



Sun Valley General Improvement District Board Meeting Minutes of September 14, 2023

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
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Casey Mentzer	City of Sparks
Lauren Soulam	Washoe County
Christina Albrecht	Public
Mike Revity	Public
Glenda Walls	Public

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, Treasurer Neumann, and Trustee Ortiz. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Trustee Ortiz

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

Ms. Albrecht announced she is hosting a Neighborhood Cleanup Event for the Sun Valley Community; she is coordinating the event with Keep Truckee Meadows Beautiful. The event is scheduled for October 7, 2023 staging at the Sun Valley Community Park at 10:30 am. The goal is to have volunteer's cleanup ditches and sidewalks from Sidehill Dr. to Leon Dr. and from 5th Ave. to 7th Ave. She also reported there will be a small crew in the Sun Valley Community Park cleaning up the fence line and other areas of the park in lieu of using the park pavilion for their staging location.

Item# 4. Motion to approve the agenda.

Treasurer Neumann 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 Sun Valley Car Show is scheduled for September 23, 2023 beginning at 9 am at the Sun Valley Community Park. The annual Nevada Association of Counties conference is September 26, 2023 thru September 28, 2023 in Elko, NV. Lastly, Sun Valley Citizen Advisory Board meeting is October 7, 2023 beginning at 10 am at Hobey's Casino.

Item# 7. Discussion and action to approve account payables for August 24, 2023.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for August 24, 2023.

Treasurer Neumann made a motion to approve the account payables for August 24, 2023 in the total amount of \$585,602.50. 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 14, 2023.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for September 14, 2023.

Treasurer Neumann made a motion to approve the account payables for September 14, 2023 in the total amount of \$802,292.72. 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 August 10, 2023.

Vice Chair Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of August 10, 2023 as submitted. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Discussion and action to approve final draft of the District 2023 fall newsletter.

Ms. Merritt provided a copy of the District's final draft of the 2023 fall newsletter. The newsletter includes a General Manager's update regarding the recent rate increase, invitation to the District's annual Veterans Celebration, Thank you to this year's Dive into Summer sponsors, as well as, this year's lifeguards. Articles promoting the District Board Meeting schedule, District's low-income assistance programs, winterizing tips, American Rescue Plan Act Grant update, and important dates through January 2024. The newsletter is scheduled to be distributed with the October billings.

Treasurer Neumann inquired of the District should include an update regarding the Sun Valley Regional Park grant.

Vice Chair Rider responded the District does not own or maintain the Sun Valley Regional Park; the Regional Park is Washoe County's. The County will provide their own update how they utilized the American Rescue Plan Act Grant for any park improvements.

Vice Chair Rider made a motion to approve the District 2023 fall newsletter as presented by staff. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments

Item# 11. Presentation by Casey Mentzer with City of Sparks Truckee Meadows Water Reclamation Facility regarding existing and future Capital Improvement Projects.

Mr. Mentzer with City of Sparks Truckee Meadows Water Reclamation Facility gave a brief presentation regarding the Truckee Meadows Water Reclamation Facility (TMWRF) operations and five-year capital improvement project outlay. He reported based on the unaudited fiscal year 2023 budget; he was pleased to report TMWRF came under budget for 2023. Majority of the savings was contributed to the combination of limited maintenance and repairs and several of the capital outlays not being completed. There was several capital improvement projects that were not completed this year due to supply chain issues and waiting on federal grant funds to help use as a match towards projects. He reported chemical increases have been astronomical over the past several years. TMWRF has worked with its chemical suppliers and TMWRF staff have done a lot of real active optimization to help stay within budget. TMWRF was slightly over budget for the biosolids hauling; TMWRF saw an 50% increase in October 2022. Through careful management with biosolids hauling, TMWRF staff was able to optimize its hauling in efforts to stay as close to the budget as possible. Lastly, there was an increase in electricity causing TMWRF to go

over budget, this is contributed to the overall cost of inflation everyone is experiencing. Mr. Mentzer reported on TMWRF's five-year capital outlay; some of the capital improvement projects are triggered by the amount flow generated. He was pleased to announce TMWRF was recently approved for the design of a new Dewatering Facility to replace the existing Dewatering Facility that was built in 1984. TMWRF was also recently approved to receive government funds through the City of Reno, these funds will be used towards the Gas Conditional System improvements. TMWRF produces a lot of bio gas that is converted into renewable energy to help with other facility operations.

