



**Sun Valley General Improvement District
Board Meeting Minutes of
March 14, 2024**

Board Members Present:

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

Board Members Not Present:

Joseph Barstow	Secretary
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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:

Donna Clontz	Audience
Mark Dunn	Audience
Amy Owens	Audience
Mike Revty	Audience
Mac Rossi	Audience
Kelly Glenn	Roo Co.
Nick O'Conner	Shaw Engineering
Jeff Scott	Washoe County Library System
Pam Larsen	Washoe County Library System

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 Ortiz. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Treasurer Neumann

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

Mr. Revty announced he candidacy for the Sun Valley General Improvement District.

Mr. Neumann announced his candidacy for Senate District 15.

Ms. Ortiz announced her candidacy for Assembly District 27 and for the Sun Valley General Improvement District.

Item# 4. Motion to approve the agenda.

Vice Chair Rider made a motion to approve the agenda. Trustee 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. (No discussion among Trustees will take place on this item)

Mr. Melton announced the last day for candidate filing for the 2024 elections is March 15, 2024 at the Washoe County Registrar of Voters Office. The District is scheduled to tour the Truckee Meadows Water Reclamation Facility March 25, 2024 beginning at 10 am. Sun Valley Easter Egg Hunt sponsored by Community Service Agency is March 30, 2024 from 11 am until 1 pm at the Sun Valley Community Park. Sun Valley Citizens Advisory Board meeting is April 6, 2024 10 am at Hobeys Casino. Lastly, the District is hosting its E-Waste Recycling Event the month of April; all TV's and monitors require a voucher.

Treasurer Neumann commented the Nevada Rural Water Association Conference was very informative. There was a lot of discussion regarding PFA's and future monitoring.

Trustee Ortiz thanked the Board for the opportunity to attend the Nevada Rural Water Association Conference.

Item# 7. Discussion and action to approve payables for February 22, 2024.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for February 22, 2024.

Treasurer Neumann made a motion to approve the account payables for February 22, 2024 in the total amount of \$420,283.12. Vice Chair Rider seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve payables for March 14, 2024.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for March 14, 2024.

Treasurer Neumann made a motion to approve the account payables for March 14, 2024 in the total amount of \$398,037.71. Trustee Ortiz seconded the motion. After discussion the motion carried unanimously.

Item# 9. Discussion and action to approve board meeting minutes for February 07, 2024.

Trustee Ortiz made a motion to approve the board meeting minutes for February 07, 2024 as submitted. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Presentation by Washoe County Library System regarding Sun Valley Library Kiosk and future library services; with possible direction to staff.

Ms. Larsen with Washoe County Library System gave brief update of the Sun Valley library kiosk. She reported a total of 150 books were checked out between June and October 2023; there has been a decrease in use of the kiosk since October due to the colder temperatures. She anticipates an increase in the kiosk this spring and summer with more patrons visiting the park. Washoe County performed minor maintenance to the kiosk to help secure it from the public. The kiosk has been bolted down, this eliminates it from being moved around and unplugged from the back. A lock-box was also installed at the electrical outlet; kids were unplugging the kiosk and using the outlet for their own purpose. Ms. Larsen was pleased to announce Washoe County Library System new book mobile. They are establishing a route and are taking suggestions for various site locations that are easy to access by the public. The book mobile will be active during June, July, and August.

Mr. Scott thanked the District for the support of the library system. He also acknowledged Washoe County employees Ms. Larsen and Ms. Brown's work to provide library services for Sun Valley; the Sun Valley community was identified as an under-served area. He reported in 1994 the Washoe County Library Director wanted to create a tax override for Washoe County residence in efforts to expanded library services; this is set to expire this year. He stated there will be a question on the November 2024 ballot for residence to vote on Washoe County Library System services.

The Board of Trustees thanked Mr. Scott and Ms. Larsen for their update and are happy to see the book mobile in the community.

There were no public comments.

