



**Sun Valley General Improvement District  
Board Meeting Minutes of  
August 10, 2023**

**Board Members Present:**

Susan Severt	Chairperson
Michael Rider	Vice Chair
Joseph Barstow	Secretary
Mark Neumann	Treasurer

**Board Members Not Present:**

Carmen Ortiz	Trustee
--------------	---------

**Staff Present:**

Chris Melton	SVGID, General Manager
Brad Baeckel	SVGID, Public Works Director
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Michelle Guerrero	SVGID, Pool Supervisor
Nancyann Leeder	SVGID, Legal Counsel

**Other Members Present:**

Lauren Soulam	Washoe County
Gabrielle Enfield	Washoe County
Eric Brown	Washoe County
Glenda Walls	Public

**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 Barstow, and Treasurer Neumann. A quorum was present.

**Item# 2. Pledge of Allegiance.**

Led by Secretary Barstow

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

Mr. Neumann commented on various Washoe County Boards and local programs. At the August 5, 2023 Sun Valley Citizens Advisory Board meeting Washoe County Sustainability Manager gave a presentation regarding sustainability efforts in Washoe County; hope to have him give a presentation to the District Board in the future. He attended the Spanish Springs Citizen Advisor Board meeting and Washoe County Assistant Manager gave a presentation regarding the Land Agreement; he is hoping to have the same presentation given at a future Sun Valley Citizen Advisory Board meeting. As a member of Washoe County Senior Advisory Board, he received a lot of compliments from various seniors about the Sun Valley Pool staff and the Senior Swim Hour.

**Item# 4. Motion to approve the agenda.**

*Vice Chair Rider made a motion to approve the agenda. Secretary Barstow 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 Sun Valley Pool Party is Saturday, August 12, 2023 from noon to 5 pm, general admission rates will apply. Reno Battleborn BMX State Qualifier Race is Saturday, August 19, 2023 at the Sun Valley Community Park. Keep Truckee Meadows Beautiful and Summit Christian Church Cleanup Day is Saturday, September 2, 2023 at the Sun Valley Community Park. District office will be closed Monday, September 4, 2023 in observance of Labor Day. Lastly, Sun Valley Citizen Advisory Board meeting is Saturday, September 9, 2023 beginning at 10 am at Hobey's Casino.

Chairperson Severt announced this year marks the 17<sup>th</sup> anniversary of Sun Valley resident of Jeremy Long who died serving his country in the Afghanistan War.

**Item# 7. Discussion and action to approve account payables for June 27, 2023.**

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for June 27, 2023.

*Treasurer Neumann made a motion to approve the account payables for June 27, 2023 in the total amount of \$367,188.58. Secretary Barstow seconded the motion. After discussion the motion carried unanimously.*

There were no public comments.

**Item# 8. Discussion and action to approve account payables for August 10, 2023.**

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for August 10, 2023.

*Treasurer Neumann made a motion to approve the account payables for August 10, 2023 in the total amount of \$298,516.22. Secretary Barstow 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 July 13, 2023.**

*Vice Chair Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of July 13, 2023 as submitted. Chairperson Severt seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 10. Update by Sun Valley Pool Supervisor regarding 2023 pool season.**

Ms. Guerrero acting Aquatic Supervisor for the Sun Valley Pool gave a brief report regarding the 2023 pool season. This year the Sun Valley Pool implemented a Free Senior Swim, this was a one-hour session on Tuesday and Thursday. She was proud to report the Sun Valley Pool is the only pool in the area offering a free senior swim hours, and had participation from seniors every day. Staff is still working towards getting back to pre-Covid operations. Despite a national shortage of aquatic staff (lifeguards); the District was able to train and hire more lifeguards than last year. This allowed for the pool to be open in full operation with no capacity restrictions like the last two years; with the exception of limiting pool capacity for a few days this year in order to accommodate vacation time for our staff. The 4th of July Free Swim Day, sponsored by the Fink Family, had over 400 patrons throughout the day. The End of the Season Party is back this year; scheduled for Saturday, August 12th. There will be games with prizes, free popsicles, and a drawing for gift cards including a season pass for the 2024 pool season. She was proud to report the Sun Valley Pool resumed private parties and group swims this year for the first time since Covid. The response has been amazing; there has been a party reservation almost every weekend of the 2023 season. Summit Ridge School loves coming to the Sun Valley Pool as one of their summer activities for the youth.