Mr. Melton appreciates the brief explanation of TMWRF's budget, expenditures, and capital improvements. He reminded the Board the District has some ownership of the TMWRF. The District is responsible for a portion of TMWRF's overall expenses.

Treasurer Neumann inquired at what point is TMWRF at full capacity.

Mr. Mentzer responded, TMWRF various redundancy systems in place to address the wastewater treatment process. With the new Dewatering Facility, this will contribute to expanding its capacity. He also reported TMWRF is looking at other wastewater treatment processes, such as the Mobile Organic Biofilm (MOB) process. MOB is an innovative and sustainable wastewater treatment process that addresses stringent nutrient removal requirements, improve secondary sludge settleability, and intensify secondary treatment process capacities to help address existing bioreactor and limitations.

Chairperson Severt inquired if TMWRF is testing the regions wastewater for COVID and other infectious diseases.

Mr. Mentzer responded that TMWRF will provide environmental surveillance for COVID and other infectious diseases. TMWRF has frozen a lot of samples to assist with the monitoring of wastewater, this is a collaboration with University of Reno and Center of Disease Control, and their National Wastewater Surveillance System. TMWRF uses Biobot Analytics to help report COVID that is detected in the region's wastewater. This information is provided to Northern Nevada Public Health that provides current data regarding COVID.

The District Board of Trustees and staff thanked Mr. Mentzer for his Truckee Meadows Water Reclamation Facility update.

There were no public comments.

Item# 12. Discussion regarding potential District Community Development Block Grant Project(s) for consideration with direction to staff to submit letter of intent to formally apply for Washoe County Community Development Block Grant.

Mr. Melton reported the District was provided a presentation by Washoe County Community Reinvestment regarding the Community Development Block Grant (CDBG). Washoe County is eligible to submit two (2) Washoe County CDBG projects and sponsor two (2) additional CDBG projects. Staff would like for consideration to submit a letter of intent for the CDBG to

help fund Rehabilitation of the Sun Valley Pool Complex. The rehabilitation scope of work includes the replacement of the existing baby pool with a splash pad and water features, expansion of the pool deck with additional covered seating area for group picnics, and resurfacing of the entire pool deck.

Treasurer Neumann inquired if the scope of work included resurfacing of the pool locker room floors.

Mr. Melton responded the locker room floors were not a part of the original scope of work as part of the Rehabilitation of the Sun Valley Pool Complex. It would depend on how much the additional work would be if it was feasible to bundle it with the current project. Staff thought this might be a good opportunity to address the inefficiencies at the Sun Valley Pool. When the Pool was deeded to the District, the District was given a variance to operate the baby pool at limited capacity. The existing plumbing does not meet current standards regarding turn-over rate the baby pool requires.

Chairperson Severt reported the installation of a splash pad would be a big benefit for the Sun Valley Pool. She inquired if the project would meet the Washoe County CDBG requirements.

Ms. Soulam with Washoe County responded the Rehabilitation of the Sun Valley Pool Complex sounds like an eligible project. Washoe County will need to confirm that the Sun Valley Pool service area serves 51% or more of the Low Moderate Income population.

After further discussion Vice Chair Rider made a motion to accept staff's recommendation to submit a Community Development Block Grant Letter of Intent to Washoe County for the purpose of the District's Rehabilitation of the Sun Valley Pool Complex project as presented by staff. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Discussion and possible action to install additional fencing at Gepford Park with approval of Artistic Fence Co., Inc. proposal in the total amount of \$9,860.00.