Item# 11. Discussion and consideration to amend the Sun Valley Recreation Fee Schedule; increase Sun Valley Pool admissions – youth/seniors from \$3.50 to \$4.00 and adults from \$4.50 to \$5.00, increase 5 adult pass from \$20.00 to \$23.00, increase 5 youth/seniors pass from \$15.00 to \$18.00, increase 10 adult pass from \$40.00 to \$45.00, increase 10 youth/seniors pass from \$30.00 to \$35.00, increase family pass from \$15.00 to \$20.00, increase season pass from \$99.00 to \$100.00, increase swim lessons from \$40.00 to \$50.00, discontinue daytime Party Picnic Reservations, and add \$25.00 return check/disputed credit/debit handling fee.

Ms. Dowling reported staff is recommending an increase to pool admissions. She provided a copy of the Recreational Fee Schedule that includes the various increases for review; increases include: \$.50 to general admissions. With the proposed increased staff also recommends increasing the various swim passes accordingly. The District typically provides swim lessons to youth (lessons are available pending staffing), a correction to schedule that labels youth swim lessons with a proposed \$10.00 increase. It is staff's recommendation to discontinue daytime Party Picnic Reservations due to the lack of open pool deck space and staffing. The District does not permit food on the pool deck, all drinks and snacks must be consumed outside of the pool facility or in the designated pool deck space adjacent to the baby pool. The designated pool deck space is not large enough to accommodate parties and a place for patrons to enjoy beverages/snacks. In recent years it also has been challenging to accommodate daytime parties due to the lack of staffing. Staff recommends keeping Private Pool Party Reservations; these are more manageable by the aquatic staff. Lastly, staff recommends adding the District's \$25.00 return check/disputed credit/debit handling fee for recreation transactions.

Vice Chair Rider inquired how much has the District raised lifeguard wages over the past years.

Mr. Melton responded the District is offering lifeguard positions starting at \$14.00 per hour, returning lifeguards \$14.25 per hour up to \$14.50 per hour pending on experience. The cashier position will start at \$12.00 per hour.

Ms. Dowling responded last year the District increased the aquatic wages and will keep the wages the same for this pool season.

Vice Chair Rider commented the recommended increase to the various admissions is minimal compared to what it actually costs the District to operate the pool; heating the pool, pool chemicals, and wages; he can appreciate anything to help offset pool expenses without a big impact to the District customers.

Treasurer Neumann commented other local entities are also recommending raising their pool admission rates.

Chair Severt commented she does recall the District ever increasing the pool admission since it has taken over ownership of the pool.

After further discussion Vice Chair Rider made a motion to amend the Sun Valley Recreation Fee Schedule; increase Sun Valley Pool admissions – youth/seniors from \$3.50 to \$4.00 and adults from \$4.50 to \$5.00, increase 5 adult pass from \$20.00 to \$23.00, increase 5 youth/seniors pass from \$15.00 to \$18.00, increase 10 adult pass from \$40.00 to \$45.00, increase 10 youth/seniors pass from \$30.00 to \$35.00, increase family pass from \$15.00 to \$20.00, increase season pass from \$99.00 to \$100.00, increase swim lessons from \$40.00 to \$50.00, discontinue daytime Party Picnic Reservations, and add \$25.00 return check/disputed credit/debit handling fee. Chairperson Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Review and action to approve 2024 spring newsletter.

Ms. Glenn provided a final draft of the District's spring newsletter for review. The 2024 District spring newsletter includes promoting the District's Dive Into Summer Event and Pool Season, announcement of hiring Lifeguards and 2024 Pool Admission Fees, notice of the upcoming Tariff Hearing, Voting Information, Water Conservation and recommended watering schedule, promoting various agency programs that are available at one of the District Recreation Facilities, promotion of the upcoming Keep Truckee Meadows Beautiful Great Community Cleanup Event, announcement of unauthorized hook-ups to recreation vehicles for living purposes, and important dates.

Vice Rider requested to add under important dates Sun Valley Cal Ripken Open Ceremonies April 6th at Gepford Park.

Additional discussion ensued amending the Dive Into Summer Event to general announcement and not to promote a BBQ dinner since other opportunities are being considered regarding food preparation.

