



**Sun Valley General Improvement District  
Board Meeting Minutes of  
November 09, 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
Erin Dowling	SVGID, Customer Service Supervisor
Elizabeth Thrall	SVGID, Senior Accountant
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

**Other Members Present:**

Myrtle Anderson	Public
Kaylin Aytes	Public
Alta Ellis	Public
Heather Goudy	Public
Monique Markwell	Public
Mike Revty	Public
Joseph Judson	CliftonLarsonAllen LLP
Rick Newman	Erlach Computer Consulting
Chelsea Galloway	Erlach Computer Consulting
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, 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.**

Mr. Neumann member of the Washoe County Senior Advisory Board announced Hobey's Casino will be distributing turkeys to Sun Valley Seniors November 15, 2023. He also announced the Washoe County Senior Director will be performing a site visit of the Sun Valley Neighborhood Center to determine the need of computers for senior use. Mr. Neumann a member of Washoe County Parks and Open Space Advisory Board announced the Sun Valley Regional Park BMX Track was awarded \$500,000 from Washoe County's ARPA Grant; these funds will be used towards the design and rehabilitation of the BMX Track. Washoe County is anticipating construction to begin next year. Washoe County is also seeking a volunteer group to help maintain the BMX Track.

**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 the District office will be closed November 10, 2023 in observance of Veterans Day. Sun Valley Citizen Advisory Board meeting is scheduled for November 18, 2023 starting at 10 am at Hobey's Casino. The District office will be closed November 23, 2023 and November 24, 2023 in observance of Thanksgiving and Family Day.

Trustee Ortiz thanked District staff for their hard work organizing the annual Veterans Celebration Event. She also thanked everyone who attended the event, it was a big success.

**Item# 7. Discussion and action to approve account payables for October 26, 2023.**

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for October 26, 2023.

*Treasurer Neumann made a motion to approve the account payables for October 26, 2023 in the total amount of \$425,934.92. 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 November 09, 2023.**

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for November 09, 2023.

*Treasurer Neumann made a motion to approve the account payables for November 09, 2023 in the total amount of \$131,817.09. 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 October 12, 2023.**

*Treasurer Neumann made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of October 12, 2023 as submitted. Vice Chair Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 10. Presentation to winners of the 2023 Sun Valley Birds and Blooms Photo Contest.**

The Board of Trustees presented prizes to the 2023 Sun Valley Birds and Blooms Photo Contest Winners. The 2023 Photo Contest Winners are: First Place Winner, Alta Ellis, Second Place Winner, Kaylin Aytes, and Third Place Winner, Myrtle Anderson. The Board of Trustees congratulated all the winners and thanked all of the photo contest participants.

There were no public comments.

**Item# 11. Review and action to approve District 2024 winter newsletter article ideas.**

Ms. Glenn with Roo Co. provided a list of suggested articles for the upcoming 2024 winter newsletter. Article suggestions include: 2024 Board of Trustees and Meeting Schedule, 2023 Photo Contest Winners, Veterans Celebration Event update, Radon, ARPA Grant update, Winter Averaging Period Notification, Did You Know (District and Washoe County responsibilities), and upcoming important dates.

Public member Mr. Revty suggested including who is responsible for the roads and Sun Valley Blvd under the Did You Know article.

Ms. Dowling commented the final draft will be presented for review and approval at the January 2024 board meeting. Distribution will begin with District January billing cycles 3 and 4 for followed by February billing cycles 1 and 2.

