



**Sun Valley General Improvement District
Board Meeting Minutes of
October 10, 2024**

Board Members Present:

Susan Severt	Chairperson
Michael Rider	Vice Chair
Mark Neumann	Treasurer

Board Members Not Present:

Joseph Barstow	Secretary
Carmen Ortiz	Trustee

Staff Present:

Chris Melton	SVGID, General Manager
Brad Baeckel	SVGID, Public Works Director
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Cindy Leslie	Public Audience
Glenda Walls	Public Audience
Rick Phillips	Meeder Public Funds (phone)
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, 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.**
None

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.

Mr. Melton announced early voting is available at the Sun Valley Neighborhood Center October 19th thru November 1st, and the general election on November 5th. District office will be closed Friday, October 25th in observance of Nevada Day. Sun Valley Citizen Advisory Board Meeting is scheduled for November 2nd 10 am at Hobey's. Sun Valley Veterans Appreciation Breakfast Saturday, November 9th 9 am at the Sun Valley Neighborhood Center. Lastly, the District office will be closed Monday, November 11th in observance of Veterans Day.

Treasurer Neumann announced the Sun Valley Regional Park BMX Track is scheduled to open to the public spring of 2025.

Item# 7. Discussion and action to approve account payables for September 26, 2024.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for September 26, 2024.

Treasurer Neumann made a motion to approve the account payables for September 26, 2024 in the total amount of \$822,999.46. Chairperson Severt seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve account payables for October 10, 2024.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for October 10, 2024.

Treasurer Neumann made a motion to approve the account payables for October 10, 2024 in the total amount of \$446,830.61. Vice Chair Rider 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 September 12, 2024.
Vice Chair Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of September 12, 2024 as submitted. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Presentation by Local Governmental Investment Pool regarding investment opportunities; with possible action to join Local Governmental Investment Pool.

Rick Phillips with Meeder Public Funds gave a brief presentation regarding the Local Governmental Investment Pool. Mr. Phillips reported Meeder Public Funds was selected by the State of Nevada Treasurers Office to perform the investment management for the Local Governmental Investment Pool (LGIP). The LGIP is a pool of various governmental agencies; states, counties, cities, schools, and special districts that can invest public funds for a higher interest rate on return. Currently Meeder Public Funds has over 400 public entity clients and has provided oversight and advisement of \$155 billion in public funds. He provided an Interest Rate model known as "FIGEY", Fed, Inflation, Growth, Employment, and Yields. U.S. Treasury yields/rates are primarily a function of Federal Reserve policy, inflation, economic, growth, and employment. Shorter-Term yields are highly correlated with the Fed Funds rate set by the Fed's Federal Open Market Committee; this is typically a 1-year investment. Intermediate-Term and Longer-Term yields are more correlated to the expected future rates of inflation, economic growth, and the unemployment rate. LGIP are established by the states to provide other governmental entities with a short-term investment vehicle, often formed as a trust, to purchase shares or units in an investment portfolio. The State of Nevada's LGIP is a state-sponsored program, and is authorized according to NRS 355.167. Any Local Government, as defined in NRS 354.474, can participate in LGIP. Allowable investments for LGIP are defined in NRS 355.170 and NRS 355.171; they include Treasuries, U.S. Agencies, Credit (corporate bonds, commercial paper, certificates of deposits), Municipal Bonds, and Supranational Securities.

Mr. Phillips reported should the District participate with LGIP, the District would work directly with the State of Nevada Treasurer's Office. The State of Nevada Treasurer's Office would work on the District's behalf directly with Meeder Public Funds. Meeder Public Funds would work on behalf of the State of Nevada as the portfolio manager with the Bank of New York also known as the third-party custodian. Mr. Phillips gave a brief overview what a portfolio summary report would look like; the report gives a breakdown of diversified sector investments, maturity distribution, credit quality, account summary, portfolio yield history, and top issuers.

Vice Chair Rider inquired what is the standard liquidity time frame for an investor.