Trustee Ortiz made a motion to approved the District's 2024 spring newsletter with the amendments as discussed regarding the Dive Into Summer and Important Dates. Vice Chair Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Discussion and action to approve Shaw Engineering Service Proposal for District 4th Ave. 12" Transmission Main Project for the total amount of \$103,000.

Mr. Melton reported staff is recommending approval of Shaw Engineering's Service Proposal for the amount of \$103,000.00 for the District's 4th Ave. 12" Transmission Main Project. He reported for clarification, the proposal is not for the actual replacement of the transmission main, the scope of work includes surveying, design, permitting, bidding and inspections. The actual construction will be a Public Works Project and consists of replacement of approximately 1,360 length feet of 12-inch transmission main from Yukon Dr. to the intersection of 4th Ave. and Klondike Dr. This particular project will go out to bid and be awarded to the lowest qualified bidder. The bid award will be brought to the Board at a future meeting for approval. Engineering services will be paid with funds from the District's Water Acquisition – Capital Improvement Projects 2023/2024 approved budget.

Mr. O'Connor with Shaw Engineering reported this project has been identified within the 2016 District's Water Masterplan. He reported there has been 4 breaks on this particular transmission main. The first break occurred in 2010 and the last one occurred in 2021. The breaks have been investigated with each occurrence. No definite conclusion why the line is breaking, but it has been confirmed it is not due to negligence of the District.

Vice Chair Rider inquired how old is the transmission main. He also inquired if the District will be able to mitigate any customer disturbances during construction.

Mr. Melton responded the 4th Ave. transmission main was installed in the late 80's and is very close to its life expectancy. Mr. Melton reported work will be performed with minimal disturbances as possible during construction.

Mr. O'Connor responded he is anticipating the construction to take place during the winter time when water demand levels are lower. This will assist with customer disturbances.

Additional discussion ensued regarding pipe testing and test results on previous breaks.

Audience member Mr. Revty inquired if an air release/hammer devices is being considered.

Mr. O'Connor responded only air release valves will be installed, no surge protection is needed at this time.

After further discussion Vice Chair Rider made a motion to Shaw Engineering Service Proposal for the total amount of \$103,000.00 for the Design of the 4th Ave. 12" Transmission Main Replacement Project. Mr. Neumann seconded the motion. The motion carried unanimously.

Item# 14. Discussion and action to ratify District's staff actions approving Reed Electric proposal in the amount of \$10,990.65, for the reconditioning of District's Main Pump Station Pump D.

Mr. Baeckel reported staff is requesting ratification for approval of Reed Electric's proposal of \$10,990.65 to recondition the motor for the District's Main Pump Station Pump D. This particular pump has been the backup for Pump E that was recently reconditioned. During the test run with Reed Electric onsite, it was determined that the Pump D had an upper bearing failure. Mr. Baeckel reported he initially approved the proposal to get Pump D repaired and installed before the District's pumping season. The scope of work consists of disassembly and inspection, balance rotor, install of new bearings, wash and bake stator, assembly, test and paint Pump D. The repairs will be paid from the District's approved 2023/2024 Water Budget.

Chairperson Severt commented she spoke with Mr. Baeckel regarding this matter and suggested he proceed with the work that is needed since Reed Electric was onsite.

Public member Mr. Revty commented he is pleased to hear the District is proactive and performing preventative maintenance.

Treasurer Neumann made a motion to approve the ratification of the District's Public Works Director approving Reed Electric's proposal in the amount of \$10,990.65 for the reconditioning of District's Main Pump Station Pump D. Trustee Ortiz seconded the motion. The motion carried unanimously.

Item# 15. Discussion and possible action to consider setting a maximum allowed for credit/debit card payments to \$500.00 per transaction including service fee.

