



Sun Valley General Improvement District Board Meeting Minutes of April 10, 2025

Board Members Present:

Susan Severt	Chairperson
Michael Rider	Vice Chair
Mark Neumann	Treasurer
Mark Dunn	Trustee

Board Members Not Present:

Carmen Ortiz	Secretary (attending conference)
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Staff Present:

Chris Melton	SVGID, General Manager
Erin Dowling	SVGID, Customer Service Supervisor
Elizabeth Thrall	SVGID, Senior Accountant
Jennifer Merritt	SVGID, Executive 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.
Jimmy Obregon	Sun Valley Cal Ripken

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

Item# 2. Pledge of Allegiance.

Led by Chairperson Severt

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

Mr. Obregon with Sun Valley Cal Ripken thanked the District for their continued support and thanked the District for attending the Sun Valley Cal Ripken Opening Ceremonies.

Ms. Leslie inquired about the District's policy regarding new service; she owns property in Sun Valley that is used as a rental property. When she came into the office to put the water back in her name, she was informed that the past due balance must be paid in full and she would be subject to the new sign-up fee of \$30. She is the property owner and was unaware she had to pay a fee to put the service back in her name.

Mr. Neumann a representative of the Washoe County Senior Advisory Board announced Washoe County Human Services is observing the month of May as Older Americans Month. Washoe County is hosting an Informational Fair and the Grand Opening of the Washoe County Ninth St. Senior Center May 1, 2025 starting at 10 am.

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's Electronic Recycling Event began on April 1, 2025 and will continue through the month of April, in partnership with Lifecycle Solutions. Sun Valley Easter Egg Hunt, hosted by HOPE Church of the Nazarene, is scheduled for Saturday, April 12, 2025 at 11 am at the Sun Valley Community Park. Waste Management is hosting Free Dump Days at the Lockwood Station April 17, 2025 through April 19, 2025 and again April 21, 2025 through April 26, 2025 from 8 am until 4:30 pm. Lastly, Sun Valley Citizen Advisory Board Meeting is scheduled for Saturday, May 3, 2025 beginning at 10 am at Hobey's Casino.

Treasurer Neumann commented he attended the Sun Valley Cal Ripken Opening Ceremonies along with other trustees. He also complimented how nice the parks look.

Item# 7. Discussion and action to approve account payables for March 27, 2025.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for March 27, 2025.

Treasurer Neumann made a motion to approve the account payables for March 27, 2025 in the total amount of \$221,037.59. 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 April 10, 2025.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for April 10, 2025.

Treasurer Neumann made a motion to approve the account payables for April 10, 2025 in the total amount of \$410,453.66. 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 March 13, 2025.

Treasurer Neumann made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of March 13, 2025 as submitted. Vice Chair Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Marketing update by Kelly Glenn with Roo Co. regarding District upcoming pool season, recreation events, and theme ideas for the 2025 Photo Contest; with possible direction to staff.

Ms. Glenn with Roo Co. gave a brief marketing update regarding District business. She is assisting District staff with the advertisement of hiring the 2025 pool staff and pool opening; she has submitted multiple press releases to all the media outlets. The District held its kick-off meeting with Washoe County Sheriff Department (WCSO) regarding the Dive into Summer Event. WCSO has committed to partner with the District once again with the event and they had some good ideas that the District is going to try and incorporate. Both the District and WCSO will push for media regarding the event as it gets closer. Ms. Glenn commented there has been discussion regarding the Veterans Day Event and how can the District get more awareness of the event. She commented the local media networks are extremely strapped; a lot of times any news/events that gets covered the anchor/reporter has to perform all the writing, producing, and interview. This makes it very difficult to get coverage. Getting events picked up by the media is becoming more difficult for all agencies, not just the District.

Vice Chair Rider suggested the District consider utilizing additional social media platforms to help with promoting events.

Chairperson Severt suggested having District Trustees attended various Veterans of Foreign Wars Legion meetings to help promote the Veterans Day event.

Treasurer Neumann suggested reaching out to the various radio stations.