Mr. Phillips responded LGIP can provide liquidity same day if the investor request is made no later than 8:30 am, typically it is next business day or pre-scheduled. All liquidity is electronically transferred/wired to the investors bank account for accessibility.

Chair Severt inquired if there is a minimum balance requirement.

Mr. Phillips responded LGIP does not have a balance requirement, he has seen investment account balances in the hundreds.

Mr. Melton reported he has been researching LGIP in how they can assist the District with its current investments. LGIP can offer a 1% higher interest rate than what the District is

currently receiving with its bank. Mr. Melton would like to consider diversifying the District's investments and request moving funds from the District's Acquisition Account to invest with LGIP, with a not to exceed amount of \$10 million. He has been working with accounting to determine how much the District should maintain in its current Acquisition Account, and staff recommends keeping enough funds to cover the District's 5-year capital outlay of projects and invest the remaining balance in the LGIP.

Treasurer Neumann made a motion to approve staff's recommendation as presented to participate with the Local Governmental Investment Pool with a not to exceed amount of \$10 million for the initial start-up deposit. Vice Chair Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Discussion and action to approve renewal of Roo Co. Public Relations Service Agreement.

Kelly Glenn with Roo Co. provided a copy of her Service Agreement for renewal. Ms. Glenn provides the District with marketing and public relation services. She is honoring her current rate of \$1,300.00 per month plus outside media/production costs.

Mr. Melton reported staff is requesting approval to renew Roo Co. Service Agreement commencing November 1, 2024 through October 31, 2025.

Trustee Rider made a motion to renew Roo Co. Service Agreement for marketing and public relations services as presented by staff. Treasurer Neuman seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Discussion and action regarding Sun Valley General Improvement District 2024 Photo Contest.

A) Judging and selection of photo winners (1st, 2nd, and 3rd place winners)

B) Motion to approve contest prizes (1st, 2nd, and 3rd place winners)

After review of the photo submittals, Vice Chair Rider made a motion to award first place winner to photo number 1 with a cash prize of \$75, second place winner to photo number 6 with a cash prize of \$50, and third place winner to photo number 4 with a cash prize of \$25; paid from the District's water and sewer funds. Treasurer Neuman seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Review of Community Service Award nominations with motion to approve award recipients.

Mr. Melton reported each year the District recognizes individuals, businesses and organizations whose efforts significantly benefit the Sun Valley community. The District has advertised and promoted the request for Community Service Award nominations through the District's website, newsletter, Facebook, and front lobby. He reported this year the District received two nominations for the 2024 Community Service Award; nominations are Sun Valley Resident Veronica Cortes Tamantini and Paul Winkelman with Shaw Engineering.

Chairperson Severt reported she nominated Veronica Cortes Tamantini, her purpose in life is to make the world a better place. Her pizza shop inside the Sun Valley Bi Rite serves great pizza and wings, you will always walk out of there with delicious food and a smile. Veronica's drive comes from her faith, and whether you talk to her in person or watch one of her videos, you will immediately know that she lives her calling in life and practices her humanity every day. Her dedication to the Valley Amigos Horseback Riding and Farm Club, to donation pizzas to the riders and families of Battle Born BMX, along with a sponsorship of the track her smile and laugh are as big as her heart.

Mr. Melton reported he nominated Paul Winkelman with Shaw Engineering; he was the District's engineer for over 25 years. During this time, he has overseen various water/wastewater projects, planning and design, identified opportunities for cost sharing projects with developers and other agencies to help keep cost down for the District rate payers. Paul has devoted a lot of time and energy working with staff to make the District and its operations safe, efficient and reliable for the community.

Vice Chair Rider made a motion to approve nomination for Veronica Cortes Tamantini and Paul Winkelman for the 2024 Sun Valley Community Service Award. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Discussion and action to approve Ironclad Builders, LLC proposal to construct and install new District Board Room dais with a not to exceed amount of \$90,000.00.

