



**Sun Valley General Improvement District  
Board Meeting Minutes of  
November 10, 2022**

**Board Members Present:**

Sandra Ainsworth	Chair
Susan Severt	Vice Chair
Joseph Barstow	Secretary
Michael Rider	Trustee

**Board Members Not Present:**

Carmen Ortiz	Treasurer
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**Staff Present:**

Chris Melton	SVGID, General Manager
Brad Baeckel	SVGID, Public Works Director
Elizabeth Thrall	SVGID, Senior Accountant
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

**Other Members Present:**

Joey Judson	CliftonLarsonAllen, LLP (phone)
Mark Neumann	Public
Bo Ramsey	Public
Mike Revty	Public
Glenda Walls	Public

**The meeting of the Sun Valley General Improvement District was called to order by Chair Ainsworth 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; Chair Ainsworth, Vice Chair Severt, Secretary Barstow, and Trustee Rider. A quorum was present.

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

Led by Trustee Rider

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

Mr. Neumann commented NDOT will be giving an update on the Sun Valley Boulevard and Highland Ranch Road improvements at the next Sun Valley Citizen Advisory Board (SVCAB) that is scheduled November 19, 2022 10 a.m. at Hobey's Casino. He also commented Washoe County Planning Commission December 6, 2022 at 6 p.m. will be discussing Highland Village Phase II development. Lastly, he congratulated Vice Chair Severt on her re-election to the Sun Valley General Improvement District.

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

*Trustee 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 District will be closed November 11, 2022 in observance of Veterans Day. The District will also be closed November 24, 2022 and November 25, 2022 in observance of Thanksgiving. Highland Village Ph II developer is hosting a public meeting November 16, 2022 5 p.m. at the Sun Valley Neighborhood Center.

**Item# 7. Discussion and action to approve account payables for November 10, 2022.**

Trustee Rider gave a brief report of the account payables, customer refunds and payroll for November 10, 2022.

*Trustee Rider made a motion to approve the account payables for November 10, 2022 in the total amount of \$124,466.01. Secretary Barstow seconded the motion. After discussion the motion carried unanimously.*

There were no public comments.

**Item# 8. Discussion and action to approve board meeting minutes of October 27, 2022.**

*Trustee Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of October 27, 2022 as submitted. Vice Chair Severt seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 9. Presentation by CliftonLarsonAllen, LLP regarding the Sun Valley General Improvement District fiscal year 2021/2022 audit with action to approve.**

Mr. Judson with CliftonLarsonAllen, LLP gave a brief review of the Sun Valley General Improvement District fiscal year 2021/2022 audit. Mr. Judson reported CliftonLarsonAllen, LLP audit opinion; the District's financial statements present fairly, in all material respects, the respective financial position of the District, as of June 30, 2022, and the respective changes in financial position, and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States. He was proud to report there are no audit findings for this year. District management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the

District are described in Note 1 of the financial statements in the audit report. No new accounting policies were adopted and the application of existing policies was not changed during 2022. CliftonLarsonAllen, LLP noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period. Accounting estimates are an integral part of the financial statements prepared by management and are used based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. Mr. Judson reported the most sensitive estimate affecting the financial statements was management's estimate of the net pension liability and related deferred inflows and outflows are based on actuarial valuation reports obtained from NVPERS. CliftonLarsonAllen, LLP evaluated the key factors and assumptions used to develop the net pension liability and related deferred inflows and outflows in determining that it is reasonable in relation to the financial statements. Mr. Judson reported certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. He was proud to report there were no significant unusual transactions, nor no significant difficulties in dealing with management in performing and completing the District's audit.

Mr. Judson reported CliftonLarsonAllen, LLP did identify a reporting risk with the District's capital assets. Currently the District's capital assets are being maintained manually on a spreadsheet; during the year there was a correction made by the District resulting by the errors in the spreadsheet that was identified by the District. The correction was immaterial to the financial statements. Lastly, management did not identify and CliftonLarsonAllen, LLP did not notify the District of any financial statement misstatements detected as a result of audit procedures.

Mr. Melton responded to the risk finding regarding the District's capital assets. As reported, staff is currently tracking the District's assets manually on a spreadsheet until a program that fits the District's needs can be acquired for accurate reporting of depreciation.

Ms. Thrall reported staff has actively been investigation various asset depreciation programs. Staff's first choice was Springbrook, the District's main operating system. Unfortunately, after previewing the Springbrook's demonstration, it cannot perform the District's depreciation calculations correctly. It is staff's goal to acquire a program that will fit the District's needs for reporting of capital improvement assets and depreciation and have it in place prior to next year's audit.

*Vice Chair Severt made a motion to approve CliftonLarsonAllen, LLP audit for the fiscal year ending June 30, 2022 of the Sun Valley General Improvement District. Trustee Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

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

Ms. Merritt provided a list of proposed articles for the upcoming District winter newsletter. The articles include, recognition of the 2022 photo contest winners and community service award recipients, thank you message from Sandra Ainsworth, announcement of Board of Trustees, Veterans event recap, Radon awareness, District award of \$250K ARPA Grant,

Did You Know article about who is responsible for streets, ditches, and storm drains, followed by important dates. Ms. Merritt also stated the SVCAB will be voting on their 2023 meeting schedule at their next meeting; she will make sure those dates are included in the newsletter. The distribution of the newsletter will be mid-January.