*Vice Chair Rider made a motion to approve the proposed 2024 winter newsletter article ideas as presented by staff. Treasurer Neumann seconded the motion. The motion carried unanimously.*

**Item# 12. Presentation by CliftonLarsonAllen, LLP regarding the Sun Valley General Improvement District fiscal year 2022/2023 audit with action to approve.**

Mr. Judson with CliftonLarsonAllen, LLP gave a brief review of the Sun Valley General Improvement District fiscal year 2022/2023 audit. Mr. Judson reported CliftonLarsonAllen, LLP audit opinion; the District's financial statements present fairly, in all material respects, the respective financial position of the District, as of June 30, 2023. The respective changes in financial position, and cash flows thereof for the year ended in accordance with accounting principles generally accepted in the United States. This year CliftonLarsonAllen, LLP provided an unmodified opinion for the District; this is the highest opinion given for financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2023. All significant transactions have been recognized in the financial statements in the proper period. Accounting estimates, the most sensitive estimate affecting the financial statements was management's estimate of the net pension liability and related deferred inflows and outflows are based on actuarial valuation reports obtained from NVPERS. He reported financial statement disclosures are particularly sensitive because of their significance to financial statement users. He was proud to report the District's financial statement disclosures are neutral, consistent and clear. There were no significant unusual transactions, nor no significant difficulties in dealing with management in performing and completing the District's audit. He reported there was a restatement of Net Position; the District's beginning net position was restated for the correction of an error in prior year financial statements; this was something that was found and corrected by the District. Mr. Judson thanked the District for the opportunity to serve as the auditor; he enjoys working with the District and appreciates the staff.

Ms. Thrall reported she and Ms. Merritt are constantly working towards building the Districting accounting records. Over the past years they have managed to implement a strong record keeping system that assists with providing accurate accounting records. They work well together as a team and are able to provide management with financial analysis reports that are helpful with decision making.

Mr. Melton thanked Ms. Thrall and Ms. Merritt for their hard work and dedication to the District's financials and also thanked Mr. Judson for his auditing service. He is pleased with how the District and CliftonLarsonAllen, LLP were able to work together in regards to the material weakness finding. The District's accounting department discovered the need to do a restatement of the District's net position because of their simplified and strong record keeping process they developed.

Treasurer Neumann commented the increase in water and wastewater sales as reported under Financial Highlights is contributed to the rate increase the District implemented as a pass-through.

The Board of Trustees thanked District staff and CliftonLarsonAllen, LLP for their work performance on the District audit for the fiscal year 2022/2023.

*Treasurer Neumann made a motion to approve CliftonLarsonAllen, LLP audit for the fiscal year ending June 30, 2023 of the Sun Valley General Improvement District. Trustee Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 13. Discussion and action to approve Erlach Computer Consulting proposal to migrate District's email system from a Synchronized Email system to Office 365 Cloud system in the total amount of \$4,200.00; and continue with monthly IT monitoring services for \$2,180.00 per month.**

Mr. Melton reported the District's current email system is hosted by Midtown Micro, Inc. located in Sacramento, CA. In 2019 the District migrated its email system to a Synchronized Email System (IMAP); each email user is designated 8 GB of storage. There are several District employees that are reaching their email storage limit. Once storage limit has been reached outside emails cannot be delivered due to individual(s) storage being full. When this occurs, staff engages with Erlach Computer Consulting to archive older emails on the District's servers to make storage available to continue to receive outside emails. District staff meets quarterly with Erlach Consulting to review all of the District's IT needs and identify long-term goals. It has been identified the need to migrate from a (IMAP) email system to a Cloud email system. Mr. Melton provided Erlach Computer Consulting proposal to migrate the District's email to Office 365 Cloud system. Office 365 offers significant individual user benefits and will provide efficiencies throughout. He reported staff is requesting approval of Erlach Computer Consulting proposal to migrate the District's email system to Office 365 Cloud System in the total amount of \$4,200.00, this is a one-time fee. The proposal also includes Erlach Computer Consulting monthly IT monitoring services and the new Office 365 for a monthly fee of \$2,180.00; this is an overall increase of \$38.00.

Treasurer Neumann inquired if Erlach Computer Consulting is a local company and will be able to provide assistance in a timely manner. He also inquired if the new Office 365 email system will correct the existing storage problems staff is having with their emails hosted by Midtown Micro.

Mr. Newman with Erlach Computer Consulting reported each District staff member has limited email storage as Mr. Melton indicated. By migrating to Office 365 it will provide 50 GB per user in comparison to the current 8 GB per user.