Ms. Glenn responded the District currently sends its press releases to the local radio stations. Radio Stations are inundated with advertisement requests by all the local agencies for event coverage.

Ms. Glenn continued with her marketing update and reported staff has come up with three photo contest ideas for consideration. The three themes are, nightscapes, storm photos, and black & white or color contrast.

Audience member Mr. Revty commented he likes the nightscapes and the black and white theme. This is a great challenge for the community to display their photography skills.

After discussion Vice Chair Rider made a motion to approve the nightscapes as the 2025 photo contest theme. Chairperson Severt seconded the motion. The motion carried unanimously.

Item# 11. Review and action to approve 2025 summer newsletter article ideas.

Ms. Glenn provided a list of suggested articles for the upcoming 2025 summer newsletter. Article suggestions include: promotion of the End of Season Pool Party, Photo Contest, Community Service Award, Water Quality Report, promoting the Sun Valley Car Show, Water Rate Increase, promotion of the District's Garbage Assistance Program, Billing Cycle Consolidation, and Did You Know. This newsletter's Did You Know article will be regarding the District's monthly billings, educating customers the District is more than a water company. Lastly, the newsletter will provide all of the important dates.

Ms. Dowling reported the final draft will be presented to the Board at its June meeting with scheduled distribution in July.

Treasurer Neumann made a motion to approve the proposed 2025 spring newsletter article ideas as presented. Vice Chair Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Discussion and possible action regarding the District's Tentative Budget for fiscal year 2025/2026.

Mr. Melton provided a summary report of the various revenues and expenses and a copy of the District's tentative budget for fiscal year 2025/2026 for review. He reported the District's Water Fund consists of; Revenues \$4,138,847.00 (revenues include the Truckee Meadows Water Authority (TMWA) 4% proposed rate increase). Expenses are estimated at \$4,219,265.00; the District's liability insurance will consist of a 5.2% increase in premiums and health insurance is projected to have a 10% increase in premiums, a 4% increase from TMWA. Management also included a 6% increase to salaries and benefits. The 6% for salaries and benefits is to accommodate annual increases and room for growth for various field staff who obtain additional certifications. There is also a 3.25% increase to PERS, the District fully funds employees PERS. He reported there were other minimal increases for repairs and maintenance. As the District accepts more infrastructure from various developments, repairs and maintenance increase overtime, the depreciation also increases, as it did this year with the current development. He reported there were some decreases to be recognized, there will not be a need to budget for a lobbyist next year, and as the District pays down its long-term debt, there is a savings on interest paid. After depreciation the Water Fund proposed Net Income Loss is (\$80,419.00). The District's Sewer Fund consists of; Revenues \$3,541,496.00 (revenues as based on continuing with the flat rate schedule of \$43.00 per residential unit and Washoe County/Reno Sewer Interceptor reimbursement). He

thanked the Board for passing the sewer flat rate, it has proven to be extremely efficient and has helped with trying to budget for Truckee Meadows Water Reclamation Facility (TMWRF) operation and maintenance, and capital improvement expenses. District Expenses are estimated at \$3,539,136.00; the District's salaries and benefits, and insurance premiums are split between water and sewer. The other increase to the District's sewer expenses is its pro-rata share of the TMWRF operation and maintenance expenses (the District monthly average of a \$95,000.00 is projected to increase to \$106,000.00 for TMWRF expenses). He reminded the Board that TMWRF has a robust five-year capital improvement project list due to the aging of the plant infrastructure and keeping up with treatment process. He reported, just like the water fund, there were some decreases with not having a need to budget for a lobbyist next year, and the District paying down its long-term debt, there is a savings on interest paid. The proposed Net Income for the Sewer Fund is \$2,360.00. The District's Acquisition Fund consists of; Revenues \$1,712,505.00, Expenses \$8,185,100.00. This is a proposed Net Income Loss for the Acquisition Fund is (\$6,472,595.00). Mr. Melton reported the District's capital improvement projects are identified in the District's Water and Sewer Master Plan Schedules, there are other capital improvement projects that have identified by staff. The budget reflects a significant increase in expenses, this is contributed to updated engineer estimates for the various master plan projects; previous projects expenses were over five-years old.

