



Sun Valley General Improvement District Board Meeting Minutes of March 13, 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
Brad Baeckel	SVGID, Public Works Director
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Executive Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Cindy Leslie	Public Audience
Mike Revty	Public Audience
Heidi Soper	Public Audience
Justin Fischer	Battleborn BMX
Drew Hortt	Battleborn BMX
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, Secretary Ortiz, 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 complimented on Gepford Park. He invited the District to the Sun Valley Cal Ripken Opening Ceremonies scheduled for Saturday, April 5, 2025 at Gepford Park.

Mr. Neumann a representative of the Washoe County Senior Advisory Board announced Washoe County Human Services Agency is hosting a Senior Volunteer Fair Thursday, March 20, 2025.

Item# 4. Motion to approve the agenda.

Treasurer Neumann made a motion to approve the agenda. Secretary 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 Highland Ranch Pkwy Project 3 will begin Monday, March 17, 2025; this will be evening work with traffic controls. The Water and Wastewater Operator's Conference is March 18, 2025 through March 20, 2025 at the Sparks Nugget Casino Resort; field staff will be attending the conference. The District is holding an employee appreciation lunch on Monday, March 31, 2025 from 12 pm to 1pm, District office will be closed during this time. The District's Electronic Recycling Event begins on April 1, 2025 and will continue through the month of April, in partnership with Lifecycle Solutions. Sun Valley Citizen Advisory Board Meeting is scheduled for Saturday, April 5, 2025 beginning at 10 am at Hobey's Casino. Lastly, Sun Valley Cal Ripken Opening Ceremonies are scheduled for Saturday, April 5, 2025 at Gepford Park beginning at 11 am.

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

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

Treasurer Neumann made a motion to approve the account payables for February 27, 2025 in the total amount of \$459,728.59. Secretary 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 March 13, 2025.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for March 13, 2025.

Treasurer Neumann made a motion to approve the account payables for March 13, 2025 in the total amount of \$572,016.04. 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 February 13, 2025.

Mr. Melton reported there is a correction to minutes for February 13, 2025. Ms. Merritt will correct the minutes to include staff members present and absent during the February 13, 2025 board meeting.

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

There were no public comments.

Item# 10. Review and action to approve 2025 spring newsletter.

Ms. Dowling provided a copy of the final 2025 spring newsletter for review and approval. The newsletter is scheduled for distribution with April billing cycles.

Chairperson Severt requested to have the title boxes bigger to help take up the white space on the newsletter.

After discussion Vice Chair Rider made a motion to approve 2025 spring newsletter with the suggested formatting. Secretary Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Presentation by staff regarding proposed 2025 recreation schedule and events, including contracted leagues and programs; with possible direction to staff.

Ms. Dowling gave a brief overview of the District's 2025 proposed recreation season and event schedule; staff is still in its planning stage with many events still pending based on other agencies schedules. The District will once again partner with Lifecycle Solutions to offer a month-long E-Waste Recycling event for the month of April. Due to staffing and resources Community Service Agency will not be able to host the Easter Egg Hunt this year, as they did in past years. The District reached out to other agencies that had an interest in hosting the event; this year the H.O.P.E. Church of Nazarene will be hosting the Easter Egg Hunt on Saturday, April 19, 2025 (event details TBD). The District will be partnering and participating with the Saturday, May 3, 2025 Keep Truckee Meadows Beautiful Great Community Cleanup. The Dive Into Summer event is scheduled for Friday, June 6, 2025 from 5:30 pm to 7:30 pm; (event details TBD).

Ms. Dowling reported The Robert and Norma Fink Sun Valley Pool is scheduled to open Thursday, June 12, 2025. The Pool will be open Tuesday through Sunday from noon to 5 pm. Staff would like to continue to offer free senior swim Tuesday and Thursday from 11 am to 12 pm. She reported staff is recommending not offering private pool parties this season and focus on developing a swim lesson program, depending on staffing. As a reminder the Pool season is in conjunction with the Washoe County School District balance calendar, last day of pool operation is scheduled for Sunday, August 10, 2025. Free swim days have been identified as June 21, 2025 sponsored by the Fink Family and July 4, 2025 sponsored by the District.

Ms. Dowling reported Washoe County has committed to continue its partnership with the District regarding the Veterans Celebration event, unless the District would like to consider other options to recognize Veterans. She reported the Veterans Breakfast is seeing less

public/veteran participation over the past years. Staff would like to consider offering something similar such as a meal specifically for veterans only, with a partnering restaurant.

