



Sun Valley General Improvement District Board Meeting Minutes of January 09, 2025

Board Members Present:

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

Board Members Not Present:

Staff Present:

Chris Melton	SVGID, General Manager
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Mary Esposito	Public Audience
Cindy Leslie	Public Audience
Julie Osburn	Public Audience
Marshall Todd	Public Audience
Wayne Carlson	POOL/PACT
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, Treasurer Neumann, Trustee Ortiz, 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. Neumann announced Washoe County is hosting a Senior Volunteer Fair Tuesday, January 28, 2025 beginning at 10 am until 12 pm at the National Automobile Museum. He announced TRIO Community Meals who provides meals for the Washoe County Senior Program, is looking into alternative options in efforts to provide healthier options and how to distribute the meals in a timely manner to help keep the meals fresh. He was proud to report

70,800 meals were provided last year to seniors within Washoe County.

Item# 4. Motion to approve the agenda.

Vice Chair Rider made a motion to approve the agenda. Trustee Ortiz seconded the motion.

During discussion, Mr. Melton requested to move agenda item 16 after staff reports. This will allow for all business items to be heard prior to the training session.

Vice Chair Rider amended his motion to approve the agenda with moving agenda item 16 after staff reports as recommended by Mr. Melton. Trustee Ortiz seconded the amended 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 Monday, January 20, 2025 in observance of Martin Luther King Jr. Day. Sun Valley Citizen Advisory Board Meeting is scheduled for Saturday, February 1, 2025 beginning at 10 am at Hobey's.

Trustee Ortiz announced Washoe County is considering changing the format of the Washoe County Citizen Advisory Boards. Washoe County held a public meeting December 19, 2024 to obtain citizen input regarding future meeting formats. Washoe County Commissioners will take action on January 28, 2025 regarding the future of the Citizen Advisory Boards.

Chairperson Severt welcomed new Trustee Mark Dunn.

Item# 7. Election of District Board of Trustees officers for 2025.

Trustee Rider made a motion to elect Susan Severt for Chair. Trustee Neumann seconded the motion. The nomination carried unanimously.

Trustee Neumann made a motion to elect Michael Rider for Vice Chair. Susan Severt seconded the motion. The nomination carried unanimously.

Trustee Neumann made a motion to elect Carmen Ortiz for Secretary. Trustee Rider seconded the motion. The nomination carried unanimously.

Trustee Rider made a motion to elect Mark Neumann for Treasurer. Susan Severt seconded the motion. The nomination carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve account payables for December 24, 2024.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for December 24, 2024.

Treasurer Neumann made a motion to approve the account payables for December 24, 2024 in the total amount of \$716,825.68. Vice Chair Rider seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 9. Discussion and action to approve account payables for January 09, 2025.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for January 09, 2025.

Treasurer Neumann made a motion to approve the account payables for January 09, 2025 in the total amount of \$149,261.09. Secretary Ortiz seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 10. Discussion and action to approve board meeting minutes of December 12, 2024.

Vice Chair Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of December 12, 2024 as submitted. Secretary Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Review and action to approve 2025 Sun Valley General Improvement District Board of Trustees Meeting Schedule.

Mr. Melton provided a copy of the District 2025 board meeting schedule with the recommendation to continue to meet the second Thursday of each month; with the exception of May that will have 2 meetings to approve the District budget. Staff would like to continue with the current accounts payable schedule; second and fourth Thursday of each month to stay current with payables. This would require two Trustees to sign checks at the office on a rotation schedule. All payable reports will continue to be reviewed and approved by the Board of Trustees.

Treasurer Neumann made a motion to approve the Sun Valley General Improvement District 2025 meeting schedule as presented by staff. Secretary Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Review and action to approve final 2025 winter District newsletter.

Ms. Glenn with Roo Co. provided a copy of the final newsletter for review and approval. She reported she will add the officer titles to each of the Trustees.

Vice Chair Rider made a motion to approve the District 2025 winter newsletter presented by staff with edits to include the Trustees election of officers. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Discussion and action to appoint District representative and alternate to Nevada Public Agency Insurance Board.

Mr. Melton reported Sun Valley General Improvement District is a member of the Nevada Public Agency Insurance Pool. As a member, the District appoints a voting representative and alternate voting representative to the Board of Directors to serve for a one-year term. The Board of Directors are the governing body of the Nevada Public Agency Insurance Pool to oversee, administer, and determine its overall policies and manage the affairs of the Nevada Public Agency Insurance Pool.

Secretary Ortiz commented she is currently the District's representative and would like to remain the representative.

Treasurer Neumann commented he is interested in being the District's alternate representative.

Vice Chair Rider made a motion to appoint Secretary Ortiz as the District's representative and Treasurer Neumann as the alternate to represent the District on the Nevada Public Agency Insurance Pool Board. Chairperson Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Discussion and action to appoint District representative to the Western Regional Water Commission for a two-year term.

