



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

Board Members Present:

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

Board Members Not Present:

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:

Veronica Cortes	Public Audience
Mark Dunn	Public Audience
Alta Ellis	Public Audience
Cindy Leslie	Public Audience
Mike Revty	Public Audience
Ray Simon	Public Audience
Nick O'Conner	Shaw Engineering
Paul Winkelman	Shaw Engineering
Dave Silva	Silva, Sceirine & Associates, LLC
Hamza Khan	Silva, Sceirine & Associates, LLC

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, Treasurer Neumann, and Trustee Ortiz. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Secretary Barstow

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

Mr. Revty congratulated everyone on the recent District election.

Item# 4. Motion to approve the agenda.

Vice Chair Rider made a motion to approve the agenda. Treasurer Neumann 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 Senior Craft Fair is scheduled for Saturday, November 16, 2024 from 9 am to 3 pm at the Sun Valley Neighborhood Center. A Sun Valley Tire and Household Hazardous Waste Cleanup Day is scheduled for Saturday, November 23, 2024 from 9 am to 1 pm at the Sun Valley Scolari's parking lot. The District office will be closed Thursday, November 28, 2024 for Thanksgiving Day and Friday, November 29, 2024 in observance of Family Day. Sun Valley Citizen Advisory Board Meeting is scheduled for Saturday, December 7, 2024 beginning at 10 am at Hobey's. Lastly, the Sun Valley Neighborhood Center will be closed to the public and all lessees December 2, 2024 thru December 15, 2024 for the installation of new floors.

Item# 7. Discussion and action to approve account payables for October 24, 2024.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for October 24, 2024.

Treasurer Neumann made a motion to approve the account payables for October 24, 2024 in the total amount of \$529,620.27. Vice Chair Rider seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

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

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

Treasurer Neumann made a motion to approve the account payables for November 14, 2024 in the total amount of \$350,489.37. 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 October 10, 2024.

Trustee Ortiz made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of October 10, 2024 as submitted. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Presentation to winners of the 2024 Sun Valley Wildlife Photo Contest.

The Board of Trustees presented prizes to the 2024 Sun Valley Wildlife Photo Contest Winners. The 2024 Photo Contest Winners are: First Place Winner, Alta Ellis, Second Place Winner, Terry Walsh, and Third Place Winner, Ray Simon. The Board of Trustees congratulated all the winners and thanked all of the photo contest participants.

There were no public comments.

Item# 11. Presentation to the 2024 Sun Valley Community Service Award Recipients.

Mr. Melton reported each year the District recognizes individuals, businesses and organizations whose efforts significantly benefit the Sun Valley community. The District has advertised and promoted the request for Community Service Award nominations through the District's website, newsletter, Facebook, and front lobby. He reported this year the District received two nominations for the 2024 Community Service Award; nominations are Sun Valley Resident Veronica Cortes Tamantini and Paul Winkelman with Shaw Engineering.

Chairperson Severt reported she nominated Veronica Cortes Tamantini; her purpose in life is to make the world a better place. Her pizza shop inside the Sun Valley Bi Rite serves great pizza and wings, you will always walk out of there with delicious food and a smile. Veronica's drive comes from her faith, and whether you talk to her in person or watch one of her videos, you will immediately know that she lives her calling in life and practices her humanity every day. Her dedication to the Valley Amigos Horseback Riding and Farm Club, to donating pizzas to the riders and families of Battle Born BMX, along with a sponsorship of the track her smile and laugh are as big as her heart.

Mr. Melton reported he nominated Paul Winkelman with Shaw Engineering; he was the District's engineer for over 25 years. During this time, he has overseen various water/wastewater projects, planning and design, identified opportunities for cost sharing projects with developers and other agencies to help keep cost down for the District rate payers. Paul has devoted a lot of time and energy working with staff to make the District and its operations safe, efficient and reliable for the community.

There were no public comments.

Item# 12. Discussion and possible action to award Aspen Developers Corp bid proposal of \$465,200 for District's PWP# WA-2025-040; replacement of approximately 1,360 LF of 12" Water Transmission Main.

Mr. Melton reported the District solicited for proposals for the District Public Works Project to replace 1,360 LF of 12" Water Transmission Main on E. 4th Ave. Aspen Developers Corp. bid was the lowest qualified bidder for this particular project in the amount of \$465,200.00. Mr. Melton reported this particular transmission main has had several breaks over the past 10 years and the District has replaced several sections of this particular main. The District has identified this capital improvement project for replacement within the current 2024/2025 capital improvement project approved budget.

