



**Sun Valley General Improvement District  
Board Meeting Minutes of  
April 13, 2023**

**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
Elizabeth Thrall	SVGID, Senior Accountant
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

**Other Members Present:**

Mike Revity	Public
Michael Aranda	Public
Kelly Glenn	Roo Co.

**The meeting of the Sun Valley General Improvement District was called to order by Chairperson Severt at 6:00 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 Trustee Ortiz

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

Mr. Revity commented he attended the Cal Ripken Opening Ceremonies; a league representative reported several park lights need to be replaced.

Mr. Aranda commented on the parking on Gepford Parkway adjacent to the park. There is no shoulder on Gepford Parkway for parking; many families are parking on the street reducing traffic to one way. He has safety concerns regarding this and suggested installing culverts next to park in efforts to create more parking.

**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.**

Mr. Melton announced Sun Valley Citizen Advisory Board next meeting is May 6, 2023 at 10 am at Hobeys Casino. The District's May 11<sup>th</sup> Tariff Hearing public notice has been published in RGJ.

Treasurer Neumann announced a community meeting is scheduled on April 18<sup>th</sup> at Sepulveda Elementary School from 4 pm to 7 pm regarding Pyramid Hwy improvements, also a presentation on the future Pyramid Hwy and US 395 connector.

Trustee Ortiz thanked the District for the opportunity to represent the District at the Nevada Recreation Park Society Conference. She provide a handout with the various recreation resources from the conference.

**Item# 7. Discussion and action to approve account payables for March 23, 2023.**

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for March 23, 2023.

*Treasurer Neumann made a motion to approve the account payables for March 23, 2023 in the total amount of \$229,681.59. 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 April 13, 2023.**

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for April 13, 2023.

*Treasurer Neumann made a motion to approve the account payables for April 13, 2023 in the total amount of \$227,788.40. Trustee Ortiz 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 09, 2023.**

Treasurer Neumann commented during the March 09, 2023 meeting item number 10; when he inquired about the credit issued to Ms. Price, his intention was to inquire with Ms. Price if

she was satisfied with the District's action refunding her a partial of her initial request.

*Vice Chair Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of March 09, 2023 with the corrections noted by Treasurer Neumann. Chair Severt seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 10. Review of proposed 20234 summer newsletter article ideas with possible direction to staff.**

Ms. Glenn with Roo Co. provided a list of article ideas for the upcoming 2023 summer newsletter. The primary focus of the summer newsletter will be providing a detail recap of the May 11<sup>th</sup> Tariff Hearing and publishing the various amendments and increases. Other article ideas include: End of Season Pool Party, E-Waste Recycling results, 2023 Water Quality Report, promote the annual Photo Contest, request for nominees for the Community Service Award, announce recreation events such as the Free Swim Day, Car Show and important dates.

Vice Chair Rider requested an update on the park improvements.

Ms. Glenn responded she will include park improvements if space is available, if not, she will make sure to include park improvements in the fall newsletter as there will be more completed improvements.

Ms. Dowling reported the final newsletter will be presented to the Board for approval at its June meeting and scheduled for distribution beginning with July billings.

*After further discussion, Vice Chair Rider made a motion to approve the summer newsletter article ideas as presented. Trustee Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 11. Discussion and possible action to award Peek Brother bid proposal of \$732,915.00 for the District's PWP# WA-2023-267; installation of approximately 600 LF of 6" water main, 800 LF of 8" water main, valves, connection assemblies, a pressure reducing valve vault, pavement repair and surface improvements restoration and other related work for the Ridge at Sun Valley Apartment.**

Mr. Baeckel reported this project is the offsite improvements identified by the District's engineer for the Ridge at Sun Valley Apartments development. This project is considered a public works project. A public notice was issued soliciting professions bids, and the District held the bid opening on March 21, 2023. Shaw Engineering reviewed all three bids received on March 21, 2023 for the District's Public Works Project #WA-2023-267 for the installation of new water main, valves, connection assemblies, pressure reducing valve vault, and repair and surface improvements/restorations related to the new development. Peek Brothers Construction Inc. is the apparent low bidder with a bid amount of \$732,915.00. Peek Brothers Construction Inc. have satisfactorily completed all the forms associated with the bid proposal package and is properly licensed in the State of Nevada. Mr. Baeckel reported

after a detailed review of Peek Brothers Construction Inc. bid proposal, Shaw Engineering and the District recommends the award of this public works project to Peek Brothers Construction Inc. for the total amount of \$732,915.00. He reported this public works project is 100% developer funded. The District has already received the 50% deposit and 15% contingency from the developer for the commencement of work.