Ms. Guerrero reported next year's goal includes her becoming a certified as a lifeguard instructor; this will allow the District to keep trainings in house, which will help training expenses. Also having a certified lifeguard instructor will allow the opportunity to offer lifeguard training courses at the Sun Valley Pool. Next year she would like to increase number of lifeguards hired in order to be able to accommodate time off requests without having to limit capacity. With adequate and experienced staffing, staff would like to resume swim lessons that our community wants and needs. The District is excited to continue to offer the free swim session for community seniors.

Ms. Guerrero reported the 2023 pool season has been very successful in comparison to the last several years. This year's pool season was truly a group effort by all of the aquatic staff and tremendous support by District staff. Happy staff will want to return, and over half of the pool staff from this year intends to return for next year's pool season.

Vice Chair Rider thanked Ms. Guerrero for her hard work making the Sun Valley Pool an inviting place to recreate.

Treasurer Neumann appreciated that majority of the lifeguards were youth within the Sun Valley Community. They all enjoyed working at the Sun Valley Pool and working together. He appreciates everyone's dedication to the community.

Ms. Guerrero commented she appreciated the acknowledgment. She also acknowledged the lifeguards taking pride and ownership of the pool facility.

Chairperson Severt concurred with prior statements and she was especially thankful for the senior swim. This is something the District has tried various times before with little participation. She believes part of the success this year was offering the swim hour free to seniors.

There were no public comments

**Item# 11. Presentation by Washoe County Reinvestment Program regarding Community Development Block Grant, with possible direction to staff.**

Ms. Soulam with Washoe County Community Reinvestment gave a brief presentation regarding Washoe County Community Development Block Grant (CDBG). Ms. Soulam reported CDBG is funding that comes from U.S. Department of Housing and Urban Development (HUD); approximately \$2.8 million is allocated and distributed annually by the Governor's Office on Economic Development. Washoe County, City of Reno, City of Sparks are all eligible to submit for CDBG and will compete with 15 Rural counties and 11 Rural incorporated cities for funding. There are three HUD Program key areas Washoe County is considering. Developing viable communities by meeting the objectives of: Expanding economic opportunities, providing suitable living environment, and providing decent housing. The CDBG funded activities must meet one of the following 3 national objectives: Benefit 51% or more Low to Moderate Income (LMI), aid in the prevention of elimination of slum or blight, address a recent (within the last 18 months) urgent community development need. A specific activity/project must serve majority of an LMI area, primarily residential. She stated the most recent Census data and Income Survey data is used to determine LMI areas, the local agency (applicant) defines service area and state provides approval. HUD regulations allow for an activity to benefit a limited clientele. Activity must benefit one of the eight populations presumed to be within a LMI area and/or person, categories include: abused children, homeless person, severely disabled adult, spouses that are battered, elderly people, illiterate adults, people living with AIDS, and farm workers that are migrant.

