



Sun Valley General Improvement District Board Meeting Minutes of July 10, 2025

Board Members Present:

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

Board Members Not Present:

Staff Present:

Chris Melton	SVGID, General Manager
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Kelly Glenn	Roo Co.
Nick O'Connor	Shaw Engineering
Cindy Leslie	Public Audience
Heidi Soper	Public Audience
Glenda Walls	Public Audience

The meeting of the Sun Valley General Improvement District was called to order by Chairperson Severt at 5:32 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 Ortiz, Treasurer Neumann, and Trustee Dunn. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Secretary Ortiz

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

Audience member Ms. Leslie commented she and Mr. Neumann picked up free ice cream and donated it to the Sun Valley Pool for the aquatic staff. She would also like to consider partnering with various companies to offer a Silver Christmas Tree for 2025; a Christmas Tree dedicated for Sun Valley Seniors that don't have any form of transportation.

Item# 4. Motion to approve the agenda.

Secretary Ortiz 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 the Sun Valley Citizen Advisory Board Meeting is scheduled for Saturday, July 12, 2025 10 am at Hobey's. All future Citizen Advisory Board meetings will be scheduled on the first Monday of each month at 6 pm and continued to be held at Hobey's. The Sun Valley Pool end of season pool party is scheduled for Saturday, August 9, 2025 from noon to 5pm; this year's theme is 50's Sock Hop.

Treasurer Neumann announced he hopes the District can participate with the Silver Christmas Tree for homebound seniors of Sun Valley.

Item# 7. Discussion and action to approve account payables for June 26, 2025.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for June 26, 2025.

Treasurer Neumann made a motion to approve the account payables for June 26, 2025 in the total amount of \$629,133.17. 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 July 10, 2025.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for July 10, 2025.

Treasurer Neumann made a motion to approve the account payables for July 10, 2025 in the total amount of \$297,198.39. Vice Chair Rider 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 June 12, 2025.

Vice Chair Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of June 12, 2025 as submitted. Chairperson Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Discussion and action to award A&K Earth Movers, Inc. bid proposal of \$357,000.00 for the District's PWP# WA-2025-402 Ladera Ranch – Truckee Meadows Water Authority Emergency Intertie; construction of approximately 60 LF of 6" inch water main, 320 LF of 8" inch water main, valves, connection assemblies, a flow control and meter vaults, pavement repair and surface improvement restoration related to the project.

Mr. Melton reported the District received bids for the construction of the Ladera Ranch – Truckee Meadows Water Authority Emergency Intertie. A&K Earth Movers, Inc. was the lowest qualified bidder in the total amount of \$357,000.00. District's engineer, Shaw Engineering has reviewed A&K Earth Movers, Inc. bid in its entirety and it meets all of the requirements. Staff's recommendation is to award the Ladera Ranch – Truckee Meadows Water Authority Emergency Intertie Project to A&K Earth Movers, Inc. This particular project is 100% developer funded.

Treasurer Neumann inquired if this project will be an additional feed to the Boundary Tank.

Mr. Melton responded this project is strictly an emergency intertie with Truckee Meadows Water Authority existing water distribution system west of Ladera Ranch. This intertie will allow for assistance with fire demands, a redundancy for Ladera Ranch and a backup feed to the District's water distribution system.

Trustee Dunn inquired if anything pertaining to the project that is unforeseen that increases the project cost, will it be brought back to the board for additional approval.

Mr. Melton responded traditionally there is always a change order on a public works project. The District will review and authorize any change order requests. If the change order is outside the original scope of work and needs additional authorization, staff would request additional approval of the board.

Vice Chair Rider inquired when will the construction begin and will there be in traffic concerns.

Mr. O'Connor with Shaw Engineering responded there will be no road impacts for this project. Construction is estimated to commence the beginning of August and projected to be a 2-month project.

Vice Chair Rider made a motion to award A&K Earth Movers, Inc. bid proposal in the amount of \$357,000.00 for the District's PWP# WA-2025-402 construction of an Emergency Intertie as presented by staff. Chairperson Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Discussion and possible action to approve Shaw Engineering proposal in the total amount of \$79,500.00 for Construction Administration to oversee the construction of District's PWP# WA-2025-402 Ladera Ranch – Truckee Meadows Water Authority Emergency Intertie.

Mr. Melton reported staff is recommending approval of Shaw Engineering's Service Proposal in the amount of \$79,500.00 to provide professional engineering services for the District regarding construction of the Ladera Ranch – Truckee Meadows Water Authority Emergency Intertie. The proposal is for engineering services and construction administration to include, engineer oversight and inspection services throughout the project construction, regulatory coordination, participate in construction meetings, review and provide assistance of construction drawings, full time inspection services and inspect contractor's work. This proposal for engineering services will be 100% developer funded.