Chairperson Severt commented the District's current email system doesn't filter a lot of the spam emails, allowing potential threats to slip through. Her place of employment has Office 365 and she rarely sees any spam emails; this feature is nice because it saves staff time.

Mr. Newman responded Erlach Computer Consulting proposal includes a Saas Protection and Defense System; each user will be provided with have spam filtering, business email compromise protection, as well as, infinite cloud retention of all emails.

Additional discussion ensued regarding the migration process. Erlach Computer Consulting will work with each District member and their work schedule to minimize any disruption during business hours.

*Vice Chair Rider made a motion to approve Erlach Computer Consulting's proposal to migrate District's email system to Office 365 Cloud System for the total amount of \$4,200.00; and approve monthly IT monitoring services of \$2,180.00 per month. Trustee Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 14. Discussion and action to approve Erlach Computer Consulting proposal to implement MSP360 for the purpose of Cloud Management Backup for the total amount of \$250.00 per month.**

Mr. Newman with Erlach Computer Consulting reported the District's current backup practice was identified as a potential vulnerable practice. Currently the District performs its own backup in house and it is stored on on-premise. The proposed MSP360 is a Cloud Management Backup system that will back up the District's current on-premise backup. This will provide the District with what is called an air-gap backup; providing a secondary backup. Mr. Newman reported, today's malware is sophisticated to search for any on-premise backups and destroy and/or encrypt the backup before attacking any on-premise data. In the event the District was to have an attack and it referred back to one of the archived backups, it too would have already been destroyed or encrypted making it not useful. The Cloud Backup is not only a useful tool for emergency or natural disaster events, it also allows to restore files that may get accidentally erased or trashed.

Mr. Melton reported District staff currently performs its own backup; backing up saving data on multiple cassette tapes and stored in a secure location. The proposed Cloud Management Backup system will be a redundant backup process until the existing servers have no more life expectancy; the servers have approximately three to five years left under warranty. The MSP360 Managed Backup system will automatically backup the District's operating system daily and retain it for 90 days. This backup system is a more efficient practice for the District. He reported staff is requesting approval of Erlach Computer Consulting proposal to implement MSP360 for the purpose of Cloud Management Backup for the total amount of \$250.00 per month.

Mr. Newman reported the MSP360 Cloud Management Backup system is only being recommended until there is no more need of the District's servers. At such time, Erlach Computer Consulting will adjust the Office 365 to perform a daily backup of the District's entire operating system and emails.

Mr. Neumann inquired how often does the District backup its system.

Mr. Newman responded the District performs a daily backup and switches out the saved backup tapes weekly.

Additional discussion ensued regarding cloud backup with the District's billing software provided by Springbrook. Ms. Dowling reported Springbrook has been pushing for the District to migrate its billing/accounting backup to 100% cloud based.

*Vice Chair Rider made a motion to approve Erlach Computer Consulting's proposal to implement MSP360 for the purpose of Cloud Management Backup for \$250.00 per month. Treasurer Neumann seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 15. Discussion and action to approve sending up to four board members and seven staff members to the 2024 Nevada Rural Water Association Conference in Sparks, NV.**

Mr. Baeckel reported staff is requesting permission for 7 field employees, and 4 board members to attend the upcoming Nevada Rural Water Conference. The conference will be held at the Nugget Casino Resort in Sparks, NV from March 5th through March 8th, 2024.

The conference will offer the opportunity to learn from fellow water professionals, build new vendor relations, attend education classes and obtaining continued educational units (CEU's) that are required for water certification renewals. In past years the District was granted the opportunity to register and attend this conference utilizing scholarships funded by a State of Nevada, Division of Environmental Protection grant. The grant is designated for smaller rural water systems, the District no longer qualifies for this grant as we are considered a larger non-rural water system. Nevada Rural Water Association is offering an early bird registration discount if registered by October 31, 2023. Staff took the liberty to register for the 2024 conference in efforts to secure the early bird discount, that provides an overall savings of \$1,175.00 in registration fees. He reported based in the interest to attend the conference he recommends the following registration: 3 - Early Bird Full Registration \$360.00 per person, 2 - Early Bird Two Day Registration \$300.00 per person, and 6 - Early Bird One Day Registration \$245.00 per person, for a grand total of \$3,150.00. Conference registration would be paid from the District's GL Convention/Seminar/Training within the 2023/2024 approved budget. Lastly, he reported the 2024 Nevada Rural Water Association Conference Schedule has not yet been published. Scheduling of the one-day attendance will be staggered appropriately to make sure the District continues to have sufficient coverage.