Nick O'Conner with Shaw Engineering reported this particular line has been identified for replacement. He reported the District has requested to replace the remainder of the pipe on E. 4th Ave. from Yukon Dr. to Klondike Dr. Shaw Engineering has worked with Aspen

Developers Corp. in the past, they are professional and qualified contractors.

Additional discussion ensued regarding prior breaks and pipe being set to labs for testing. Each prior break was fully investigated and no official determination was made why this particular line was breaking. Each investigation showed no negligence by the District.

Vice Chair Rider inquired how much of an inconvenience will this particular project be on the District customer within the E. 4th Ave. area.

Mr. Melton responded there will be minimal inconvenience to the customers. The District is not anticipating any interruptions in service, if so, customers will be notified. There will be some traffic controls within the area, restricting travel to one lane during construction.

Vice Chair Rider made a motion to award Aspen Developers Corp. bid proposal of \$465,200.00 for District's PWP# WA-2025-040; replacement of approximately 1,360 LF of 12" Water Transmission Main. Secretary Barstow seconded the motion. The motion carried unanimously.

There were no public comments.

Chairperson Severt called for a five-minute break at 5:56 pm

Item# 13. Presentation by Silva, Sceirine & Associates, LLC regarding the Sun Valley General Improvement District fiscal year 2023/2024 audit with action to approve.

Dave Silva with Silva, Sceirine & Associates, LLC thanked the District for giving them the opportunity to perform the District's audit. He reported District staff was very accommodating with Silva, Sceirine & Associates, LLC first time performing the District's audit and looks forward to continuing working with the District in the future and strengthening its working relationship.

Mr. Silva proceeded with a brief review of the Sun Valley General Improvement District fiscal year 2023/2024 audit. The District is responsible for selecting the accounting policies; there were no new accounting policies that were adopted during the fiscal year. Silva, Sceirine & Associates, LLC audited the District's financial and it's their opinion; the District's financial statements present fairly, in all material respects, the respective financial position of the District, as of June 30, 2024. The respective changes in financial position, and cash flows thereof for the year ended in accordance with accounting principles generally accepted in the United States. All significant transactions have been recognized in the financial statements in the proper period. Accounting estimates, 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 NV PERS. He reported there was one adjustment made regarding NV PERS; the adjustment was provided by the actuaries, taking actuaries numbers and adjust the financial statements as needed. He reported financial statement disclosures are particularly sensitive because of their significance to financial statement users. He was proud to reported the District's financial statement disclosures are neutral, consistent and clear. There were no significant unusual transactions, nor no significant difficulties in dealing with management in performing and completing the District's audit. Silva, Sceirine & Associates, LLC audited the District's supplementary information in addition to the District's basic financial statements. He reported Silva, Sceirine & Associates, LLC spent approximately 265 hours on the District's

audit which equates to \$34,300 and the actual audit fee that was approved was \$29,800. Hamza Khan with Silva, Sceirine & Associates, LLC conducted its audit in accordance with the auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in Government. Using the auditing standards, Mr. Khan reported Silva, Sceirine & Associates, LLC verified the accuracy of the District's financial statements, they also have confirmed the District abides by laws and regulations and evaluate the effectiveness of internal controls. He was pleased to report Silva, Sceirine & Associates, LLC opinion is the District's audit is clean and no material misstatements were identified. When reviewing the District's financial statements in comparison to the District's budget, he was happy to report there were no budget violations and the District has strong internal controls.

Mr. Melton thanked Ms. Thrall and Ms. Merritt for their hard work and dedication to the District's financials and also thanked Silva, Sceirine & Associates, LLC for their auditing service. This was Silva, Sceirine & Associates, LLC first year working with the District and he is pleased with how the District and Silva, Sceirine & Associates, LLC were able to work together.

Ms. Thrall thanked Mr. Silva and his team for the first-year experience working with Silva, Sceirine & Associates, LLC regarding the District's audit. Mr. Silva and his team tried to familiarize themselves with the District's operations. They began with a preliminary onsite visit, spending the day with accounting department asking various questions related to daily operations. She was also impressed with the amount of time they spent onsite while working on the audit, the interactions were very professional. She reported management took her and the audit team around the District service territory to show the various fixed assets (tanks, pump stations, building, and other properties), this was very informative. She looks forward to the continue partnership with Silva, Sceirine & Associates, LLC.