After further discussion Vice Chair Rider made a motion to approve Shaw Engineering proposal in the amount of \$79,500.00 for Construction Administration to oversee District's PWP# WA-2025-402 construction of Emergency Intertie as presented by staff. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Discussion and action to approve renewing Shaw Engineering five (5) Year Agreement for Professional Services; to continue to serve as the Sun Valley General Improvement District Engineer for various District projects.

Mr. Melton reported Shaw Engineering has been the District's water and wastewater engineer for the past 25 years. Mr. Melton provided a copy of Shaw Engineering's 2025 Fee Schedule for review; the proposal is not a specific dollar amount it is based on services provided when requested by the District. The fee schedule is updated annually by Shaw Engineering. He reported staff is recommending to renew Shaw Engineering 5-year Service Agreement for professional services.

Vice Chair Rider made a motion to approve Shaw Engineering 5-year Service Agreement for Professional Engineering Services. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Presentation by Executive Administrative Assistant of District's updated website; with possible direction to staff.

Ms. Merritt provided a brief presentation of the District's updated website. She reported the website is still under construction, but wanted to get approval or additional direction, if any. The new website has a new look, but majority of the content is the same. Staff has requested to reorganize some of the pages to make it more user friendly and to help with navigating the website. Staff also is removing a lot of redundancies throughout the site; this will help provide additional efficiencies with updating. Ms. Merritt will share the link to the new site for each trustee to review and provide any additional suggestions and/or corrections. The new website is projected to go live beginning of August.

Vice Chair Rider suggested providing pictures of field, office, and aquatic staff.

Secretary Ortiz inquired if other agencies display staff pictures on their websites.

Ms. Merritt responded stated it varies; some agencies have action pictures using staff, but not necessarily showing the employee. Other agencies have a staff directory of management positions only, while other website don't display any staff pictures.

Mr. Melton responded he doesn't want to post any pictures of employees at this time; some employees don't want their picture on the website for various reasons.

Ms. Glenn with Roo Co. responded it is best practice to have all staff and trustees provide a photo consent release form if their picture is used for any media.

There were no public comments.

Item# 14. Discussion and possible action regarding training opportunities for Board of Trustees.

Ms. Dowling reported staff was requested to provide training opportunities available for the Board of Trustees. She provided a list of multiple training opportunities available through POOL/PACT Absorb Training System. Any trustee interested in any of the listed trainings to schedule training through her for access. Ms. Dowling also reported Rural Community Assistance Corporation also provides free and/or low-cost trainings for government and utilities. Lastly, as the Board is aware there are trainings available at the various conferences.

There were no public comments.

Item# 15. Discussion and possible action to approve sending up to 5 board members and 1 staff member to the Nevada Association of Counties 2025 annual conference in Clark County, NV.

Mr. Melton reported the Nevada Association of Counties 2025 conference is scheduled for September 23, 2025 through September 25, 2025 in Las Vegas, NV. He reported the conference agenda/schedule has not been released yet. He provided a breakdown of cost per person with three travel options for consideration. The least expensive option is utilizing a company vehicle for traveling; this option would be \$1,375.00 per person. The second option is employee or trustee utilizing their personal vehicle for traveling; this option would be \$1,997.00 per person. The last option, and most expensive, is flying; this option would be \$2,146.00 per person. Mr. Melton reported he is requesting permission to register staff and any trustee who would like to attend with a not to exceed amount of \$7,700.00.

After further discussion, Secretary Ortiz, Treasurer Neumann, and Mr. Melton commented they would like to attend the conference.

Vice Chair Rider made a motion to approve registering up to three Board of Trustees and one staff member to attend the Nevada Association of Counties 2025 Conference with a not to exceed \$7,700.00 as presented by staff. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 16. Review and action to approve Fall Newsletter article ideas.

Ms. Glenn with Roo Co. provided a suggested list of articles for the upcoming Fall Newsletter that would be distributed in October 2025. Articles include: Winterizing/Weatherizing, Keep Truckee Meadows Beautiful Great Community Cleanup and the Sun Valley Electronic Recycling event update, promotion of the Sun Valley Veterans Appreciation Breakfast event, Thank You to Sun Valley Lifeguards, Thank You to Free Swim Day Sponsors, possible State Grant update, message from General Manager regarding District business, Did You Know (suggested an article the importance of backflow devices and why they are required to be tested annually), announcement of new website, and important dates. She will update the Sun Valley Citizen Advisory Board Meeting new meeting dates.