Treasurer Neumann inquired what improvements will be done to the roadway. He inquired if W. 1<sup>st</sup> Ave. will be completely repaved.

Mr. Baeckel responded Peek Brothers Construction Inc. is only responsible for repairing any roadway on W. 1<sup>st</sup> Ave and Sidehill Dr. that is disturbed related to the public works project.

Mr. Melton reported additional road improvements related to the overall apartment development would be the responsibility of Washoe County.

Audience member Mr. Revity inquired if this particular project is related to the Bond that was requested by the developer.

Mr. Melton responded, The Ridge at Sun Valley was approved to provide the District a Utility Bond as a promise of payment for the first installment of Water and Sewer Facilities fees until they secured federal funding for the low-income development. Since then, The Ridge at Sun Valley has paid both the first and second installment of Water and Sewer Facilities Fees; they will make their final payment at the time of the first meter set.

Vice Chair Rider inquired for clarification, The Ridge at Sun Valley Apartments is the apartments located below Lois Allen on W. 1<sup>st</sup> Ave. and not the proposed apartment development on Chocolate Dr.

Mr. Melton responded Vice Chair Rider is correct. The Ridge at Sun Valley Apartments is the new apartment development located on the 5100 block of W. 1<sup>st</sup> Ave. with the development of 195 apartments. The other apartment development is currently referred as the Chocolate Apartment development located on Chocolate Dr.

*Vice Chair Rider made a motion to approve Peek Brothers Construction Inc. bid proposal in the amount of \$732,915.00 for the District's Public Works Project #WA-2023-267 for the installation of new water main, valves, connection assemblies, pressure reducing valve vault, and repair and surface improvements/restorations related to the project as presented by staff. Trustee Ortiz seconded the motion. The motion carried unanimously.*

**Item# 12. Discussion and possible action to approve purchase of new office chairs for all employees in the amount of \$5,284.00.**

Ms. Dowling reported staff would like to replace the existing chairs for both office and field employee's workstations. The existing chairs are eighteen years old and many of them are worn out, if not broken. Staff has had the opportunity to sample various chairs from two different vendors to evaluate them for comfort, ergonomics and cost. Staff is requesting

approval to purchase sixteen chairs from Community Office Solutions in the amount of \$5,284. The purchase of the chairs would be paid from the District's approved 2022/2023 capital improvement project budget. Ms. Dowling was happy to report that some of the chairs will be donated to potential start-up or non-profit business and the broken chairs will be properly disposed of.

*After further discussion Treasurer Neumann made a motion to approve Community Office Solutions proposal in the total amount of \$5,284 for the purchase of new chairs for District employee's workstations. Vice Chair Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 13. Review and discussion of the District's tentative budget for Fiscal Year 2023/2024 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 2023/2024 for review. He reported during the budget assembly process, the accounting department discovered that both water and sewer revenues were overstated in the current budget for fiscal year 2022/2023. The other discovery that was found was the significant increase from Truckee Meadows Water Reclamation Facility (TMWRF) for operating expenses, they have increased by \$149,000. It is also important to note the District's monthly expense from City of Sparks for sewer will increase from \$79,167 to \$92,000. He reported the accounting department has done a great job analyzing the District's actual revenues and expenses in efforts to provide an overview of the District's current budget to help assemble a proposed budget with actual projected revenues and expenses.

