



**Sun Valley General Improvement District  
Board Meeting Minutes of  
December 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
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

**Other Members Present:**

Mike Revty	Public
Glenda Walls	Public
Kelly Glenn	Roo Co
Christine Kelly	UNR Extended Studies

**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. Glenn wished everyone a happy holidays and thanked the District for their continued partnership and looks forward to the upcoming year.

**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. (No discussion among Trustees will take place on this item)**

Mr. Melton announced the District office will be closed December 25, 2023 in observance of Christmas Day. The District office will be closed January 1, 2024 in observance of New Year's Day. Lastly, the Sun Valley Citizen Advisory Board meeting is scheduled for January 6, 2024 starting at 10 am at Hobey's Casino.

Treasurer Neumann announced the upcoming Washoe County Commissioners agenda includes consideration of a Community Support Grant in the amount of \$90,000.00 to the District to assist with operational costs of SVGID-owned parks, and Sun Valley Pool.

**Item# 7. Discussion and action to approve account payables for November 22, 2023.**

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for November 22, 2023.

*Treasurer Neumann made a motion to approve the account payables for November 22, 2023 in the total amount of \$281,700.83. Trustee Ortiz seconded the motion. After discussion the motion carried unanimously.*

There were no public comments.

**Item# 8. Discussion and action to approve account payables for December 14, 2023.**

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

*Treasurer Neumann made a motion to approve the account payables for December 14, 2023 in the total amount of \$247,641.11. 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 for November 09, 2023.**

*Vice Chair Rider made a motion to approve the board meeting minutes for November 09, 2023 with the spelling correction of "Neuman" to "Neumann" in various locations. Treasurer Neumann seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 10. Discussion and action to approve special board meeting minutes from November 29, 2023.**

*Trustee Ortiz made a motion to approve the special board meeting minutes for November 29, 2023 as submitted. Treasurer Neumann seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 11. Discussion and action to proclaim January 2024 as National Radon Action Month and to approve Radon Proclamation.**

Christine Kelly with University of Nevada Cooperative Extension gave a brief presentation regarding radon. Ms. Kelly reported radon is an invisible radioactive gas that is naturally released from rocks; it is colorless, odorless, and tasteless. Radon is a decay product of uranium, a common element in soil. One in four homes in Nevada has tested for elevated concentrations. Radon causes approximately 21,000 lung cancer deaths per year in the U.S. and is the leading cause of lung cancer among non-smokers. Testing for radon is easy, it is a three-day process. Once the kit has been sent to the lab for testing, results typically take about two weeks. If radon is detected there are several measures that can be taken to fix the problem. Ms. Kelly reported Nevada has collected radon data since 1989; continual data collection is important to see how radon evolves throughout Nevada. She reported testing is expanding to include additional data markers to assist with what ethnicities are impacted by radon. Nevada is listed as number one in the united states with uranium concentrations. Washoe County levels are high and only 10% of homes within Sun Valley has been tested. She reported testing is not mandated at this time; it is voluntary by residents preferably every two years. University of Nevada Cooperative Extension is offering free test kits from January 1, 2024 through February 29, 2024. Sun Valley General Improvement District will be listed as a distribution site for kits. University of Nevada Cooperative Extension is also offering several radon presentations throughout Washoe County. She reported more information on radon is available on the radon website [www.RadonNV.com](http://www.RadonNV.com) or by calling 775-336-0252.

Trustee Ortiz inquired if a house has been tested and high level of radon is detected, what is the next step for the homeowner.

Ms. Kelly responded if a home has been tested with high level of radon, they can either themselves or hire a professional contractor to install proper ventilation under the home to mitigate radon.

Treasurer Neumann inquired how many of the test kits that were distributed last year were actually returned as a completed test.

Ms. Kelly responded the State of Nevada's test return rate is 60%, the return data is not specific to a designated area. The data is then broken down by zip codes with testing levels.