Mr. Baeckel reported the District has received multiple comments regarding safety concerns at Gepford Park. The highest usage of the park is during the ball season. The park does not have a lot of parking, forcing guest to park on the side of the road. The biggest concern is the lack of roadside parking on Gepford Parkway. There is no shoulder on Gepford Parkway; when guests park on this street, it reduces the traffic to one direction. The safety concern is visibility of the motorist; not being able to see pedestrians in a timely manner. Staff was directed to consider additional fencing on the south side of Gepford Park next to the T-Ball Fields to help prevent kids from running into the street.

Mr. Baeckel provided three (3) proposals for review and consideration. The scope of work includes installing approximately 280 feet of 4-foot-high chain link fence with an opening for park access. Staff is requesting approval of Artistic Fence Co., Inc. proposal of \$9,860.00. If approved, installation is estimated to begin mid-November. Staff will work with Artistic Fence Co., Inc. to ensure the fence is installed prior to the 2024 spring baseball season, weather permitting. This project was not originally approved in the District's 2023/2024 budget. However, the project would be paid from the District's Acquisition Fund using funds from the recreation miscellaneous line item.

Treasurer Neumann commented the biggest safety concern for Gepford Park is the lack of parking at the facility. He inquired if it would be more beneficial to have a culvert placed in the ditch and create additional parking. He doesn't know if installation of fence is going to fix the existing problem if kids are still running across the street.

Vice Chair Rider responded ditches and storm drains are not within the District's jurisdiction. Washoe County would be responsible for any ditch improvements along the roadway. He has been working with Commissioner Garcia regarding Washoe County assistance to help address the safety concerns. He personally feels the District should do something to help address the safety concern. Installation of the fence may not solve the problem entirely, but it is going to reduce the risk of children running out in the roadway.

Mr. Melton reported after an onsite meeting, it was determined the placement of the fence would be more on the park side in the event Washoe County is able to fill in the ditch to provide additional parking, there is still a protective measure taken to help with controlling pedestrian access.

Audience member Mr. Revity commented he agrees there is a safety concern; when there are vehicles parked along both sides of Gepford Parkway, it reduces traffic down to one direction. People also park so close to each other, that if a child did run between cars, motorist would not be able to see a child in a timely manner.

After further discussion Secretary Barstow made a motion to approve Artistic Fence Co. proposal in the total amount of \$9,860.00 for installation of fencing at Gepford Park as presented by staff. Vice Chair Rider seconded the motion. The motion carried unanimously.

Item# 14. Discussion and action to approve Reed Electric proposal with a not to exceed amount of \$15,000.00 for reconditioning of District's Main Pump Station Pump E.

Mr. Baeckel reported the District's Main Pump Station motor for Pump E has been heavily relied on for the water operation. Over the last year, Pump E has been showing signs of significant wear and staff has had to reduce the output to 90% to keep it from faulting. Staff has had the motor looked at for by various professionals and there was conflicting opinions if there is an issue with the pump, but both professionals recommend the motor to be reconditioned. If the District still experiences issues after the reconditioning, the next step would be to pull and rebuild the pump.

Mr. Baeckel requested approval of Reed Electric's proposal with a not to exceed amount of \$15,000.00 to recondition District's Main Pump Station Pump E motor. The scope of work includes disassembly and inspection, balance rotor, install new bearings, dip and bake stator, assemble, test and paint. He stated additional work may be required once inspected and will be requoted at time of inspection. This work would be paid from the District's 2023/2024 approved Water Budget.

Mr. Melton reported this work is considered preventative maintenance. If there was an immediate need, staff would automatically have work performed to ensure the District's water operations continues to run efficiently.

Secretary Barstow inquired what the difference is between reconditioning and rebuilding.

Mr. Baeckel responded the work by reconditioning the pump is essentially the same as rebuilding the pump.

Vice Chair Rider inquired how old is the District's Pump E.

Mr. Melton responded the District's Pump E is a little over 25 years old, this would be the second or third rebuild for this pump motor.

Secretary Barstow inquired how much is a new pump motor; would it be better to expense the additional funds to purchase a new motor if this pump has already been rebuilt multiple times. He also inquired what is the life span for the pump motor once it is rebuilt.