Mr. Melton reported Sun Valley General Improvement District is a representative on the Western Regional Water Commission. Chairperson Severt represented the District on the Western Regional Water Commission, her term expired December 31, 2024. It is recommended to that District Board appoint a Board of Trustee to the Western Regional Water Commission to serve a two-year term, commencing January 1, 2025.

Treasurer Neumann made a motion to appoint Chairperson Severt to represent the District on the Western Regional Water Commission for a two-year term. Vice Chair Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 15. Update by General Manager regarding the District's 2025 Workers Compensation Insurance.

Mr. Melton provided a copy of the District's 2025 Workers Compensation Insurance Policy. He reported the policy term is January 1, 2025 through January 1, 2026. This year's workers compensation premium is \$11,237.00; an increase of \$1,674.00 over last year's premium. Premiums are based on the 2024 paid compensation of all employees and trustees.

Mr. Melton reported the Board has given him authorization to approve contracts and purchases up to \$50,000.00. He authorized the proposal in efforts to avoid laps in coverage, but wanted to keep the Board informed.

Treasurer Neumann inquired how many worker compensation claims did the District have for calendar year 2024.

Mr. Melton responded the District has had zero worker compensation claims for 2024.

Trustee Dunn complimented District staff for having zero claims.

There were no public comments

Item# 17. Legal report by Maddy Shipman.

Ms. Shipman reported the District had zero admissions made for any liability claims nor any amount requested for any claims. The summary of claims did not include a pending Equal Rights Commission claim which is pending and being handled by the Nevada Public Agency Insurance Pool. She will provide her formal Summary of Claims Report for distribution at the next board meeting.

Item# 18. Field report by Mr. Melton.

Mr. Melton reported on the following:

- Field staff is currently working on exercising the District's water valves and making any repairs as needed as part of the District's Valve Maintenance Program.
- Washoe County has officially started the maintenance and replacement of fire hydrants located within Sun Valley. The fire hydrants are owned by Washoe County and the District will continue its partnership by notifying the County of any fire hydrants that have been identified as non-operable.
- 5 Ridges Project 1 is 80% complete, a final walk through is pending to identify what is left on the project, such as collard installation, final grading, and paving.
- 5 Ridges Village 1A, underground water infrastructure is complete; final payment of Water Facility Fees is due prior to setting water meter.
- Sun Mesa Phase 3 and Phase 4 has begun installation of sewer infrastructure, approximately 700 ft of sewer main has been installed.
- The 4th Ave. water transmission main; approximately 800 ft has been installed. He anticipates a minimal change order due to having to move several service lines off the transmission main.

Item# 19. Customer Service report by Mr. Melton.

Mr. Melton reported on the following:

- POOL/PACT is hosting a training webinar that provides full range of services for Public Officials January 14, 2025 beginning at 9:30 am.

Item# 20. Manager report by Chris Melton.

Mr. Melton reported on the following:

- The District successfully worked its first work week of 4/10's; customer reviews have been mixed.
- The District is working with BDG Web Design to update the District's website.
- The board room remodel begins January 10, 2025 with expected completion February 7, 2025.
- He welcomed Trustee Dunn and commented he looks forward to working with him.

Item# 16. Workshop training session for District Board of Trustees by Wayne Carlson with POOL/PACT regarding Ethics, Governance, and Open Meeting Law.

Wayne Carlson with POOL/PACT provided training to the Sun Valley General Improvement District Board of Trustees. Training topics included Ethics, Governance, and Open Meeting Law.

Item# 21. Public Comments.

None

Item# 22. Board Comments.

Vice Chair Rider welcomed Trustee Dunn to the District Board. He commented he looks forward to working with Trustee Dunn and help answer any questions he may have.

Chairperson Severt reminded the Board that it is time to submit their annual Contributions and Expenses / Financial Reports, they are due by January 15, 2025. She also commented Kenny Dalton recently passed away; he was one of the first African American firefighter for the City of Reno. Mr. Dalton also started the African American Firefighter Museum in Panther Valley.

Item# 23. Future Agenda Items.

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

- Review and approve 2025 spring newsletter articles
- Presentation by Keep Truckee Meadows Beautiful and consideration of beautification donation
- Review and approve new Executive Administrative Assistant job description and job classification

Treasurer Neumann requested an update on regarding 5 Ridges Project 3 offsite improvements. Discussion regarding District's water storage for fighting fires. Discussion regarding senior swim days for the 2025 pool season. Lastly, discussion regarding adding a Nevada State Flag under the American Flag in the front parking lot.

Secretary Ortiz would like to have discussion regarding promoting the Sun Valley Citizen Advisory Board Meeting schedule on the Sun Valley Community Park marquee.

Item# 24. Adjournment.

Secretary Ortiz made a motion to adjourn at 9:26 pm. Treasurer Neumann seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on February 13, 2025 Minutes Prepared by:
Jennifer Merritt, Administrative Assistant