The Board of Trustees thanked District staff and Silva, Sceirine & Associates, LLC for their work performance on the District audit for the fiscal year 2023/2024.

Treasurer Neumann made a motion to approve Silva, Sceirine & Associates, LLC audit for the fiscal year ending June 30, 2024 of the Sun Valley General Improvement District. Trustee Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 14. Review of proposed 2025 winter newsletter article ideas with possible direction to staff.

Ms. Dowling provided a list of suggested articles for the upcoming 2025 winter newsletter. Article suggestions include: 2025 Board of Trustees and Meeting Schedule, 2024 Photo Contest Winners, 2024 Community Service Award Recipients, Veterans Celebration Event update, Radon, ARPA Grant update, Neighborhood Center Floor update, Did You Know (District and Washoe County responsibilities), and upcoming important dates.

Ms. Dowling commented the final draft will be presented for review and approval at the January 2025 board meeting. Distribution will begin with District January billing cycles 3 and 4 followed by February billing cycles 1 and 2.

Vice Chair Rider suggested including an article regarding the 4th Ave. Water Project.

Public member Ms. Leslie commented she attends the Sun Valley Citizens Advisory Board Meetings and there was a presentation by Truckee Meadows Fire Protection District. She suggested an article reminding it is the property owners' responsibility to make sure fire hydrants are accessible on private property; this includes weed and snow removal.

Trustee Ortiz made a motion to approve the District 2025 winter newsletter article ideas as presented. Secretary Barstow seconded the motion. The motion carried unanimously.

Item# 15. Discussion and action to approve Landscaping and Maintenance Contract for the Sun Valley General Improvement District Parks.

Mr. Baeckel provided a contract for 2025/2026 landscape and maintenance of Sun Valley parks and office. Staff is recommending approval to renew Brothers Lawn and Landscape proposal for the amount of \$49,000.05 annually; this is a two-year agreement. Their proposal includes sprinkler, drip line, and solenoid repairs, which will save the District on repairs throughout the year. The contract has been increased from 9 months to 11 months, February through December, and will go into effect this December 2024. Adding 2 months will help with end of the year clean up, trimming and garbage removal and will relieve some of the work load from field staff. Brothers Lawn and Landscape will follow and sign the District's 2024 RFQ (scope of work) instead of submitting their own contract.

Vice Chair Rider made a motion to accept Brothers and Lawn and Landscape two-year proposal in the total amount of \$49,000.05 annually. Trustee Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 16. Update by Customer Service Supervisor regarding District Veterans Appreciation Event.

Ms. Dowling reported the District's Veterans Appreciation Event co-hosted with Washoe County was held on November 9, 2024 at the Sun Valley Neighborhood Center. The event was to honor all veterans and their families; there was approximately 50 in attendance. The event included a free pancake breakfast, coffee and juice. She acknowledged various agencies that provided informational brochures and/or attended the event; agencies included, Wake Up Nevada, Catholic Charities, VFW Silver State Post 3396, Veterans Upward Bound, American Legion Post 30, Northern Nevada Veterans Resource Center (aka Nations Finest), Reno Veterans Center, VA Sierra Nevada Health Care System, and Veterans Guest House. She reported the event was advertised in the District's newsletter, website, Facebook, Sun Valley Neighborhood Center, Sun Valley Blvd. marquee, District front lobby, Washoe County Communication department, and several veteran agencies. She reported press releases were sent to the various news agencies on October 29, 2024, the event did receive recognition from RGJ and News Channel 4 promoting the event. Ms. Dowling thanked all the board of trustees and staff members that attended the event to help make it a huge success.

Each of the Trustees commented they all received positive feedback from veterans and others in attendance. Everyone appreciates the District hosting a family friendly event in support of the veterans.

There were no public comments.

Item# 17. Discussion and consideration to amend District office business hours and amendment to employee work schedule(s); with possible direction to staff.