Vice Chair Rider inquired how much does the District have in its Acquisition Account.

Mr. Melton responded the District has enough money in its Acquisition Account to cover the cost of the capital improvements projects, should they come to fruition. He also reminded the board; a lot of the infrastructure improvements will be developer paid, which is a savings to the District customers.

Chairperson Severt complimented Mr. Melton and the accounting staff for researching and executing an investment opportunity for the District. Management negotiated with its bank for a higher interest rate on its accounts. Management also moved funds from the District operating accounts into a State Investment Program and has seen a significant interest return.

Mr. Melton continued and reported the Properties and Garbage Fund consists of; Revenues \$217,320.00. He reported the revenue is starting to decrease as the District continues to move forward with removing the rental units on Prosser Way to make room for the District's new pump station and future Shop. However, the revenue will start to increase due to the Garbage Franchise Fee. As new development occurs the District will receive additional revenue for the new lots developed. Expenses are estimated at \$153,199.00. Staff increase the District's Garbage Subsidy Program and Dumpster Program with anticipation of an increase of customers utilizing the program; with the assistance of the District promoting the program. Staff also increase expenses to help agencies with beautification projects, such as Keep Truckee Meadows Beautiful, as well as, abandon vehicle removal through Washoe County Sheriff Department. The proposed Net Income for the Properties and Garbage Fund is \$64,121. The District's Recreation Fund consists of; Revenues \$479,500.00, (this includes the District's \$3.50 recreation fee, Washoe County sub-grant of \$90,000.00, and park and recreation facility user fees). Park Expenses are estimated at \$214,203.00. Pool Expenses are estimated at \$280,250.00. There is an increase to the Pool expenses due to an increase in aquatic salaries, pool permits, pool chemicals. The proposed Net Income Loss for the Recreation Fund is (\$14,953).

Mr. Melton reported the 2025/2026 all Operating Budget summary proposed Net Income Loss is (\$28,891.00). The overall budget summary for All Funds proposed Net Income Loss is (\$6,501,486.00) after depreciation. He thanked the accounting department for all of their hard work with assembling the District's 2025/2026 tentative budget and requested approval of the draft tentative budget. Staff will provide updates of any amendments to the budget. The District has scheduled its budget hearing for May 22, 2025 to approve the final budget for 2025/2026.

After additional discussion Vice Chair Rider made a motion to approve the proposed 2025/2026 District Tentative Budget as presented by management. Trustee Dunn seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Discussion and action to implement District previously approved (May 09, 2024) 4% Truckee Meadows Water Authority pass through water rate increase for both base rate and consumption rate for Residential Customers, Residential Multi-Unit Complex Customers, Commercial/Industrial Customers, Irrigation Customers, and Bulk Service Customers effective May 1, 2025; with possible direction to staff.

Mr. Melton reported staff is requesting for the Board of Trustees to implement the approved 2025 4% rate increase on water base and consumption as a direct pass through from Truckee Meadows Water Authority (TMWA) that goes into effect May 1, 2025. In 2024 TMWA approved a multi-year rate increase; 2024 4.5% (District passed thru to District customers, plus an additional 2%, for a total of 6.5%), 2025 4%, 2026 3.5%, 2027 and 2028 rate increase will be based on the CPI-U with a maximum of 4.5% and a minimum of 1%. The District Board of Trustees approved on May 9, 2024 a multi-year water base and consumption rate increase for 2024 through 2028. These increases are a direct cost to the District by TMWA, and as such, need to be passed on to District customers. The District Board of Trustees also approved an additional 2%, if needed, to balance the District's Water Budget.

Mr. Melton reported staff was directed by the Board of Trustees to bring this for final approval to the Board each year for review and consideration. If approved, the District will notify customers of effective date, unless the Board of Trustees determines a rate increase is not needed, and/or the full TMWA proposed amount is not needed. Staff recommends implementing the approved 4% TMWA pass through rate increase for water base and consumption rates for all service types. Staff will continue to monitor its financials to determine if the additional approved 2% is needed for 2026.