Ms. Soulam reported in order for a project to be fundable it must pass two tests: Must meet a National Objective and have an Eligible Activity. Eligible activities include the acquisition, construction, reconstruction, rehab or installation of public facilities and improvements, including Infrastructure Improvements (Construction and installation), Neighborhood Facilities (Parks, playgrounds) and ADA Accessibility. Eligible activities include: the acquisition, construction, reconstruction, rehab or installation of commercial or industrial buildings, structures or other real property, equipment and/or improvements. Assisting a private, for-profit business, including micro-enterprise assistance. Providing economic development services in connection with CDBG eligible economic development activities. Job training, placement, or other types of service (public service or economic development), rehabilitation of publicly and privately owned commercial structures. Lastly, planning and capacity building. Plans to assist in determining community needs, plans related to implementing a CDBG assisted project. All planning grants must lead to a project. She provide various examples of eligible projects that include: water, wastewater and storm drain design and construction, streets, roads and sidewalks, fire stations, community, senior and youth centers, emergency vehicles/equipment, planning, downtown revitalization, libraries, landfills, assisted living facilities, substance abuse centers, and handicapped access. She also gave examples of ineligible projects that include: operation and maintenance costs of public facilities or improvements made to those facilities, construction, expanding or rehabilitating "buildings for the general conduct of government", and expense of purchasing construction equipment, moveable equipment, furnishings or machinery. Ms. Soulam reported Washoe County has participated in the State CDBG program since 1982. Implemented 55 grant projects that include: 30 Public Facility projects, 12 Planning Projects, 2 Housing Rehabilitation projects, and 11 Public service projects; Total funding amount of \$5,298,832. Of those projects, \$1,360,659 of CDBG funds were applied towards 6 projects specifically to the Sun Valley community; sidewalk installation around schools, improvements at the Sun Valley Neighborhood Center and Sun Valley Pool, and construction of a new community building at Gepford park. An additional \$355,200 of CDBG funds were applied towards regional projects that also served the Sun Valley community. Ms. Soulam gave a brief overview of the Washoe County CDBG application process. Washoe County is eligible to apply for two CDBG projects and also sponsor two CDBG projects on behalf of a for profit or non-profit agency and other governmental agency. The Intent to Apply deadline is September 26, 2023 for all eligible CDBG projects, and the deadline for all Economic Development Projects is September 30, 2023. Washoe County will hold a public meeting on October 12, 2023 to review all CDBG project submittals to determine what CDBG projects will proceed forward with approval by the Washoe County Commissioners. Approved CDBG projects must have a project start date of July 1, 2024. She stated CDBG funds are federal funds and require a lot of administrative reporting. Ms. Soulam and Ms. Enfield will be available to help all applicants with CDBG application process and executing construction of project.

Chairperson Severt inquired if the application process is still a competitive process state wide, and all CDBG projects are subject to state approval before it is considered an approved CDBG project.

Ms. Soulam responded that is correct, there is a CDBG review committee that will review all projects submitted to determine what 2 Washoe County CDBG projects and what 2 Washoe County sponsored CDBG projects will be submitted to the Washoe County Commissioners for approval. After the county and/or cities approves CDBG projects, they are submitted to

the state for final approval.

The Board of Trustees thanked Ms. Soulam for the CDBG presentation.

There were no public comments.

**Item# 12. Update by Public Works Director regarding District's Safety Committee.**

Mr. Baeckel gave a recap of the District's Safety Committee. The purpose of the committee is to bring all Sun Valley GID employees together to achieve and maintain a safe, healthy work place. The goal of the committee is to eliminate workplace injuries and illnesses by involving employees and managers in identifying hazards and suggesting new and improved ways to prevent them. The current Safety Committee members are: Fred Hurtzig – Chair, Daniel Garcia – Secretary, Bradley Jurdzy – committee member, and Jeremy Allen – committee member.

Mr. Baeckel reported this year has been spent focusing on training new field members on safety related issues. Tailgates are regularly scheduled twice a month and Safety Committee meetings are scheduled every other month. Programs that were missing/incomplete are updated and filed for accessibility by all District staff per OSHA regulations. Confined Space was the main accomplishment as field staff was unsure of the hazards and proper entry and the differences between permitted and non-permitted entries. District field staff has received formal training on the hazards and standard operating procedure for confined space entry and has a CPR card per OSHA regulations for confined space entry. The hazards related to confined space are always stressed to staff. Tailgate & Office Safety topics covered include: backhoe safety, Safety Data Sheet training, ladder safety, mental health awareness, defensive driving (online), silent alarm locations, trench safety, safe lifting, working in extreme temperature (the District built water cooler racks for the utility work trucks and provided each with a 3-gallon insulated jug. Emphasis was placed on keeping these coolers clean, safe, and used), proper lifting, stretching, remote work, cutting pipe safely, traffic control, spider bites, lightning safety, and personal protective equipment. The Safety Committee has reviewed and implemented or updated various programs and procedures, they include: Risk management (online training programs thru LP Insurance), confined space program with LP Insurance per OSHA standards. The District reviewed its manual for the GX-2012 atmospheric tester and trained staff on usage. Purchased a new blower fan for confined space entries and trained staff on usage. Repaired tri-pod used in confined space rescue and trained staff on usage. All fall safety harnesses were inspected by LP, one harness was replaced. Reviewed fall safety program with LP Insurance per OSHA standards, lock out - tag out program with LP Insurance per OSHA standards, and hazard communication program with LP Insurance per OSHA standard. Mr. Baeckel reported on various trainings, to date staff has received the following in-person trainings: CPR and First Aid, fall safety, confined space entry, OSHA 30, OSHA 10, heat exhaustion/ heat stroke, and anti-harassment training. Upcoming trainings include: OSHA 10 (for new hires), cold weather training, confined space mock rescue, and lock out - tag out class through LP Insurance.