Ms. Dowling reported the District's credit/debit card payments are subject to a variety of fees by the merchant company, as well as, Springbrook the District's customer database and host of the online payment portal. These include transaction fees, processor fees and interchange utility fees which are based on each payment amount, card issuer, card type, etc. There is no way to set a service fee that is equitable to each payment on the cost-sharing model that the District uses. In order to help offset the expenses incurred for these transactions, staff monitors the costs of these payments over measured periods of time to approximate what the average service fee should be, then makes recommendations to the Board when the fee should be increased or decreased, based on the data over that measured period of time. She reported for the past two years data reflects approximately 99% of credit/debit card payments are for less than \$300; the additional 1% of credit/debit payments are between \$301 and above, with the vast majority of those being less than \$500. That small percentage alters the data in determining what the average service fee amount per transaction should be. In addition, payments of those higher amounts take longer to settle due to being higher than the average payment, which results in delayed payment to the District and prolonged time to balance and reconcile the financials.

Ms. Dowling reported staff recommends that the Board implement a maximum credit/debit card payment amount to \$500 per transaction (online, over the phone, or in the office), including the service fee. This would be an interim process until the District has the opportunity to join Springbrook's revenue neutral payment program. This payment program will charge each customer the appropriate amount of bank fees associated with credit/debit card payment based specifically on the payment amount, thus eliminating the District having to monitor the bank fees and incurring additional processing expenses.

Additional discussion ensued regarding customers making \$500.00 park deposits and larger account payments; park deposits would be charged the \$500.00 plus the transaction fee and account payments greater than \$500.00 would be split into two payments not greater than \$500.00 including the transaction fee.

Vice Chair Rider made a motion to approve setting a maximum allowed for credit/debit card payments to \$500.00 per transaction including service fee. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 16. Review and discussion of the District's tentative budget for Fiscal Year 2024/2025 with action to approve.

Mr. Melton provided a summary report of the various revenues and expenses and a copy of the District's tentative budget for fiscal year 2024/2025 for review. He reported the District's Water Fund consists of; Revenues \$3,683,000.00 (revenues include the Truckee Meadows Water Authority (TMWA) 4.5% proposed rate increase). He commented in prior year

budgets, the Non-Operating Revenue has been skewing the District's overall revenue. The Non-Operating Revenue are deposits paid by developers for engineering and construction services; these funds will no longer be a part of the budget to assist providing District projected revenues. Expenses are estimated at \$3,919,839.00; the District's liability insurance will consist of a 15% increase in premiums and health insurance is projected to have a 7% increase in premiums. There will be an increase in pumping due to the power increase. The District is anticipating to start seeing a savings in its water purchased based on the approved expanded TMWA tier 1, this will assist with offsetting expenses. After depreciation the Water Fund is proposed Net Income Loss of (\$236,839.00). The District's Sewer Fund consists of; Revenues \$3,423,986.00 (revenues as based the proposed flat rate schedule of \$43.00 per residential unit). Expenses are estimated at \$3,346,493.00; the District's insurance premiums are split between water and sewer. The other significant increase to the District's sewer expenses is its pro-rata share of the Truckee Meadows Water Reclamation Facility (TMWRF) operation and maintenance expenses (the District is seeing an average of a 6% increase annually in TMWRF expenses). The proposed Net Income for the Sewer Fund \$77,493.00. The District's Acquisition Fund consists of; Revenues \$2,209,837.00, Expenses \$5,575,000.00. This is a proposed Net Income Loss for the Acquisition Fund (\$3,365,163.00). 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. He reminded the board; a lot of the infrastructure improvements will be developer paid. He continued and reported the Properties and Garbage Fund consists of; Revenues \$227,540.00, Expenses \$128,749.00, providing a proposed Net Income for the Properties and Garbage Fund \$98,791.00. The District's Recreation Fund consists of; Revenues \$504,100.00, (this includes the District's \$3.50 recreation fee and a Washoe County sub-grant of \$125,000.00). Park Expenses are estimates at \$201,759.00, Pool Expenses are estimated at \$264,263.00; providing a proposed Net Income for the Recreation Fund \$38,078.00. Lastly, Mr. Melton reported 2024/2025 overall budget summary for all funds revenues is projected at \$10,048,463.00, all funds' expenses is projected at \$13,436,103.00; an overall Net Income Loss of (\$3,387,640.00) after depreciation. He thanked the accounting department for all of their hard work with assembling the District's 2024/2025 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 23, 2024 to approve the final budget for 2024/2025.