Mr. Melton responded a new pump motor is estimated at \$25,000.00. It is difficult to give a life expectancy of a rebuilt motor. He stated prior to the District's secondary point of water delivery at located at Boundary Tank, the District's Main Pump Station was the main feed and pumps worked non-stopped putting a lot of strain on the pumps and motors. With the implementation of the second feed the District's Main Pump Station only have to operate during the peak months, typically April through October.

Treasurer Neumann inquired about the new pump station that 5 Ridges developer was responsible for.

Mr. Melton responded during the Water Study for 5 Ridges, it was identified that the District's main pump station would need to be rebuilt in order to serve the 5 Ridges development. The need of the new pump station was identified to be constructed at a specific time of the development. He stated that the District still has a responsibility to make sure it can continue to deliver water to existing customers prior to the construction of the new pump station.

After further discussion Secretary Barstow made a motion to approve Reed Electric's proposal with a not to exceed amount of \$15,000.00 for reconditioning of District's Main Pump Station Pump E. Vice Chair Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 15. Discussion and action to appoint District representative to the Truckee Meadows Water Authority Standing Advisory Committee for a two-year term commencing January 1, 2024.

Mr. Melton reported he has represented the District on the Truckee Meadows Water Authority Standing Advisory Committee since 2020. The Standing Advisory Committee is an oversight committee that reviews Truckee Meadows Water Authority's rates and budgets. He is requesting approval to be re-appointed as the District's representative to the Standing Advisory Committee for another two-year term commencing on January 1, 2024.

Treasurer Neumann stated he would like to be considered an alternate for the Standing Advisory Committee if there is a need.

Treasurer Neumann made a motion to appoint General Manager, Chris Melton to represent the District on the Truckee Meadows Water Authority Standing Advisory Committee for a two-year term commencing January 1, 2024. Vice Chair Rider 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:

- YESCO has completed the installation of one of the scoreboards at Gepford Park, they will start on the second scoreboard next week.
- The tree trimming and removal has been completed at Gepford Park.
- Peek Brothers has completed most of the PRV and distribution main project. There has been some delays with getting a materials and there are still a few items that need to be finished like paving and valve abandonment. He is pleased to report the new PRV and distribution main is online.

Item# 18. Manager report by Chris Melton.

Mr. Melton reported on the following:

- He reported the District's appointed auditor, CliftonLarsonAllen has been in the office this week finishing up the 2022/2023 audit. He is schedule to have an exit interview with them on September 15, 2023. They will be presenting the audit at the November meeting.

Item# 19. Public Comments.

Mr. Revity commented on the walk ways at Gepford Park, they are starting to separate creating potential tripping hazards.

Item# 20. Board Comments.

Vice Chair Rider thanked the District for taking action to help address the safety concerns at Gepford Park.

Secretary Barstow thanked staff for partnering with the Washoe County Library System for the book kiosk at the Sun Valley Neighborhood Center. He received a library card at the Ribbon Cutting Ceremony.

Treasurer Neumann is pleased with the timing of the installation of the Washoe County Library book kiosk. He also reported both he and Trustee Ortiz attended the groundbreaking ceremony for the Debbie Smith Career and Technical Academy.

Chairperson Severt would like to have staff work with Washoe County to have them clean the storm drainage in the detention basin; it has a lot of sediment from this past winter. She would like to be proactive and make sure the detention basin is ready for this winter season. She also would like staff to promote the new fencing at Gepford Park and why it was installed for safety.

Item# 21. Future Agenda Items.

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

- Review of IT Consulting Proposal's
- Review of Personnel Manual Updates
- Photo Contest Judging
- Review of Community Service Award Nominations
- Approval of District's Service and Tax Boundary Maps

Treasurer Neumann would to have a presentation by Washoe County Sustainability Department to consider solar panels at Gepford Park.

Item# 22. Adjournment.

Secretary Barstow made a motion to adjourn at 6:41 pm. Trustee Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on October 12, 2023
Minutes Prepared by: Jennifer Merritt, Administrative Assistant