Vice Chair Rider is not in favor of raising rates, unfortunately the District cannot absorb TMWA rate increases, they need to be passed through to keep the District whole.

Chairperson Severt commented no agency wants to raise rates, she rather raise rates incrementally as needed instead of holding off as long as possible and have a huge increase.

Treasurer Neumann made a motion to approve implementation of previously approved 4% rate increase for all District customers, as a direct pass through from Truckee Meadows Water Authority effective May 1, 2025. Vice Chair Rider seconded the motion. The motion carried unanimously.

There were no public comments.

PUBLIC HEARING

Item# 14. Discussion and hearing regarding delinquent balances on deleted customer accounts as of February 28, 2025 per NRS 318.201 and possible adoption of Resolution regarding same for inclusion on Washoe County Assessment Roll.

Chairperson Severt read into the record the Order of Procedures for the District's Public Hearing.

Vice Chair Rider provided proof of publication for the public hearing.

Ms. Dowling provided a Report of Collection of delinquent balances on closed customer accounts as of February 28, 2025 to be placed on the Washoe County Tax Roll. She stated accounts with less than \$1 owing is not reflected on the report. The current list as of April 2, 2025 includes 40 closed customer accounts with a total of \$5,692.58 of unpaid delinquent balances. It is anticipated that some additional payments will be made prior to the District's submission of the report on May 28, 2025 to the Washoe County Treasurer; the report will be revised to reflect any payments made. After the report has been filed with the Washoe County Treasurer the District is no longer able to collect from customers, it must be collected by the Washoe County Treasurer via the Tax Roll. She stated if the Board would like to proceed without changes to the report, then the motion would be to adopt the attached Report of Collection on the County Tax Roll and adoption of Resolution 2025-01. If the Board decides to amend/change the report, the motion would be to direct staff of the recommended amendments/changes to the report and the resolution brought back reflecting said amendments/changes at the next meeting.

There were no public comments.

Chairperson Severt closed the Public Hearing at 6:30 pm

Treasurer Neumann made a motion to adopt Resolution 2025-01 and approve Report for Collection on the Washoe County Tax Roll of delinquent balances on closed customer accounts without any changes. Vice Chair Rider seconded the motion. The motion carried unanimously.

Item# 15. Discussion and action to adopt Resolution regarding the District applying for a Capital Improvements Grant Sponsored by the State of Nevada for water system improvements totaling \$9,400,000.00.

Mr. Melton reported the District is applying for a Capital Improvements Grant sponsored by the State of Nevada. Part of the grant application, the District Board must adopt a Resolution initiating the desire to apply for such grant. The Resolution is a summary of the grant program and funded entirely by bonds issued by the State Treasurer's Office. The Resolution also provides a summary of the five water improvement projects the District is

requesting assistance with via grant funds.

Vice Chair Rider made a motion to adopt Resolution 2025-02 regarding the District applying for a Capital Improvements Grant sponsored by the State of Nevada for District water system improvements totaling \$9,400,000.00. Chairperson Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 16. 2025 Legislative update with possible direction to staff.

Mr. Melton provided a 2025 Legislative Session BDR tracking report for session activities through April 2, 2025 prepared by District's Lobbyist, Holland and Hart LLP. Bills highlighted in orange are bills that the District will continue to monitor, bills in red are potential bills that might require some form of engagement or testimony, and bills in green are bills the District is supportive of; including AB 301. AB 301 is expected to pass out of the Committee Passage (First House) and be presented for consideration for the First House Passage (voted by the Assembly). Staff has reviewed the current list and will be requesting the lobbyist to remove several Bills from the tracking list because they do not pertain, or have a direct impact, to the District (bills for removal: AB 93, AB 133, AB 155, AB 191, AB 303, AB 333, AB 477, and SB 161. Mr. Melton reported he will keep the board informed as the session continues and address any bills, as needed, between District Board meetings.

The Board gave staff direction to remove various bills as reported that do not have a direct impact to the District.

There were no public comments.

Item# 17. Legal report by Maddy Shipman.

None

Item# 18. Field report by Chris Melton.

