Valley community already meets the income qualification.

Ms. Enfield responded Washoe County CDBG uses the LMI amount established by HUD, generally anything lower than 80% of LMI is a qualification. She commented not all of Sun Valley qualifies for LMI, it will be area specific based on Census Tract in the area.

There were no public comments.

**Item# 12. Discussion and possible action to collaborate with Washoe County and apply for the 2025/2026 Community Development Block Grant for Gepford Park pedestrian safety and ADA improvements.**

Mr. Melton reported staff is requesting for consideration to apply for the 2025 CDBG sponsored by Washoe County. The project for consideration would be pedestrian and ADA improvements at Gepford Park. Project scope of work to include improvements to existing storm drain, sidewalks, curb and gutter, and improvement to pedestrian pathway(s) around Gepford Park. He reported this would be a good collaboration with Washoe County; they are responsible for storm drains, roads and curb and gutter.

Chairperson Severt commented Gepford Park is a highly used community park and was

designed many years ago. It is apparent Gepford Park has traffic and pedestrian safety concerns that have been brought to the District's and Washoe County's attention. With majority of the concerns being related to storm drain and traffic, it is important to partner with Washoe County regarding these much needed and overdue improvements.

Treasurer Neumann inquired if the storm drain on the south side of the park will be filled in to create a larger shoulder for vehicle parking. That has been the biggest concern that there is no parking on Gepford Pkwy. and patrons parking in the street creating a traffic jam during baseball season.

Vice Chair Rider commented he has been asking for these improvements for the past several years. He knows majority of the work is out of the District's jurisdiction and that is why it is important to partner with Washoe County.

Public member Mr. Revty commented he has attended various baseball games and has seen the safety issues that the parking has created on Gepford Pkwy. He has submitted his concerns to Washoe County and Washoe County Commissioner Garcia. He thinks this would be a good CDBG project to apply for.

*Treasurer Neumann made a motion to direct staff to submit its Intent to Apply letter to Washoe County for the 2025 CDBG for Gepford Park pedestrian and ADA improvements. Vice Chair Rider seconded the motion. The motion carried unanimously.*

**Item# 13. Discussion and action to approve Frankful Flooring LLC proposal to demo and install all new flooring at the Sun Valley Neighborhood Center with a not to exceed amount of \$65,000.00.**

Mr. Baeckel reported Sun Valley Neighborhood Center floors have been identified as the original floors and are approximately thirty plus years old. The floors are starting to deteriorate due to normal wear and tear. Staff met with potential contractors onsite for floor inspections and proposals. The District is in receipt of 4 proposals for removal of old flooring and installation of new flooring throughout the Neighborhood Center. Of the 4 proposals two of the contractors were eliminated because they didn't want to remove existing VCT, they want to install over it, this was a concern of the District's. There was a second contractor that was being considered but they never resubmitted a proposal for the additional Washoe County Sheriff Office space. Staff is very pleased with Frankful Flooring LLC, the contractor was very professional and knowledgeable of the work that is needed to be done.

Mr. Baeckel reported staff recommends approval of Frankful Flooring LLC proposal of \$46,078.07. Proposal is for removal of all old flooring and installation of all new flooring. The District intends on replacing carpet areas with new durable carpet and replacing VCT and laminate with all new durable VCT. Staff is seeking approval of a not to exceed amount of \$65,000.00. He reported the Grand Room floor has been identified in needing additional repairs. Once the old flooring has been removed, the contractor will have a better idea of how extensive the surface repairs will be. This project was approved within the District's 2024/2025 capital improvements projects and would be funded from the District's Acquisition Budget.

Mr. Baeckel reported if approved work will commence the first of December and is estimated to take up to two weeks. The Neighborhood Center will be closed to all programs and the public during this time. Staff has been in communication with all lessees regarding the upcoming project and they are excited for the project.

Treasurer Neumann inquired why staff is requesting a not to exceed amount of \$65,000.00 if the proposal is for \$46,078.07, it seems a little excessive. He wanted to know if the contractor would cap their project at \$65,000.00 due to additional work.