Chairperson Severt thanked Mr. Baeckel for the extensive report and is appreciative that the District is utilizing training services provided by LP Insurance.

There were no public comments.

**Item# 13. Discussion and action to approve Aspen Tree Service LLC proposal in the amount of \$8,875.00 for tree removal and trimming services at Gepford Park.**

Mr. Baeckel reported staff is requesting approval of Aspen Tree Service LLC proposal of \$8,875.00 for tree services. The scope of work includes removal of 1 dead elm tree and stump on the south side of Gepford Park, and general pruning to remove dead or damaged branches and cleanup of the remaining trees throughout the park.

Mr. Baeckel reported this project would be funded from the District's Beautification Fund. Per NRS 332.115 the District can approve contract without having to request for multiple competitive bids. Staff requested other proposals, but only received one formal proposal for consideration.

Vice Chair Rider commented it is crucial that the District has this work done for the safety of the patrons at Gepford Park. He thanked District staff for being proactive with attempting to get work performed before the next year's ball season. Mr. Rider is also hoping Washoe County will address the other safety concern regarding parking along Gepford Parkway.

*After further discussion Vice Chair Rider made a motion to approve Aspen Tree Service LLC proposal in the total amount of \$8,875.00 for tree removal and trimming services at Gepford Park. Treasurer Neumann seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 14. Discussion and action to approve Haaker Equipment Company proposal in the amount of \$43,015.00 for the purchase of a new minivac.**

Mr. Baeckel reported the District's current 100-gallon Power minivac was purchased in 2002 and has been used for cleaning out valve cans, and for excavating inside meter boxes for maintenance and repairs. This minivac has seen a lot of use over the years and is in need of replacement. He provided product information for a Power Vac 150 for review and consideration. This model has increased capacity and more capabilities with the addition of a pressure washer for hydro-excavation. This equipment will also be beneficial in excavating to identify pipe materials for the new rule for lead and copper service line inventory. Staff is requesting approval of Haaker Equipment Company proposal in the total amount of \$43,015.00 for the purchase of a new Power Vac 150. This purchase would be expensed from the 2023/2024 approved Acquisition Fund. Staff is recommending reclassifying the approved capital improvement project Office Remodel, for the purchase of the new Power Vac. The Office Remodel was started in the 2022/2023 fiscal year and has been paid from the 2022/2023 approved budget.

*Vice Chair Rider made a motion to approve Haaker Equipment Company proposal in the total amount of \$43,015.00 for the purchase of a new minivac. Treasurer Neumann seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 15. Discussion and action to approve registering up to five board members and one staff member for the 2023 NACO Conference.**

Mr. Melton reported the Nevada Association of Counties annual conference is scheduled for September 26, 2023 through September 28, 2023 Elko Convention Center in Elko, Nevada. A conference agenda has not been released for review; staff will provide agenda as soon as it is available. He reported the early bird registration is \$225.00 per person, lodging is estimated to be \$570.00 per room, meal per diem is estimated at \$118.00 per person, and mileage reimbursement for use of personal vehicle is \$384.30 per vehicle. He reported he would like to attend and would be happy to car pool with any of the Trustees in a company vehicle.

Mr. Melton reported the conference registration would be paid from the District's GL Convention/Seminar/Training within the 2023/2024 approved budget. Staff is requesting to approve any Board of Trustees and up to one staff members to attend the Nevada Association of Counties Annual Conference with a not to exceed amount of \$6,150.00.

Both Chairperson Severt and Secretary Barstow commented they will not be able to attend the conference.

Vice Chair Rider and Treasurer Neumann commented they would like to attend, and Trustee Ortiz mentioned she would like to attend.