Ms. Thrall reported she and Ms. Merritt both analyzed actual revenues for the past few years for both water and sewer, and it was discovered there was no real increase in revenues. There are no records as to why prior management made such recommendation for the revenue increase for both water and sewer. Based on these findings the water revenue will reflect a decrease of \$61,000 and sewer revenue will reflect a decrease of \$236,162. She also reported the developer revenues and expenses are skewing the District's budget. As an example, the District has a dedicated line item for Non-Operating Developer Revenue. This line item is where the District codes developer pre-paid deposits for studies, designs, and actual construction. This offsets the developer expenses, however, in some cases the District will receive the revenue in one budget year, but may not be able to expense it until the next budget year. The accounting department is currently working on some strategies for consideration to manage all of developer revenues and expenses separate from the District's operating budget to assist with future budget forecasting.

Mr. Melton reported the District's Water Fund consists of; Revenues \$3,691,500, Expenses \$3,869,615, providing a proposed Net Income Loss for the Water Fund (\$178,115). The District's Sewer Fund consists of; Revenues \$3,013,200, Expenses \$3,181,890, providing a proposed Net Income Loss for the Sewer Fund (\$168,690). The District's Acquisition Fund consists of; Revenues \$4,477,444, Expenses \$4,541,900 providing a proposed Net Income Loss for the Acquisition Fund (\$164,456). 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 are identified by staff. He reminded the board; a lot of the infrastructure improvements will be developer paid. He

stated the District currently has enough reserves built up in its Acquisition Fund to cover these expenses. He continued and reported the Properties and Garbage Fund consists of; Revenues \$222,540, Expenses \$115,933, providing a proposed Net Income for the Properties and Garbage Fund \$106,607. The District's Recreation Fund, the fund consists of; Revenues \$448,700, Park Expenses \$207,237, Pool Expenses \$247,069; providing a proposed Net Income Loss for the Recreation Fund (\$5,605). Lastly, Mr. Melton reported 2023/2024 overall budget summary for all funds revenues is projected at \$11,853,384, all funds' expenses is projected at \$12,163,643; an overall Net Income Loss of (\$310,259). He thanked staff for all of their hard work with assembling the District's 2023/2024 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 25, 2023 to approve the final budget for 2023/2024.

Trustee Ortiz inquired how can the District make up the projected loss of (\$310,259).

Mr. Melton responded staff will be making recommendations during the scheduled May 11, 2023 Tariff Hearing to implement the 2021 approved 2.5% increase to water consumption as a pass through from Truckee Meadows Water Authority, consideration to implement a tier 2 for water consumption to help cover the additional cost for water usage during the summer months, and consideration to increase the sewer base and consumption.

After additional discussion the board thanked Mr. Melton and Ms. Thrall for the presentation of the 2023/2024 tentative budget.

*Trustee Rider made a motion to approve Sun Valley General Improvement District 2023/2024 tentative budget as presented. Treasurer Neumann 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, 2023 per NRS 318.201 and possible adoption of resolution regarding same for inclusion on Washoe County Property 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, 2023 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 7, 2023 includes 25 closed customer accounts with a total of \$4,026.49 of unpaid delinquent balances. Since April 7, 2023 several customers have made payments; the new total is \$3,321.01 for unpaid delinquent accounts. Ms. Dowling reported the District has notified all property owners with closed accounts with delinquent balances by mail. It is

anticipated that some additional payments will be made prior to the District's submission of the report on June 1, 2023 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 2023-01. 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 6:46 pm

*Vice Chair Rider made a motion to adopt Resolution 2023-01 and approve Report for Collection on the Washoe County Tax Roll of delinquent balances on closed customer accounts without any changes. Treasure Neumann seconded the motion. The motion carried unanimously.*

**Item# 15. 2023 Legislative update provided by Holland & Hart and review of BDR'S and/or Bills; with possible direction to staff.**

Mr. Melton provided the District's list of Bills that are currently being tracked by District's lobbyist. There are no Bills that are problematic at this time, and will continue to provide updates throughout the legislative session.