Mr. Melton provided two design options for consideration, both to include; new board room dais, public comment and presenter podium, safety railing, as well as new audio and monitor installation. This project would help with safety and security of District employees and board members, comply ADA requirements, as well as, provide a professional and proficient setting to conduct District business.

Mr. Melton reported staff is recommending approval of Ironclad Builders proposal in the amount of \$78,970.00, with a not to exceed amount of \$90,000.00. If approved, work would start as by early as December, depending on materials and staff scheduling. This project would be funded by the Board approved 2024-2025 CIP Water and Sewer Budget. The District originally approved \$150,000.00 in the 2024-2025 CIP Budget for this project.

Additional discussion ensued regarding the two designs. The designs are similar, staff was directed to see if the contractor could split the difference between the width of both designs and adjust the radius of the dais.

Audience member Ms. Leslie inquired what is the difference between the two designs, it

appears the workstations are offset from each other.

Board responded the difference between the two design is the radius of the dais.

Vice Chair Rider made a motion to approve Ironclad Builders, LLC proposal to construct and install a new District Board Room Dais with a not to exceed amount of \$90,000.00 as presented. Chairperson Severt seconded the motion. The motion carried unanimously.

Item# 15. Discussion and action to accept Washoe County Subgrant (American Rescue Plan Act) in the amount of \$60,000.00 to be used towards recreation improvements at Highland Ranch Park and Gepford Park.

Mr. Melton reported staff recommends acceptance of the ARPA Grant in the total amount of \$60,000.00 to be utilized for park improvement projects. Staff has started creating a list of improvement projects they include: Sealing of Highland Ranch Park basketball court, pedestrian walking path, and parking lot. Purchase and installation of security cameras at Gepford Park. Purchase and installation of park picnic tables for park pavilions. Purchase and install a new set of bleachers at Gepford Park. Update park signs throughout. Purchase and install new pumps for the Sun Valley Pool. Pending on budget, additional parking lot sealing and striping at the Sun Valley Community Park.

Audience member Ms. Leslie suggested for consideration convert the existing basketball court at the Sun Valley Community Park into a pickleball court.

Treasurer Neumann made a motion to accept Washoe County American Rescue Plan Act Grant in the total amount of \$60,000.00 to be used towards recreation improvements within the District Parks. Vice Chair Rider seconded the motion. The motion carried unanimously.

Item# 16. Discussion and action to approve Shumway's Mobile Home Setters proposal to purchase mobile home at 5091 Prosser Way and removal of mobile home at 5083 Prosser Way; including lot clean up for a total amount of \$30,000.00.

Mr. Melton reported December 08, 2022 the District Board approved to not renew lease agreements for the District properties located on Prosser Way. The District recently had another vacancy of 5091 Prosser Way. This particular mobile is still in good condition for the possibility of selling. The District received a proposal for consideration from Shumway's Mobile Home Setters to purchase the mobile home located at 5091 Prosser Way for \$30,000.00. The proposal also includes the removal of 5083 Prosser Way and cleanup of both properties. Pending approval, the District would notify 5083 Prosser Way tenant of the District's desire to terminate the existing Lease Agreement effective June 30, 2025. This would provide lessee with an eight-month ample notice to obtain of alternative housing.

Treasurer Neumann made a motion to approve Shumway's Mobile Home Setters proposal to purchase mobile home located at 5091 Prosser Way and removal of mobile home located at 5083 Prosser Way, including cleanup of both lots for \$30,000.00. Chairperson Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 17. Discussion and possible action to consider increasing the District's credit/debit card service fee from \$2.70 per transaction to a service fee up to \$3.10 per transaction.