Mr. Melton reported management has been considering different schedule options to better serve the Sun Valley community as well as benefit the employees. He provided two options for consideration. The first option is 4/10's work schedule, Monday thru Thursday from 7:00 am to 5:30 pm with ½ hour lunch for employees. The second option is 4/9's Monday thru Thursday from 7:30 am to 5:00 pm with ½ hour lunch for employees, and a 4-hour half day Friday from 7:30 am to 11:30 am with no lunch for employees. Option 2 is a compromise between 4/10's and our current schedule. This option will expand the office hours for customers by half an hour in the morning Monday thru Thursday; and would provide District presence and office hours for customers for 4 hours in the morning on Fridays. He reported switching to 4/10's will allow for customers the opportunity to perform any District business on their way to work, as well, as stay open for customers an additional ½ hour for customers to perform District business on their way home from work. Switching to 4/10's will allow for staff to have more time to complete their daily tasks and more time to work on specific projects. It will be a big benefit when field staff is on repair projects. He reported the number of non-payment disconnects is growing each week. He anticipates the number of disconnects to increase with the consolidation of the existing billing cycles and adding a separate billing cycle for the 5 Ridges development. With the increase in disconnects, there is not enough time in the day to perform the disconnect and reconnect all in an 8-hour day; service will be reconnected only to customers who pay their outstanding balance by 4:30 pm. Any payments received after 4:30 pm the reconnect is performed the next following business day, per the District Tariff.

Mr. Melton reported management has done a lot of personnel amendments to help with employee retention. He reported option one is preferred by the majority of staff, providing better quality of life by commuting to work before and after rush hours and having additional time off. He reported while the office would be closed to the public, the District is a 24/7 hour operation and staff would still attend to all emergency calls. If approved, staff would like to implement schedule beginning January 6, 2025.

Chair Severt commented she spent a day with District staff. This particular day the office was down one employee in the customer service department, that happened to be the same day as a non-payment disconnect day. She reported the Customer Service Supervisor had to cover phones for her staff as they attended with customers and lunch schedules. On a normal business day, 3-hours a day is strictly covering lunch schedules; by switch to ½ hour lunches that coverage time is reduced to 1 ½ hours. She reported the District strives to reconnect all disconnected customers same day, providing customer payment is made, but sometimes there is not enough hours in the day to perform this task. She commented she sees the benefit to the District customers by moving to 4/10's work schedule. She evaluated the need of hiring additional staff for both the office and the field if business hours stay as is. There is no significant savings to the District by moving to a 4/10's work schedule, there are some concessions being made such as no more State recognized holidays would be paid out; those holidays are Nevada Day and Family Day. The significant savings to the District

would be postponing having to hire additional staff at this time.

Mr. Baeckel reported specifically related to the field department, field staff responds to emergency needs on the weekend. When an emergency occurs on the weekend, the employees lose out on their rest days. By switching to a 4/10's work schedule, field staff would feel like they still had a full weekend if they were called out on an emergency.

Vice Chair Rider inquired how does management think the customers are going to respond by not being able to perform District business on Fridays, the typical a day everyone gets paid.

Mr. Melton responded he believes there will be some customers that won't like the fact the District would be closed on Fridays. He reminded the Board the District provides multiple payment methods for customers. Customers can pay their District bill, in the office during regular business hours by cash, check, money order, or by credit/debit card (\$3.00 service fee will apply). Customers can pay their bill outside of District business hours by signing up for District ACH (automatic payment withdrawal), customer online banking, mailing in payment, utilizing the payment drop box, District website with credit/debit card (\$3.00 service fee will apply) or the new phone payment option with credit/debit card (\$4.25 service fee will apply). The District also offers a lot of resources and customer features on the District's website for customers to take advantage of.

Ms. Dowling responded management has been evaluating the pros/cons and efficiencies regarding the proposed schedule change. First and for most, the District is a 24/7 business whenever there is an emergency. A customer can call the District if there is an emergency and a Service Technician will be dispatched. She believes the expanded hours Monday thru Thursday will be very accommodating for the customers; this does not take away that some customers will not like the schedule change. Management is currently working on enhancing the District's website to offer more forms for customers to submit online at their convenience. When considering a schedule modification Fridays are the slowest day for the District office therefore, less of an impact to the customers.

Treasurer Neumann reported when he worked as a foreman, he saw more productivity from his staff when they worked a 4/10's work schedule. He commented some of employees enjoyed the work schedule and others did not. Those employees who didn't like the work schedule were the ones that arrived to work late, made appointments during work hours, and found other ways to reduce their work hours. He had suggested if approved, management strongly encourage employees to schedule their personal appointments on Fridays, this would benefit the employees because they don't have to use their accrued time. He would support the proposed work schedule on a trial basis.