Mr. Baeckel responded the District approved \$65,000.00 for this identified improvement project within the 2024/2025 budget. Frankful Flooring LLC cost might increase some due to additional work needed to prep flooring for VCT. He does not think the project will go over \$65,000.00, but wants to have contingency funds available to address the unidentified work needed to the Grand Room. He reported you can visually see the floor has movement with the separation of tiles and the bumps throughout the room. Additional minor repairs may be required by the District after installation is complete.

Secretary Barstow inquired how many subcontractors will there be.

Mr. Baeckel responded Frankful Flooring LLC will be the only contractor onsite, they will perform the demo, repairs, and installation. This is a benefit with getting the project completed in a timely manner.

*After further discussion Vice Chair Rider made a motion to approve Frankful Flooring LLC proposal to demo and install new flooring at the Sun Valley Neighborhood Center with a not to exceed amount of \$65,000.00. Trustee Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 14. Adoption of Resolution 2024-03 amending Sun Valley General Improvement District Tariff,**

**said amendment as approved by the Board of Trustees following public hearing held on August 08, 2024 and to be effective as of October 1, 2024.**

Mr. Melton reported the Sun Valley General Improvement District, pursuant to and in compliance with the requirements of NRS 318.199, held a public hearing on August 08, 2024 to consider amendments to the District's Tariff. The Board of Trustees considered amendments to Rule No. 16 with updates to New Development; prior to any facility construction and prior to the District executing a contract with a successful bidder, Developer will be required 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; funds will be deposited into a Trust Account. Staff is requesting approval of Resolution 2024-03 adopting the amendments approved by the Board of Trustees and said amendments would become effective as of October 1, 2024.

*Treasurer Neumann made a motion to approve District Resolution 2024-03 adopting amendments to District Tariff Rule 16 following August 08, 2024 Tariff Hearing. Vice Chair Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 15. Report by Public Works Director regarding 8" water main break on Barrel Springs Rd.**

Mr. Baeckel reported on August 27, 2024 approximately at 12 am the District responded to a water main break on Barrel Springs Rd. Several customers were shut off in order to make repairs. Out of an abundance of caution, the District, with guidance from Northern Nevada Public Health, issued a precautionary boil water order until multiple water samples could be tested and confirmed the water was safe for consumption. On August 29, 2024, sample results were received showing the water was safe to drink and the boil water order was lifted. The District takes pride in providing safe and reliable drinking water, and wants to assure its customers that public health is taken very seriously. The extra precaution taken, at the expense of being put in a negative spotlight, was to protect our customers.

Mr. Baeckel reported the area where the break was is considered a high point, staff and District engineer saw there is a need for an air release valve. This will be installed in the near future to prevent future breaks; the break itself was approximately 6' long. Between himself and the field supervisor they were assessing the water leak and starting to isolate the area. The water was manageable at first and diverted to the storm drains as intended. Then a significant amount of water became visible and staff quickly had to shut off more valves that impacted a larger area of customers, in efforts to avoid significant damages to the area.

Mr. Baeckel reported field staff spent several hours cleaning up roadways, driveways and ditches over the next couple days after the break. Office staff also played a huge role, answering numerous calls and questions. It was a collective team effort and staff did a great job. The District appreciates the customers patients and understanding during this time. He reported he was extremely pleased with how the field staff responded to the call and worked together to get the job done.

Mr. Melton acknowledged Mr. Baeckel's leadership and compliance regarding the break. He commented Mr. Baeckel did the correct thing by shutting off the water to protect the customers from any potential contaminants and to avoid any additional damages that could occur for a leak of that size. He appreciates all staffs' efforts on this matter, field staff did a great job with making the repairs and cleaning up surrounding area and office staff did a great job with answering all the phone calls and getting the information out in a timely manner.

Vice Chair Rider inquired how old was the pipe that broke.

Mr. Melton responded the pipe was installed approximately in the late 70's early 80's. In that particular area has various pipes for growth. The District has not had a lot of issues with this area in the past, but staff will research and investigate if future replacement is needed.

Mr. Baeckel reported there was one valve that would not shut off all the way, forcing additional valves to be shut off. The original valve will be replaced with a new valve most likely by M4 Engineering when they are onsite for a separate project.