Mr. Melton reported since the inception of the Springbrook Online Payment Portal in February 2015, staff consistently monitors the cost of credit/debit card payments and brings recommendations for change to the Board, as needed. This is done to ensure the District remains in compliance with the laws governing credit/debit card service fees. He provided a Credit/Debit Card Fee Proposal for review showing various options the Board could consider. With the current \$2.70 transaction fee, it is projected the District will have to expense \$11,323.32 towards banked assessed card fees. The District's goal is to be equal with the cost of doing business. The average cost of doing business to process payments paid by cash, check, or ACH is \$5,000.00. Staying consistent with the cost of doing business, staff recommends increasing the credit/debit card transaction fee to reduce the District's portion of banked assessed card fees. If the District raised the transaction fee to \$2.90 per transaction the projected expense for the District is \$6,210.12, a transaction fee of \$3.00 per transaction the projected expense for the District is \$3,653.52, and a transaction fee of \$3.10 per transaction the projected expense for the District is (\$1,096.92). Mr. Melton reported staff recommends the Board increase the transaction fee from \$2.70 to \$3.00 per transaction. Staff will continue to look into Springbrook's Cloud Revenue Neutral Payment option in efforts of the District not having to collect the transaction fee separately.

Vice Chair Rider commented as a business owner he understands and agrees the expense to allow a customer the convenience of paying with a credit/debit card is becoming very costly for businesses. He appreciates the District cost sharing with the customers for this payment method.

Chairperson Severt commented she appreciates the District for trying to remain revenue neutral as much as possible. A lot of private businesses are profiting off customers for the convenience of paying with a credit/debit card.

Additional discussion ensued regarding the other payment methods the District offers. Customers can make payments by ACH, cash, or check with no additional fees.

Vice Chair Rider made a motion to increase the District's Credit/Debit Card Transaction Fee from \$2.70 per transaction to \$3.00 per transaction. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 18. Legal report by Maddy Shipman.

None

Item# 19. Field report by Brad Baeckel.

Mr. Baeckel reported on the following:

- He conducted several interviews for a Service Technician; staff would like to perform a working interview to test equipment operating skills.
- M4 Engineering continues to work on the water main improvements on Tanberg Dr. Progress has slowed down due to hard rock in the area. He complimented M4 Engineering's work performance.

Item# 20. Manager report by Chris Melton.

Mr. Melton reported on the following:

- Staff has been working with Washoe County regarding Community Development Block Grant application for Gepford Park improvements. Application has been completed and submitted for eligibility.
- He spoke with POOL/PACT regarding Trustee Ortiz request to have a second alternate to represent the District on the POOL/PACT Board. The District is only allowed two members, a representative and 1 alternate.
- District auditors were onsite working on the 2023/2024 audit from August 1st thru August 9th. They are scheduled to present the District's audit at the November board meeting.
- Commissioner Herman's donation for the Sun Valley Senior Program is being expensed towards activities and field trips for the seniors, overseen by a Senior Program participant.
- The District's drop box was officially back in service on September 30th.

Item# 21. Public Comments.

None

Item# 22. Board Comments.

Treasurer Neumann thanked the District for the opportunity to attend the Nevada Association of Counties (NACO) Conference. This year's conference focused on Medicaid for children and Artificial Intelligence (AI).

Vice Chair Rider commented he would have liked to have attended the NACO conference; but given the short notice and work schedule he was not able to. He promoted the Sun Valley Seniors are hosting a Senior Craft Fair at the Sun Valley Neighborhood Center Saturday, November 16th from 9 am to 4 pm.

Chairperson Severt announced Monday, October 14th is Indigenous People's Day also known as Columbus Day. She promoted HOPE Church of Nazarene in Sun Valley is hosting a Trunk-or-Treat on Friday, October 25th at 5 pm.

Item# 23. Future Agenda Items.

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

- Presentation to the 2024 Photo Contest Winners
- Presentation to the 2024 Community Service Recipients
- Presentation of the District's 2023/2024 audit

Chairperson Severt requested a Safety Committee update.

Vice Chair Rider requested an update of the District's Veterans Day event.

Item# 24. Adjournment.

Vice Chair Rider made a motion to adjourn at 6:52 pm. Treasurer Neumann seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on November 14, 2024
Minutes Prepared by: Jennifer Merritt, Administrative Assistant