Audience member Mr. Neumann commented Ms. Wilson with Washoe County does not want to have the SVCAB meetings on Saturday's next year; she is hoping to have the meetings at the Sun Valley Neighborhood Center during the week. He is encouraging everyone to attend the November 19, 2022 SVCAB meeting to request meetings stay on Saturday's at Hobey's Casino.

*Trustee Rider made a motion to approve the winter newsletter article ideas as presented by staff. Vice Chair Severt seconded the motion. The motion carried unanimously.*

**Item# 11. Review of Service Technician – Entry Level job description with approval to amend water certification period from 1 ½ years to 1 year from date of hire.**

Mr. Baeckel provided a copy the District's job description for Entry Level Service Technician. Staff is requesting to amend the period the employee has to obtain their Water Distribution Certification. In the past technicians were only allowed to take water distribution exams on certain days of the year. Today, technicians can schedule an appointment anytime throughout the year to take the exam. It is the recommendation to amend the job description to require Entry Level Service Technician to obtain the State of Nevada Water Distribution Operations Grade I certification with one (1) year of date of hire. This time period is consistent with the Class B Commercial drivers license time period requirement.

*Vice Chair Severt made a motion to approve amendment to Entry Level Service Technician job description to require employees to obtain their Water Distribution Certification within one (1) year from date of hire as presented by staff. Trustee Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 12. Update by staff regarding District Safety Committee Meeting.**

Mr. Baeckel reported the District's Safety Committee is currently made up of three employees, himself, Fred Hurtzig, Field Supervisor and Daniel Garcia, Customer Service Representative. The Safety Committee is in the process of getting new members and meeting on a more regular schedule. It has been difficult to meet due to the staffing issues the District has experienced this year. Field staff has been continuing their regular tailgate meetings discussing various safety topics and addressing any staff concerns.

Mr. Baeckel reported in January of this year, LP Insurance conducted a safety inspection onsite and reported 157 positive findings and only 4 issues that have since been corrected. Annual site inspections are conducted to ensure that the District maintains a safe workplace for its employees.

Mr. Baeckel gave a brief report on the District's COVID protocol. All employees are responsible for their own sanitization of workstations and common areas. Barriers between the office and customers remain in place. The District stresses for employees to stay home if they have a fever or other COVID symptoms. He was proud to announce there haven't been any cases at the District in quite a while.

**Item# 13. Legal report by Maddy Shipman.**

Ms. Shipman reported she will be absent from the December 8, 2022 board meeting due to a schedule conflict. Ms. Leeder will be present in her absence.

**Item# 14. Field report by Brad Baeckel.**

Mr. Baeckel reported on the following items:

- Valle Vista has completed installation of their water and wastewater infrastructure and the water completion report has been submitted to the Washoe County Health Department.
- Sierra Strippers has started working at the Sun Valley Community Park; first project is resurfacing of the basketball court followed by resurfacing of the walk path.
- Both he and Mr. Melton have been riding along with the new employees to help provide additional training.

**Item# 15. Manager report by Chris Melton.**

Mr. Melton reported on the following:

- The Veterans Event was held on November 5, 2022 a total of 20 patrons attended the event (this does not include staff, board members or the Girl Scouts). Totes were provided to each of the veterans, inside included District program information and other veteran services offered by various agencies. He thanked Washoe County Senior Services for providing the breakfast. General event feedback include: some felt more relaxed without all the dignitaries and others would have liked to see the agencies booths.
- He congratulated Vice Chair Severt being re-elected and welcomed Mr. Neumann to the District Board.
- On behalf of the District, he wished Vice Chair Severt and Ms. Shipman a happy birthday.

**Item# 16. Public Comments.**

Mr. Neumann commented Lifestyle Home Owners Association is holding a meeting on November 16, 2022 to present their financials for the next year. This could create an attendance conflict for the Highland Village PH II public meeting.

**Item# 17. Board Comments.**

Vice Chair Severt thanked all of those who got out and voted in the mid-terms. She also commented it is humbling to see your own name on the ballot, and thanked all of those who voted to re-elect her to the District. She ran against three of the nicest men in the valley, and knows that their hearts are in the right place.

Trustee Rider congratulated both Vice Chair Severt and Mr. Neumann on their elections. He also commented he attended the Veterans event; it was great event and had the pleasure to hear some good stories from the veterans. He was happy to see all the board members present to represent the District.

Secretary Barstow commented he and his wife really enjoyed the Veterans event. He had the pleasure to have great conversations with various of the veterans. He thanked staff and the Girl Scouts for making sure the food was served in a timely fashion.

Chairperson Ainsworth concurred with all the board members comments, the Veterans event was a nice intimate event for the veterans. She would like to see next year the Boy Scouts present the flag for the Pledge of Allegiance.

**Item# 18. Future Agenda Items.**

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

- Discussion regarding Prosser properties and future expansion
- Review of proposal to retrofit outdoor lighting at the Sun Valley Community Park

**Item# 19. Adjournment.**

*Secretary Barstow made a motion to adjourn at 6:33 pm. Trustee Rider seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on December 8, 2022

Minutes Prepared by: Jennifer Merritt, Administrative Assistant