Secretary Ortiz commented she knows not a lot of veterans attend the Sun Valley Veterans Appreciation breakfast. However, for those few that do attend, she would like to continue the appreciation breakfast event as is.

Vice Chair Rider commented he concurred with Secretary Ortiz, the public has become familiar with the event and look forward to the event each year.

Additional discussion ensued regarding the Veterans Day Event and staff was directed to continue partnering with Washoe County Human Services and offering a Veterans Appreciation Breakfast Saturday, November 8, 2025 and look at additional advertising opportunities for the event. Consideration to bring Veterans Event back for additional discussion.

Ms. Dowling continued the District's ongoing programs at the District's recreation facilities include Washoe County Senior Program, Monday through Friday, United Reno Tang Soo Do Martial Arts Program, Tuesday, Thursday, Friday, and Saturday. New Revival Church services on Wednesday and Sunday. Community Services Agency Pre-K program, Monday through Friday. Washoe County Library System book kiosk conveniently available 24/7. Ms. Dowling reported the District leases the BMX Track with USA BMX; this program operates January through December weather permitting. Sun Valley Cal Ripken / Babe Ruth leases both the Sun Valley Community Park and Gepford Park baseball fields March through June. Excel Christian School Baseball leases the Sun Valley Community Park baseball field March through May. Nevada Adult Baseball League leases the Sun Valley Community Park baseball field March through October. Northern Nevada Soccer League leases the Sun Valley Community Park soccer field March through October. Reno Sparks Pop Warner potentially might reserve Gepford Park for practice and conditioning September through October if they can't reserve their home field at the old Hug High School. Staff would keep the Board apprised of any upcoming community event confirmations and/or requests.

The Board thanked Ms. Dowling for the 2025 Recreation Season Schedule.

There were no public comments.

Item# 12. Discussion and possible action to amend Park Pavilion Rental policy to include setting a 4-hour maximum per park pavilion reservation.

Ms. Merritt reported District's Park Pavilion Rental Policy doesn't have a set number of hours the pavilion can be reserved. Most reservations are an average of 3-5 hours, in some cases they have been 6-8 hours. The District has reservation minimum hours for other District recreation facilities, staff would like to stay consistent and recommend a 4-hour maximum reservation. By setting a time limit, it allows for other park goers the opportunity to visit the park without intruding on a reservation. Should the reservation be requested for additional hours, beyond the 4 hours, the applicant will be assessed an additional rent fee accordingly.

Vice Chair Rider made a motion to approve amending the Park Pavilion Rental Policy to set

Park Pavilion Rentals to 4 hours per reservation. Secretary Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Discussion and possible action to update Sun Valley General Improvement District Personnel Manual.

Mr. Baeckel reported the District currently provides field staff with daily uniforms (pants and shirts), high visible safety vest and heavy jacket, along with a \$200 boot allowance. Management has had multiple requests over the years to consider changing from uniforms to something more comfortable. After consideration of such request management has decided to cancel its agreement with its uniform vendor and purchase high visible t-shirts that will have SVGID printed on them for the field staff to wear. This will be an overall cost savings to the District.

A) Policy 2 – Employee Relations

Mr. Baeckel reported staff is recommending to amend Policy 2; 2.20.1 Personal Appearance section 4. The amended policy states; Field employees are required to wear the assigned work uniform. Shirts will be provided by the District and employees will be responsible for purchasing pants and steel-toe work boots. Pants must be properly fitted clean jeans, or comparable work pants, free of stains, rips or holes.

B) Policy 6 – Benefits

Mr. Baeckel reported staff is recommending to amend Policy 6; 6.10 Uniforms to increase the uniform allowance. The amended policy states; The District will provide field employees with uniform shirts, safety vests, safety jackets, hard hats, and any other items of clothing/protective gear deemed necessary. Employees are to maintain clean and acceptable uniform appearance as outlined in Personnel Policy 2.20. Effective July 1, 2025, regular full time field employees will be issued a uniform allowance of \$500 each July to help cover the cost of uniform pants and steel-toe boots. Introductory employees are eligible for allowance at a prorated basis at the conclusion of their introductory period.

Additional discussion ensued regarding field employee acceptance of the new policy and new high visible work shirts.

Vice Chair Rider made a motion to approve amendments to Personnel Policy 2 – Employee Relations and Policy 6 – Benefits as presented by staff. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. 2025 Legislative update with possible direction to staff.