Discussion ensued during Mr. Melton's report regarding areas of savings and other potential funding opportunities for recreation. He reminded the Board and audience that the proposed "overall Net Income Loss" of \$3M is contributed to the District's capital improvement projects. For the projects that are not developer paid, the District has enough funds in its reserves to pay for the identified projects, so in essence this is not a real loss in income.

Chairperson Severt requested Mr. Melton to explain for clarification purposes how the District's depreciation impacts the budget.

Mr. Melton responded the District has always accounted and reported on District's depreciation. The District's accounting department has been working diligently on properly recording the District's assets in a new program that tracks the asset at the time of purchase/donation and scheduling a life expectancy to each asset. The program takes the asset and determines how much the District needs to save each year to replace the asset

once it reaches its life expectancy.

After additional discussion Vice Chair Rider made a motion to approve the proposed 2024/2025 District Tentative Budget as presented by management. Trustee Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 17. Legal report by Maddy Shipman.

None

Item# 18. Field report by Brad Baeckel.

Mr. Baeckel reported on the following:

- He thanked the Board for the opportunity for him and staff to attend the Nevada Rural Water Association Conference, it was very informative.
- The District's new dump truck is in transit, with anticipation of delivery by the end of April.
- 5 Ridges Villages 2 & 4 Water Project has been completed, final walk through pending once asphalt has been completed.

Item# 19. Office report by Erin Dowling.

Ms. Dowling reported on the following:

- The District E-Waste Recycling vouchers are available for pickup at the office. The flyer has been included with March billings.
- Community Services Agency is hosting the annual Sun Valley Easter Egg Hunt at the Sun Valley Community Park on March 30, 2024 from 11 am until 1 pm. The District will be providing the prize baskets.
- Chevy Impala's Car Club has confirmed they will host the annual Sun Valley Car Show in September.

Item# 20. Manager report by Chris Melton.

Mr. Melton reported on the following:

- He has been in discussion with the property owner on Prosser Way for the purchase of their property that is needed for the future shop expansion.
- He will be absent from the District April board meeting; he will be on vacation April 4, 2024 through April 12, 2024.

Item# 21. Public Comments.

Ms. Clontz a community elders advocate commented on the need to improve activities offered to seniors around Washoe County. During the pandemic, social isolation seriously impacted the physical and mental health of individuals. She and other community members are advocating for public computers, big screen television that can be used for movies, and programs such as exercise, trainings, music, dance and more, and adding a coffee hour on scheduled days at the Sun Valley Senior site. She believes the program will benefit from having an assigned staff person on site to help create and facilitate various programs; this would attract more senior attendance members. She welcomes any suggestions and other input that she can report back to the Washoe County Senior Advisory Board.

Mr. Neumann commented he had the opportunity to tour the Minden/Gardnerville Senior Recreation Facility. He stated the facility is something that the District and Washoe County should aspire for.

Item# 22. Board Comments.

Vice Chair Rider thanked the Board for the opportunity to attend the Nevada Rural Water Association Conference. It was very informative and provided a lot of networking opportunities. He commented Sun Valley Cal Ripken is hosting their opening ceremonies on Saturday, April 6, 2024 at Gepford Park.

Chairperson Severt acknowledged District staff for their hard work on creating a budget that is comprehensive and transparent. She appreciated the opportunity to attend the Nevada Rural Water Association Conference along with District staff. It provides appreciation for what the field staff does on a daily basis.

Treasurer Neumann commented the projected PFA's regulations is going to be very cumbersome for water purveyors.

Item# 23. Future Agenda Items.

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

- Review of 2024 summer newsletter articles
- Safety Committee update
- Review and consideration to adopt new employee evaluation forms
- Presentation by Washoe County Sheriff Office regarding abandoned vehicle program with possible action to approve program donation
- Public Hearing regarding District delinquent balances and deleted account to be reported to Washoe County Assessment Roll
- Possible Shaw Engineering Proposals for Water Projects related to 5 Ridges development

Item# 24. Adjournment.

Trustee Ortiz made a motion to adjourn at 7:01 pm. Vice Chair Rider seconded the motion. The motion carried unanimously.

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