Mr. Melton reported on the following:

- District field staff replaced a 6" Cla-Valve, Pressure Reducing Valve on 2nd Ave. and Leon Dr.
- Sun Mesa PH 3 water main have been installed, contractor will be filling the lines and testing for leaks.
- Highland Village 2 has begun grading, water project approval from Northern Nevada Health Department is still pending.
- 5 Ridges Project 3 new water main on Highland Ranch Pkwy., construction still in progress, approximately 1,700 feet of 12" ductile iron pipe has been installed.

Item# 19. Customer Service report by Ms. Dowling.

Ms. Dowling reported on the following:

- Office staff has distributed 73 E-Waste vouchers for the April E-Waste Recycling event. Staff continues to educate customers the voucher is for monitors/televisions only and customers can recycle year-round.
- Staff monitors the District's credit/debit card service fee year-round to ensure it does not profit from the service fee per statute. When the District implemented the IVR phone payment feature, it skewed the bank service fees and the District is on track to have a minimal profit. Management requested permission from the District Chair to

lower the credit/debit card service fee from \$3.00 per transaction to \$2.50 per transaction effective April 9, 2025. This will be an agenda item on the May meeting for formal approval to ratify managements actions.

Item# 20. Manager report by Chris Melton.

Mr. Melton reported on the following:

- The State of Nevada Legislature will need to approve funding for the State of Nevada Capital Improvements Grant. Should the grant funding get approved, the District's grant application could be approved with full funding, partial funding, or not accepted at all.
- The District advertised for qualified bidders for the new main pump station on April 2, 2025. A pre-bid meeting is scheduled for April 17, 2025 and bid opening is scheduled for April 30, 2025. Staff will present the lowest qualified bid to the Board for approval in the May meeting.
- Washoe County has graciously included \$90,000 sub-grant within their 2025/2026 budget for the District to be used to assist the District's Recreation Budget. He will continue to work towards an interlocal agreement for recreation funding.
- Mr. Melton wished Trustee Dunn a Happy Birthday on behalf of the District.

Item# 21. Public Comments.

Ms. Leslie inquired if the District is going to address the dirt lot at Gepford Park.

Item# 22. Board Comments.

Vice Chair Rider commented the Sun Valley Cal Ripken Opening Ceremonies was a great event. He was proud to represent the District along with the District Chair and Treasurer. He encouraged everyone to support the local baseball league and visit Gepford Park and the Community Park to watch a baseball game.

Chairperson Severt commended management for acquiring once again a sub-grant from Washoe County to help with the District's Recreation Fund. She is appreciative of the continued work management is doing to secure an interlocal agreement for recreation funding assistance. She has received several calls regarding the construction adjacent to Virginia Palmer. The community concern is the construction site fenced off a large area that was once used for drop-off and pick-up; parking has become an issue. She is impressed with the current construction on Highland Ranch Pkwy; she is appreciative the work is being performed at night to avoid any traffic delays. Lastly, the community, especially the North Valley's have been rocked with the passing of the young girl. She encourages children to say something if they see something to help prevent tragic situations. Communities have been invited to hang a pink ribbon to honor the young girl.

Item# 23. Future Agenda Items.

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

- 2025/2026 Budget Hearing
- Request to Award Bid for 5 Ridges Project 4, pump station
- Review of District Personnel Policy 7 regarding Travel Expenses
- Ratification of Management's action lowering credit/debit card service fee
- Request to purchase new Field Supervisor truck
- Request to purchase new Field Truck
- Review of Water Quality Report

- Possible Health Insurance Renewal
- 2025 Legislative update

Mr. Melton requested to cancel the May 8, 2025 scheduled board meeting and only have the May 22, 2025 meeting.

During discussion, the Board agreed to cancel the May 8, 2025 scheduled meeting and continue with the May 22, 2025 Board meeting.

Item# 24. Adjournment.

Vice Chair Rider made a motion to adjourn at 6:55 pm. Treasurer Neumann seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on May 22, 2025

Minutes Prepared by: Jennifer Merritt, Executive Administrative Assistant