After additional discussion the Board of Trustees thanked Mr. Baeckel for the reported and for his leadership on the break.

There were no public comments.

**Item# 16. Discussion and possible action regarding the modification of District customer monthly billing cycles.**

Ms. Dowling reported staff has begun analyzing the District's 4 billing cycles and considering options to restructure them in light of the continuous growth and development within the District's service territory. The goal is to continue with 4 billing cycles; condensing the existing 4 billing cycles into 3 billing cycles, each consisting of service addresses in close proximity, and have the 5 Ridges development being its own cycle due to the various charges this development is subject to. She provided a preliminary map to reflect the new suggested billing cycles. This map is a work in progress and she is working closely with the Public Works Director to make sure the modification is beneficial to District staff, especially for days that field staff has to perform manual reads and disconnect days.

Ms. Dowling reported the amendment does not impact all the customers. She reported staff will work with Springbrook once the final billing cycle has been approved. She anticipates billing cycle modifications won't take place for several months. Those customers that will be impacted will receive a letter, with approximately a 2-month notification, indicating when the cycle change would take place and what their new meter read, billing date, and due date would be. She reported staff will work with those customer who are impacted if they need a little more time with paying their first bill due to the billing cycle amendment.

Secretary Barstow inquired if there will be a cost associated with the billing cycle modification.

Ms. Dowling responded there will be a cost from Springbrook, it is unknown at this time until the District puts in the official request and how much work will be involved with the modification. The District and Springbrook will need to consider if it is more efficient to adjust only the customers that are impacted, or due to programing, create all new billing cycles; with majority of the customers staying with their existing billing cycle. She will bring to the Board for approval Springbrook proposal for this modification.

Mr. Baeckel reported depending on the billing cycle modification, each cycle will increase in the number of customers. That increase has the potential of increasing the number of non-payment disconnects the District has to perform. Management may at a future meeting have discussion regarding discontinuing same day reconnects.

Mr. Melton reported with the growth of Sun Valley, especially in the near future, the District will need to consider how it will perform disconnects and reconnect all on the same day. Staff has been exploring options that include a potential schedule change and/or additional staffing.

Trustee Ortiz commented for those customers that will be impacted, she thinks it would be helpful to continue with billing monthly. In the event that a customer only has a partial bill due to the billing cycle change, only bill them for the partial month. The bills are very difficult to understand when you have one full month and then a separate charge that might be prorated. Similar to when the District billed customers with the new rate, portion of the bill was at the old rate and the second portion of the bill was at the new rate, creating confusion trying to understand the bill. This will also assist the customers with budgeting for their bills.

Treasurer Neumann inquired if the customers that are on Auto-Pay (ACH) will be impacted by the billing modification.

Ms. Dowling responded yes, those customers may be impacted and will be notified of their



new billing cycle and due date so they are aware of when the District will pull from their bank accounts to pay their District monthly bill. She reported the District will work with those customers who are impacted; she will give them a little extra time to pay their account balance due to the billing cycle change. She will also continue to work with various customers who need a specific due date due to fixed income circumstances.

Additional discussion ensued regarding how the potential new development will impact all of the billing cycles and trying to keep all cycles as equal number of customers as possible. The most important piece of the modification is creating a cycles that has areas in close proximity for continued efficiencies of the District's duties.

*Vice Chair Rider gave staff direction to bring back the billing cycle modification for further discussion once staff has finalized the billing cycle map and has a proposal from Springbrook to perform the adjustment.*

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:

- He attended the closing conference with OSHA last week to discuss their report and findings. OSHA had a lot of positive things to report regarding the District's operations. There were 2 other than serious violations that OSHA is pursuing. Depending on the final report and potential violations for any serious violations, he might try to appeal them. He is happy with field staff and appreciative of the District's Field Supervisor implementation of safety improvements and reminding employees the importance of a safe work environment.
- Field staff has started painting the District shop.
- Summit Christian Church volunteers recently cleaned up the pedestrian paths at Highland Ranch Park.
- Keep Truckee Meadows Beautiful will be supervisor a volunteer project at the Sun Valley Community Park October 11, 2024; project consist of painting the skate rink walls.
- The payment drop box has been powder coated, light pole foundation to be installed next week followed by electrical. The goal is to have the payment drop box operational by the first of October.
- The District is proceeding with hiring on a sixth field technician with the anticipation of the upcoming growth, this will also assist with the on-call rotation schedule.
- M4 Engineering completed the water main installations on Donatello and Cezanne. M4 Engineering is now working on W. 7<sup>th</sup> Ave. and Tanberg water main installation.
- The District's E. 4<sup>th</sup> Ave. transmission main replacement has been submitted for water project approval; review can take up to 6 to 8 weeks.

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

Ms. Dowling reported on the following:

- She is proud to report the new Integrative Voice Response (IVR) system went into effect on August 23, 2024. It has been extremely successful and customers are already getting familiar with it. The District is receiving on average 26 payments per day via the IVR system. This has been a big help to the office staff.
- She commended field staff for their hard work during the main line break and acknowledged both Mr. Melton and Mr. Baeckel for their leadership during the break.
- Staff and customers are looking forward to the payment drop box being placed back in operation in October.

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

Mr. Melton reported on the following:

- Washoe County Commissioners approved the community support grant in the amount of \$90,000 for the District to be used to help offset the District's Recreation operation and maintenance budget. Washoe County Commissioners will be considering the additional ARPA grant in the amount of \$60,000 for the District to use towards park improvement projects at their next scheduled meeting.
- The District auditors will be onsite September 30, 2024 thru October 9, 2024 to complete the District's 2023/2024 audit. Accounting has done a great job working with the auditor's providing information as requested and everything seems to be going smooth at this time.
- He reported the goal is to have the drop box installed with operation of the new lighting and security camera by October 1, 2024. Additional landscaping will take place as time permits.

**Item# 21. Public Comments.**

Mr. Revty commented he received various questions from customers regarding the water boil order. He responded to the customers that the order was put in place for their safety and directed them to the District's website to stay up-to-date. He complimented the District staff for their hard work and getting water back in service in a timely manner.

Ms. Leslie commented the Sun Valley Senior Program is hosting an end of summer potluck on September 20, 2024 from 10 am to 12 pm.

**Item# 22. Board Comments.**

Vice Chair Rider thanked staff for the hard work regarding the main line break. He appreciated the updates throughout the day; he was able to answer a lot of customer questions. He also commented Commissioner Herman donated funds to the District to be used for the Sun Valley Senior Program.

Trustee Ortiz commented she was not able to attend the POOL/PACT conference as the District's representative due to her work schedule. She would like to consider if there is any trustee that might be interested in being the backup to the District's alternate representative in the event either one can't attend.

Secretary Barstow commented he is certainly grateful for the District's quick response and hard work fixing the break; however, that is part of the job and he wouldn't expect anything less than.

Treasurer Neumann inquired when is the new Sidehill Tank going to be scheduled now that Project 1 is almost complete. It is extremely important to get the new tank constructed to help serve the north part of Sun Valley.

Mr. Melton responded the Sidehill Tank project is not scheduled yet, and there still is other projects that are considered priority prior to the tank project.

Chairperson Severt commented there is a partisan cleanup event September 14, 2024, multiple elected officials will be gathering to cleanup Sun Valley Blvd. The staging location will be the District's front parking lot. Not only will this event help cleanup the boulevard, but give elected officials a good view of the overdue improvements needed on the boulevard. She also thanked Mr. Melton for his open communication regarding the mainline break, she was able to address a lot of customer questions and concerns.

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

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

- Renew Roo Co. Service Agreement
- Presentation by Local Governmental Investment Pool
- 2024 Photo Contest Judging
- Review Community Service Award Nominations
- Review of proposal for new board room dais

Trustee Ortiz requested an action item to appoint a third alternate representative for the POOL/PACT Board.

**Item# 24. Adjournment.**

*Secretary Barstow made a motion to adjourn at 6:54 pm. Vice Chair Rider seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on October 10, 2024  
Minutes Prepared by: Jennifer Merritt, Administrative Assistant