*Treasurer Neumann made a motion to approve three (3) board of trustees and one (1) staff member to attend the Nevada Association of Counties 2023 annual conference with a not to exceed amount of \$6,150.00. Vice Chair Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 16. Discussion and possible action to consider decreasing the District's credit/debit card service fee from \$2.80 per transaction to a service fee of up to \$2.70 per transaction.**

Ms. Dowling reported staff consistently monitors the cost of credit/debit card payments and brings recommendations for change to the Board, as needed. This is done to ensure the District remains in compliance with the laws governing credit/debit card service fees. At this time, it has been determined that the credit/debit card service fee should be adjusted to remain in compliance. She provided a history of the District's credit/debit card service fees since the inception of the Springbrook Online Payment Portal. Staff recommends the Board decrease the fee from \$2.80 to \$2.70 per transaction effective September 1, 2023. If approved, the attached Utility Fee Schedule would be updated to reflect this change, as well.

*Vice Chair Rider made a motion to decrease the District's credit/debit card service fee to \$2.70 per transaction effective September 1, 2023. Treasurer Neumann seconded the motion. The motion carried unanimously.*

There were no public comments.



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

Mr. Baeckel reported on the following:

- 5085 and 5089 Prosser Way mobiles have been permanently removed; staff will be installing temporary fencing to prevent illegal dumping.
- YESCO has started the new scoreboard installation; they have currently installed the new posts and the scoreboards should be installed sometime next week.
- Peek Brother's has installed the PRV and Water Main on 1<sup>st</sup> Ave; main has been pressure tested and passed Bac T's and is ready for tie-in. They are currently installing a Distribution Main on 2<sup>nd</sup> Ave. and Sidehill Dr.
- 5 Ridges Village 6 Water Main installation is almost complete, pressure testing is scheduled for next week.

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

Ms. Dowling reported on the following:

- Office staff has sent out the annual Garbage and Recreation Assistance renewal letters to all District customers currently on the assistance programs.
- The office lobby remodel is near completion, the contractor is waiting on the last piece of glass for the map counter.
- She reported as of July the District has refunded back a total of \$96,000 in customer deposits; this equates to 514 customers.
- Office staff has received a lot of compliments regarding the Sun Valley Pool staff.

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

Mr. Melton reported on the following:

- He reported the Truckee Meadows Water Authority (TMWA) Standing Advisory Committee has approved TMWA's staff's recommendation of another 5-year rate increase. The increase will consist of: 4.5% the first year (May 2024), 4% the second year (May 2025), 3.5% the third year (May 2026), and CPI for both the fourth and fifth year (May 2027 and 2028). He stated these proposed increases will need to be approved annually by the TMWA Board prior to implementation.

**Item# 20. Public Comments.**

None

**Item# 21. Board Comments.**

Vice Chair Rider commented he has been watching the progress at the Reno Battleborn BMX Track; they are putting in a lot of hard work.

Chairperson Severt commented Reno Battleborn BMX is scheduled to have their State Race on August 19<sup>th</sup>; this will bring a lot of riders and patrons to the Sun Valley Community Park. She is pleased to see the State Race back at the Sun Valley BMX Track. She also commented she recently visited the Gepford Park and noticed there is someone camping at the park; they leave during the day and come back at night. She doesn't have a problem with this as long as they clean up after themselves; she also provided them with alternate outreach resources. Lastly, a young Sun Valley women was shot recently on Woods Dr. A temporary memorial marker for her at Gepford Park, she requested to keep the memorial marker up for a period of time.

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

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

August 10, 2023 SVGID Minutes

Page 9 of 10

- Approval of the fall newsletter
- Presentation by Truckee Meadows Water Reclamation Facility.
- Review of potential District CDBG projects for consideration

Vice Chair Rider would like to consider fencing in a portion of Gepford Park around the T-Ball Fields.

Treasurer Neumann would like to consider installing a culvert and sidewalk on E. Gepford Parkway as a potential CDBG project for consideration. He would also like to have a presentation by Washoe County Sustainability Department.

**Item# 23. Adjournment.**

*Secretary Barstow made a motion to adjourn at 6:30 pm. Treasurer Neumann seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on September 14, 2023  
Minutes Prepared by: Jennifer Merritt, Administrative Assistant