*Vice Chair Rider made a motion to direct staff to continue to monitor the 2023 Legislative Session including Bills that directly impact the District. Chairperson Severt seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 16. Legal report by Maddy Shipman.**

None

**Item# 17. Field report by Brad Baeckel.**

Mr. Baeckel reported on the following items:

- Mr. Baeckel gave a brief update regarding development –The Ridge at Sun Valley is still grading the parcel preparing it for construction. The District has received the 5 Ridges Utility Bond for the Project 3 Highland Ranch T-Main. The District is in receipt of an annexation application for Highland Village Phase II.
- Field staff have started cleaning of the pool with anticipation of filling the pool early next week. Staff finished painting the interior of the Neighborhood Center, cleaned up and made improvements to the drainage next to the Mary Hansen Center.
- As part of the revised Lead and Copper Rule, the District has to inventory all of its water service lines to identify pipe material. Service lines installed after October 1, 1989 are exempt from needing to be verified. He reported he has been able to narrow the list from 6,200 connections to approximately 1,000 connections. After reviewing other records, he may be able to reduce the list to approximately 500 connections. Anything unknown of those 500 connections will have to be excavated to identify the pipe material used on both the District's side and the customer side of

the meter. The compliance date for the required service line inventory is October 16, 2024.

**Item# 18. Office report by Erin Dowling.**

Ms. Dowling reported on the following:

- Community Service Agency held the Easter Egg Hunt at the Sun Valley Community Park April 8, 2023. The event was a success and they thanked the District for the use of the park and donation of prizes.
- The District has issued 188 vouchers for the April E-Waste Recycling Event; staff has been education customers how they recycle electronics and appliances throughout the year.
- She assisted with the billing process; she reported due to the wet winter customers have not had to start irrigation systems, this is a savings to the customers.

**Item# 19. Manager report by Chris Melton.**

Mr. Melton reported on the following:

- The District has received nine applications for lifeguard/cashier position. Aquatic recruitment consists of public announcement on News Channels 2 & 4, and upcoming interview with District Chair with News Channel 8. Job announcements have been posted at UNR, TMCC, local business, high school career centers, as well as, District website, Facebook page, front lobby, and on the Sun Valley Boulevard marquee.
- Commissioner Clara Andriola was appointed to District 4 for the remainder of Commissioner Hartung's term.
- Casey Menser was appointed as the new plant manager for TMWRF; Mr. Drinkwater has taken the Community Services Director position with the City of Sparks.

**Item# 20. Public Comments.**

None

**Item# 21. Board Comments.**

Vice Chair Rider commented the Sun Valley Cal Ripken/Babe Ruth Opening Ceremonies was well attended and patrons had a lot of fun. He was impressed with the improvements that have been made at Gepford Park. He also shared with the league the forecasted improvements that will take place after the baseball season; the replacement of new scoreboards and additional lighting. He also is concerned of the parking issues on Gepford Parkway; he recommends the District get with Washoe County to see what safety measures can be implemented.

Treasurer Neumann commented he has spoken with Sun Valley Commissioners regarding a flood reclamation fee that is being charged to some of the customers of Sun Valley. The flood reclamation fees is for the Spanish Springs flood area. He met the new District 4 Commissioner Andriola; he hopes to build a good relationship with all the Commissioners. He also would like have the District Trustees meet with the Sun Valley Commissioners to discuss the needs of Sun Valley.

Chairperson Severt reported she is scheduled to do a live interview with KOLO to promote the pool and hopefully help with recruitment. On May 8, 2023 she and Mr. Melton will be at the Sun Valley Neighborhood Center to promote District programs for the seniors as part of Older Americans Month. With the wet winter, the detention basis may need extra attention this year regarding weed abatement. She was happy to see park users clean the skate park,



she likes it when there is ownership of the parks. Lastly, she attended the Sun Valley Easter Egg Hunt; it was very well attended. She complimented the District's Park employee; he did a great job to help out as needed.

**Item# 22. Future Agenda Items.**

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

- District Tariff Hearing
- 2023/2024 Tentative Budget update
- 2023 Legislative update

Chair Severt requested a Safety Committee update in the near future.

**Item# 23. Adjournment.**

*Trustee Ortiz made a motion to adjourn at 7:14 pm. Treasurer Neumann seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on May 11, 2023  
Minutes Prepared by: Jennifer Merritt, Administrative Assistant