Mr. Melton provided a 2025 Legislative Session BDR tracking report for session activities through March 3, 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. Mr. Melton reported both he and Chair Severt attended the session March 7, 2025 in support of AB 301. Chair Severt provided testimony on the bill and several Sun Valley constituents called in to provided additional supportive testimony on AB 301. Mr. Melton reported he will keep the board

informed as the session continues and address any bills, as needed, between District Board meetings.

Item# 15. Legal report by Maddy Shipman.

None

Item# 16. Field report by Mr. Baeckel.

Mr. Baeckel reported on the following:

- District's part-time park maintenance employee begins on April 2, 2025. His work schedule is Wednesday through Sunday from 8 am until 1pm.
- Field staff installed a second set of bleachers at Gepford Park using ARPA funds.
- The District ordered a new 6" pressure reducing and sustaining valve for one that recently failed; the cost is \$11,736. This valve has an estimated lead time of 4 to 6 weeks; the Field Supervisor is working with Cla-Valve representative to hopefully get it expedited. This project will be expensed from the District's capital improvement projects designated for PRV/Valves.
- The District will be sending out backflow test/inspection letters this month; all backflows will need to be tested by June 1, 2025 at customer's expense. Failure to comply, District will perform backflow test/inspection and bill according the size of meter. Customer will also be charged for any backflow repairs.
- Sun Mesa Phase 3 and 4 will begin installing water mains next week; field staff will be performing daily inspections.
- 5 Ridges Project 1 Tanberg PRV is in operation. This has allowed flow into Chimney/Sidehill Zone, reducing the amount of pumping to meet demands. This will be an electricity cost savings to the District.
- 5 Ridges Project 3 Highland Ranch Pkwy water main is scheduled to begin on March 17, 2025. Construction hours are Sunday through Thursday from 8 am to 6 am, with traffic controls. Additional work related to the project will take place on Midnight Dr. and access road on Summer Dr. will be perform from 7 am to 5 pm (both locations are anticipated to take 2 weeks each). Overall construction is anticipated to be completed late May early June, 2025.

Item# 17. Customer Service report by Ms. Dowling.

Ms. Dowling reported on the following:

- Office staff has begun advertising the District's E-Waste Recycling event, including issuing vouchers.
- She continues to work on updating the District's billing cycles consolidation and working with Springbrook regarding the consolidation. She hopes to provide an update on the proposed new billing cycle in a future board meeting.

Item# 18. Manager report by Chris Melton.

Mr. Melton reported on the following:

- The District will be advertising for qualified bidders for the new main pump station on April 2, 2025.
- He has signed a new IT Services Agreement; the District is parting ways with Erlach Computer Consulting and the District's new IT Services will be provided through Chalk Concepts.
- Staff is finalizing the Tentative Budget and it will be presented at the next board meeting.

- The District with the assistance of Shaw Engineering is applying for a grant through State of Nevada Division of Environmental Protection Capital Improvements Grant Program. The State grant program is currently being considered for approval via the 2025 Legislative Session. The District is proposing to apply for approximately \$9.4M grant funds to assist with District's identified capital improvement projects: new main pump station, Klondike tank recoat/rebuild, meter replacement, 2nd Ave. PRV rehab and replacement of a portion of water transmission main located on Sun Valley Blvd., and installing a new PRV connecting our second wholesale point with the District's central zone.

Item# 19. Public Comments.

Mr. Fischer introduced himself, he is the newly appointed track operator for the Sun Valley BMX Track. He introduced his track assistant Mr. Horrt. They both are excited to get the track open for the season; their primary focus this year is to get the track back into operational condition, safe for all riders and other minor track improvements that are required by the District. They were thankful for the opportunity to partner with the District and look forward to a successful BMX season.

Item# 20. Board Comments.

Secretary Ortiz commented she will be absent from the next board meeting; she will be attending the Nevada Recreation and Parks Society Conference.

Item# 21. Future Agenda Items.

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

- Marketing update by Roo Co.
- Review of 2025 summer newsletter articles
- Review and approval of Tentative Budget
- Review and approval of implementing water rate increase (TMWA pass through)
- Public Hearing regarding delinquent balances for closed customers
- 2025 Legislative update

Possible future agenda item regarding Veterans Day event options

Item# 22. Adjournment.

Secretary Ortiz made a motion to adjourn at 6:26 pm. Vice Chair Rider seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on April 10, 2025 Minutes Prepared by: Jennifer Merritt, Executive Administrative Assistant

(Technical complications occurred with recording media file)