*After further discussion Vice Chair Rider made a motion to adopt the Radon Proclamation and proclaim January 2024 National Radon Action Month. Trustee Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 12. Review of Washoe County ARPA Subgrant; District projects completed and pending projects to be completed through December 31, 2023, in efforts to expense the full grant amount.**

Mr. Melton reported on September 13th, 2022, the Board of County Commissioners approved the District's ARPA grant application in the amount of \$250,000.00. The District originally approved a project list that consisted of: a grant-funded part-time Park Maintenance position, repaving the Sun Valley Community Park basketball court and pedestrian path, update outside park lighting at parks, hiring an irrigation consultant to evaluate irrigation systems, and replacement of Sun Valley Community Park playground equipment. Per the Washoe County Subgrant Agreement, the District has until December 31, 2023 to utilize the grant funds in full. Due to timing of the grant and the needs of the safety improvements throughout the parks, staff modified the project list in efforts to expense the grant funds in its entirety. The following is a list of park projects that have been completed: Year-round part-time park maintenance position scheduled to end mid-December 2023; with an estimated total expense of \$33,831.31. Repaving of the Sun Valley Community Park basketball court, pedestrian path with retention curb. This project was awarded to Sierra Stripers & Asphalt Paving, total project cost was \$82,402.00. Update Sun Valley Community outside park lighting to a brighter and more efficient LED fixtures. This project was awarded to Western Electric Group, total project cost was \$22,397.58. District staff identified the need to re-stripe the Sun Valley Community Park parking lot. This project was awarded to Absolute Sealing & Striping, Inc., total project cost was \$4,500.00. Update Gepford Park outside park lighting to a brighter and more efficient LED fixtures and add additional lighting. This project was awarded to Western Electric Group, total project cost estimate \$38,268.00. Purchase of two new scoreboards at Gepford Park. This project was awarded to Yesco, total project cost was \$38,430.00. Installation of a 4' fence at Gepford Park to address pedestrian safety concerns along Gepford Parkway. This project was awarded to Artistic Fence Co., total project cost was \$9,860.00. The District partnered with Reno Battleborn BMX regarding track improvements. Various equipment and tools were purchased and provided to the track operator total project cost was \$8,683.54. Purchase of five additional security cameras for the Sun Valley Neighborhood Center. This project was awarded to All Pro Security, Inc., total project cost was \$2,953.00. District staff identified the need to rebuild lifeguard stands at the Sun Valley Pool. Replacement parts were purchased through Poolweb Pool & Spa Supplies with a total cost of replacement parts was \$7,088.22. Mr. Melton reported the Washoe County ARPA Subgrant was a big benefit to the District customers. The District's Recreation Fund would typically not allow for this many projects to be completed within a year's timeframe without raising the District's monthly recreation fee. The District is grateful for Washoe County's assistance and hopes to secure additional financial assistance for future park enhancement/improvement projects.

Chair Severt commented this was a great use of the grant funds, District staff was able to maximize the funds. She commended staff for getting so many projects completed in one year with saving the District customers from the additional expenses.

Mr. Melton thanked Mr. Hurtzig and Mr. Baeckel with the coordination and scheduling for all the projects. He also thanked both Ms. Merritt in accounting and Ms. Merritt administrator for their work with all of the reporting process and reimbursements; this is a timely process.

Public member Mr. Revty commented the District should consider repaving the pedestrian path at Gepford Park with future grant funding.

**Item# 13. Discussion and action to ratify action of the District Chair authorizing Third Amendment to Wholesale contract between Truckee Meadows Water Authority and Sun Valley General Improvement District.**

Mr. Melton reported the District has a Contract with Truckee Meadows Water Authority (TMWA) For Delivery of Water. The District is considered a large volume wholesale customer and is billed for water based on a tier structure. The District's tier 1 is billed at 34,000,000 gallons. Mr. Melton negotiated with TMWA to have the District's tier 1 increased to 38,000,00 gallons. This is an estimated savings to the District between \$40,000.00 and \$50,000.00 a year. TMWA Board approved the amendment, this is a big benefit to the District in efforts to continue with keeping expenses down.