*After further discussion Vice Chair Rider made a motion to approve registering four board members and seven staff members to attend the 2024 Nevada Rural Water Association Conference as presented by staff. Treasurer Neumann 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:

- Western Electric has started retrofitting Gepford Park outdoor lights and installation of additional lighting; work estimated to be completed by the end of November.
- Field staff has been adding woodchips at all parks around the playground equipment.
- The District is scheduled for its Sanitary Survey this month; a Northern Nevada Public Health representative will visit various District sites for inspection. The Sanitary Survey is performed every three years.
- The District will be participating in a Nevada Water/Wastewater Agency Response Network exercise on December 19<sup>th</sup>. The exercise will include seven other agencies; during the exercise the group will work together on how they would respond in regards to an emergency event.
- There are delays with the delivery of the approved purchases for the District's new dump truck and mini-vac.
- Peek Brothers, contractor for the Ridge of Sun Valley Apartments is scheduled to abandon a valve on W. 2<sup>nd</sup> Ave next week; customers will be given 48-hour notice for service interruptions.
- The first phases of 5 Ridges Village 6 and Village 2 &4 have been approved for tie in.

**Item# 18. Office report by Errin Dowling.**

Ms. Dowling reported on the following:

- The Sun Valley Veterans Celebration event included representation from seven veteran agencies, two Washoe County staff members, four District staff members, and four District board members. The District distributed 29 informational bags; the remaining bags will be distributed at the District office to veterans/military customers.
- She has distributed the recently approved personnel policy updates.
- She reminded everyone Waste Management will allow for residential customers to set-out six additional bags, without stickers, the month of November.

**Item# 19. Manager report by Chris Melton.**

Mr. Melton reported on the following:

- On behalf of the District, he wished Chair Severt, Vice Chair Rider and Ms. Shipman a happy birthday.

**Item# 20. Public Comments.**

Ms. Goudy announced she is a candidate for Assembly District 27 in the upcoming 2024 election.

Mr. Neumann commented NDOT will be providing a report at the Sun Valley Citizen Advisory Board December meeting.

**Item# 21. Board Comments.**

Vice Chair Rider acknowledged one of the veterans that attended the Veterans Celebration served in the World War II. He was honored to serve the vet the first breakfast.

Mr. Neumann suggested the District consider hosting a holiday teen dance at the Sun Valley Neighborhood Center.

Trustee Ortiz commented if the District considers hosting a teen dance, she would like to be on the planning committee. There is a lot to be aware of when hosting teen events.

Chairperson Severt thanked staff for arranging the tour at the Truckee Meadows Water Reclamation Facility, it was very informative. She also encouraged those that are interested in learning how water is treated for distribution, Truckee Meadows Water Authority offers tours of their treatment plants. She responded to Treasure Neumann's suggestion regarding a teen dance; the District and other community agencies has hosted dances in the past and stopped when attendance dropped significantly.

**Item# 22. Future Agenda Items.**

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

- Proclaim January National Radon Month
- Washoe County ARPA sub-grant recap
- Potential Shaw Engineering Pump Station Design Proposal

Chair Severt requested a report from the Nevada Water/Wastewater Agency Response Network exercise. She also request a discussion item only regarding current development projects.

**Item# 23. Adjournment.**

*Secretary Barstow made a motion to adjourn at 6:33 pm. Trustee Ortiz seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on December 14, 2023  
Minutes Prepared by: Jennifer Merritt, Administrative Assistant