Trustee Ortiz reported she would like to hear from the customers what they think of the new proposed business hours and suggested a survey.

Additional discussion ensued regarding the proposed 4/10's work schedule. The Board consensus was they are open to change the District's business office hours for a six-month trial basis. Staff was directed to collect customer input during the trial period, monitor efficiencies, productivity, and employee attendance. Staff was directed to notify customers in

advance of the new business hours via bill insert, newsletter, website, Facebook page, and front lobby.

Public member Mr. Revty commented he likes the 4/10's work schedule and inquired if there was a way to split the days between employees to allow the District to be open 7 days a week.

Mr. Melton responded the District has a total of fifteen employees and it would be difficult to split the schedule between all the employees. There wouldn't be enough backup coverage that the District currently relies on. In order to split the schedule as suggested, the District would have to hire 3 additional field staff members and 2 additional office staff members.

After additional discussion Treasurer Neumann made a motion to approve amending District office hours to Monday thru Thursday from 7:00 am to 5:30 pm closed on Fridays beginning January 6, 2025 for a six-month trial period. Chairperson Severt seconded the motion. The motion carried unanimously.

Item# 18. Legal report by Maddy Shipman.

None

Item# 19. Field report by Brad Baeckel.

Mr. Baeckel reported on the following:

- He announced the District has a new field employee, his name is Angel Rodriguez, he started on November 4, 2024.
- The Environmental Protection Agency conducted a document inspection November 8, 2024. The inspection went well and he anticipates a report by the end of the year with any corrections and/or findings.
- The District has expensed some of the approved Washoe County ARPA Funds towards new security cameras, new picnic tables, and a one set of new bleachers for Gepford Park.
- Sun Mesa Phase 3 and Phase 4 has been approved for construction; grading has begun.

Item# 20. Customer Service report by Erin Dowling.

Ms. Dowling reported on the following:

- She, Mr. Melton, and Mr. Baeckel attended the POOL/PACT Human Resource Leadership Conference in October; the conference was very informative.
- During the month of November, Waste Management allows for an additional 5 bags for yard waste with no sticker requirement.
- The payment drop box usage has increased, customers are thankful for it being back in service.

Item# 21. Manager report by Chris Melton.

Mr. Melton reported on the following:

- He will be on vacation November 25, 2024 thru December 2, 2024.
- On behalf of the District, he wished Chairperson Severt, Vice Chair Rider, and legal Ms. Shipman a happy birthday.

Item# 22. Public Comments.

Ms. Leslie commented Hobey's Casino is giving free turkeys Wednesday, November 20, 2024 to seniors who would like one. She also reported Sun Valley Seniors is hosting a pot luck on Friday, November 22, 2024 at the Sun Valley Neighborhood Center.

Item# 23. Board Comments.

Vice Chair Rider announced the Sun Valley Senior program is hosting a Craft Fair Saturday, November 23, 2024 starting at 9 am at the Sun Valley Neighborhood Center.

Trustee Ortiz thanked staff for their hard work and organizing a successful Veterans Day Event.

Secretary Barstow apologized not being able to attend the Veterans Day Event. He has received positive feedback regarding the event.

Chairperson Severt commented she and Mr. Melton attended a joint meeting with Northern Nevada Water Planning Commission and Western Regional Water Commission. The joint meeting was very productive and she can't wait to share some of the innovative projects that are being considered to enhance the regions water resource.

Item# 24. Future Agenda Items.

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

- Safety Committee Update
- Presentation by UNR Extended studies regarding Radon, and Proclaim January as National Radon Action Month
- Presentation by Truckee Meadows Water Reclamation Facility
- Request to attend the Nevada Water & Wastewater Operator's Conference March 18th thru March 20th
- Request to send one board member to the Nevada Recreation and Parks Society Conference April 8th thru April 10th

Chairperson Severt and Treasurer Neumann requested a presentation by Wake Up Nevada regarding the free Narcan kits and having them available throughout the parks. Mr. Neumann also would like to have discussion what the District does with some of the park fixtures when they are replaced. Ms. Severt also would like to have a presentation by Western Regional Water Commission to discuss the proposed water projects and an update on PFAS.

Item# 25. Adjournment.

Secretary Barstow made a motion to adjourn at 7:27 pm. Trustee Ortiz seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on December 12, 2024
Minutes Prepared by: Jennifer Merritt, Administrative Assistant