*Vice Chair Rider made a motion to ratify action of Chair Severt authorizing the Third Amendment to the Wholesale Contract between TMWA and the District as presented by staff. Trustee Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 14. Discussion and possible action to approve request to purchase a Portable Cordless Gate Valve Exerciser for a not to exceed amount of \$7,000.00 for the field department.**

Mr. Baeckel reported Water system isolation valves are used to isolate sections of pipes for emergency repairs. These valves are typically not used regularly and will cease to function over time. As a result, it is important to exercise valves at regular intervals. Exercising valves by opening and closing can extend the life of a valve by helping to break free and clean any build up on the valve's internals. Regular exercising of valves not only ensures that they function in an emergency, but also that they are easily accessible and can be shut down quickly. Mr. Baeckel provided information on a portable cordless gate valve exerciser and additional accessories for your review and consideration. Field staff will benefit from this equipment as it will increase productivity, reduce the risk of potential injury, and minimize operator fatigue. He reported staff is requesting approval by the Board of Trustees to purchase valve exercising equipment and additional accessories with a not to exceed amount of \$7,000.00. The not to exceed amount would allow staff to purchase additional accessories as needed. This purchase would be expensed from the 2023/2024 approved Water Acquisition Fund.

Additional discussion ensued on what types of accessories that may be needed to be purchased.

*Vice Chair Rider made a motion to approve the purchase of a Portable Cordless Gate Valve Exerciser with a not to exceed amount of \$7,000.00 as presented by staff. Trustee Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 15. Discussion and action to approve renewal of Sun Valley General Improvement District Workers Comp Insurance.**

Mr. Melton reported staff is requesting formal approval to renew the Sun Valley General Improvement District Workers Comp Insurance for all employees, trustees and volunteers.

He provided a copy of the 2024 Workers Comp renewal. This year's proposed renewal is \$9,563.00 a decrease of \$1,873.00 over last year's premium. Workers Comp premiums are based on the 2023 paid compensation of all employees and trustees.

*Treasurer Neumann made a motion to approve the 2024 Workers Comp Insurance Renewal in the amount of \$9,563.00 as presented by staff. Trustee Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 16. Discussion and action to approve 2024 Sun Valley General Improvement District Board of Trustees meeting schedule.**

Mr. Melton reported staff is requesting to continue the District Board of Trustees board meeting schedule for 2024 with meeting on the second Thursday of each month at 5:30 p.m.

Ms. Merritt reported the District will add an additional meeting May 23, 2024 for the District's Budget Hearing.

*Treasurer Neumann made a motion to approve the 2024 District Board of Trustees meeting schedule as presented by staff. Trustee Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 17. Election of Sun Valley General Improvement District officers for 2024.**

*Vice Chair Rider made a motion to nominate Susan Severt as Chair.*

Treasurer Neumann requested if it is possible to make one motion with keeping all the positions the same; Susan Severt as Chair, Michael Rider as Vice Chair, Joseph Barstow as Secretary, Mark Neumann as Treasurer, and Carmen Ortiz as Trustee.

*Vice Chair Rider amended his motion to keep all the District officer positions as is for 2024. 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:

- RTC has started planning for Phase 2 of the Sun Valley Blvd. pedestrian improvements. The project limits are Clear Acre and Sun Valley Blvd. from Scottsdale Rd. to 7<sup>th</sup> Ave. Improvements include new sidewalks, improved street lighting, safer crossing opportunities, eliminate roadside ditches, improve bicycle facilities, expand and improve transit service, improve localized flooding, and add additional landscaping. District staff will participate in planning meetings to ensure the District has representation for anything related to District utilities.

- The District received its new mini-vac and it is already being put to use for the service line inventory project. This piece of equipment is making the process much smoother and faster.
- District's Main Pump E's motor has been dismantled and is going through inspection. The contractor will need to do some machine work on the housings and replace some bushings.
- The District's Sanitary Survey was completed with Northern Nevada Public Health. He was pleased to report that there were zero significant deficiencies, zero minor deficiencies, zero recommendations, and zero violations for the last three years. He reported this speaks volumes to the District's operations, especially with the struggles the District had with staffing last couple of years. He is very proud of District staff.
- Part-Time Park Maintenance employee Mr. Acuna's last day will be December 15, 2023. It was a big benefit to the District to have a part-time park employee in the parks all year.
- Harmony Mesa resubmitted plans for the 18-lot development; there are corrections needed to bring the project up to current development standards.

**Item# 20. Office report by Errin Dowling.**

Ms. Dowling reported on the following:

- The District's 2024 Winter Averaging re-evaluation period deadline has been adjusted to 30 days instead of 90 days to help make sure all maximums are set and all adjustments are made within the proper fiscal budget year. This year's Winter Averaging period is: Cycle one December 1, 2023 thru March 1, 2024 with a deadline of April 1, 2024 for re-evaluation. Cycle two December 8, 2023 thru March 7, 2024 with a deadline of April 8, 2024 for re-evaluation. Cycle three December 15, 2023 thru March 15, 2024 with a deadline of April 15, 2024 for re-evaluation. And cycle four December 22, 2023 thru March 21, 2024 with a deadline of April 22, 2024 for re-evaluation. This information will be included in the upcoming District newsletter.
- Truckee Meadows Water Authority is participating in the State pilot program for water assistance. Ms. Dowling has discussed the program with TMWA's Customer Service Supervisor; TMWA said it is a great program to be able to provide customers with some form of assistance. The program administratively has its challenges making sure over payments go back to the state when account(s) change names, such as rentals changing occupancies.
- Staff continues to monitor the District's credit/debit card payments. The banking fees are challenging to determine what the District's credit/debit transaction fee should be set at. Upon reviewing the various banking fees and card payment activity it has been determined 1% of the charges are higher charges compared to the average monthly bill. That 1% of the high charges are directly related to the District's Prosser Rentals monthly payments and property management that pay multiple accounts in one transaction; these transactions have been skewing the fee because of the large dollar amount being charged. Staff has decided to no longer accept Prosser Rental payments by credit/debit card, they can continue making their monthly rent payments by cash, check, or money order. Staff has also implemented one transaction per account; each account paid by credit/debit card must be paid separately. This way each customer that pays with their credit/debit card is assessed the service fee appropriately in efforts to keep the credit/debit service fee status-quo.

- The District's email migration project is underway and should be concluded by the first of the year.

**Item# 21. Manager report by Chris Melton.**

Mr. Melton reported on the following:

- Thanked those that were able to attend the employee appreciation lunch and missed those who couldn't attend.
- Mr. Melton will be on vacation starting December 21, 2023 thru January 2, 2024.
- Mr. Melton wished everyone a Merry Christmas and a Happy New Year.

**Item# 22. Public Comments.**

None

**Item# 23. Board Comments.**

Mr. Neumann commented Washoe County recently approved various code amendments as part of the Washoe County 2040 Envision updated. There were no amendments to the Sun Valley Area Master Plan. He also wished everyone a Merry Christmas and a Happy New Year.

Vice Chair Rider wished everyone Happy Holidays. He is pleased with the District's operations; the District accomplished a lot and wanted to commend staff for their hard work and dedication.

Trustee Ortiz wished everyone a Merry Christmas.

Chairperson Severt concurred with fellow board members comments and also thanked the board members for their dedication to District customers and staff. She reported the Sun Valley Post Office was closed for a while due to a car crashing into one of the pillars. There was rumors that United States Post Office wasn't going to re-open the Sun Valley site; she has placed a call into the Postmaster and with news reporter Joe Hart. She is pleased to announce the Sun Valley Post Office is back open for business.

Secretary Barstow thanked District staff for continuing to find ways to save money. He thanked all of the District staff and board members and wished everyone a Merry Christmas.

**Item# 24. Future Agenda Items.**

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

- Approval of the 2024 Winter Newsletter
- Staff presentation regarding District Water Rights
- Staff presentation regarding Nevada Water/Wastewater Agency Response Network training
- Update regarding development
- (possible) Engineering/Developer Pump Station Agreement

Vice Chair Rider requested discussion regarding the 2024 Recreation Schedule for future discussion.

**Item# 25. Adjournment.**

*Secretary Barstow made a motion to adjourn at 6:38 pm. Trustee Ortiz seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on January 11, 2024.  
Minutes Prepared by: Jennifer Merritt, Administrative Assistant