Ms. Merritt reported Haws Corporation donated a drinking fountain to the District for Gepford Park, it would be nice to provide a thank you article for the donation.

Vice Chair Rider made a motion to approve the list of Fall Newsletter article ideas as presented by staff. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 17. Discussion and action to permanently adopt July as Recreation Month.

Mr. Melton reported each year the District proclaims July as Recreation Month. He is requesting to permanently adopt and proclaim July as Recreation Month. He provided a copy of the Proclamation that permanently adopts July as Park and Recreation Month.

Vice Chair Rider made a motion to permanently proclaim July as Park and Recreation Month. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 18. Discussion and action to approve Big Iron Builders proposal to install a new security gate for employee entrance with a not to exceed amount of \$90,000.00.

Mr. Melton provided two proposals for the construction of a new automated security gate for the back lot employee/trustee parking lot. The security gate would ensure the safety and security of the District employees and property. The two proposals are Big Iron Builders in the amount of \$87,500.00 and Tholl Fence; Tholl Fence provide four options for consideration the highest proposal was in the amount of \$126,079.00.

Mr. Melton reported he is requesting approval of Big Iron Builders proposal. The scope of work will consist of trenching for electrical and installation of heavy-duty automated opener, keyless entry pad, cantilever sliding gate and traffic loops for automatic gate opening to exit the parking lot. He is requesting a not to exceed amount of \$90,000.00 paid from the District's approved 2025/2026 Acquisition Budget; this project was identified and approved in the District's 2025/2026 capital improvement projects.

Additional discussion ensued on material to construct the security gate and gate opening/closing options with the option to program the gate to stay open during board

meetings.

Vice Chair Rider made a motion to approve Big Iron Builders proposal for the installation of a new security gate for employee entrance with a not to exceed amount of \$90,000.00 as presented by staff. Trustee Dunn seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 19. Discussion and action to ratify General Manager's action to not change carriers for the District employees' basic and long-term life insurance and keep it with The Standard Insurance for fiscal year 2025/2026.

Ms. Dowling reported at the June 12, 2025 board meeting the Board of Trustees approved changing carriers for the District employees' basic and long-term life insurance for fiscal year 2025/2026 from The Standard to MetLife. She reported during the final enrollment process LP Insurance was informed the District is not qualified to move to MetLife due to an active retiree's coverage. After learning the District could not move to MetLife and due to timing of enrollment, the District's General Manager requested authorization from District's Chair to renew with The Standard the District's current carrier. There is no change in premiums, The Standard is honoring their renewal rate of \$2,995.00 annually for the next two years.

Treasurer Neumann made a motion to ratify General Manager action to not change carriers for the District employees' basic and long-term life insurance and renew The Standard Insurance as presented by staff. Vice Chair Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 20. Discussion and possible action per District Personnel Policy 9.3.1; Board evaluation of the General Manager performance for fiscal year 2024/2025 with consideration of compensation increase.

Mr. Melton provided a performance and accomplishment report for 2024/2025 that also includes goals for 2025/2026.

Chairperson Severt reported she has received all of the Trustees' evaluations for Mr. Melton, he scored a 4.876 Above Expectations on his evaluation.

Vice Chair Rider acknowledged all of Mr. Melton's accomplishments and can attest to some of the items listed in his report. Vice Chair Rider commented he has had the pleasure to work with other District general manager's and he believes Mr. Melton is doing a great job and appreciates Mr. Melton's forward thinking for the District's future. He would like to consider a salary increase that is comparable with other general improvement district general managers and comparable agencies within Washoe County. He thinks the District needs to continue to be competitive and provide Mr. Melton a salary that will help the District retain him. Moving forward the Board can provide Mr. Melton with the approved percentage increase for annual increases based on performance evaluation.

Treasurer Neumann complimented Mr. Melton on his performance and keeping the Board apprised of District daily business. He is open to a compensation increase for Mr. Melton but would like to remain fiscally responsible when considering an increase.

Secretary Ortiz appreciates Mr. Melton engaging with the community and continuing to be a professional District representative. He is always looking for ways to save the District money and pass those savings onto the District customers.

Trustee Dunn agrees with the rest of the Board, Mr. Melton is a great General Manager and he motivates the employees to do their best. He has an outstanding staff working very hard for him, the District, and the customers.

Chairperson Severt commented she is appreciative of Mr. Melton's patience with her because she asks a lot of questions. Mr. Melton always makes time to meet with her and other board members and always keeps her apprised of District business. Once again Mr. Melton oversees a water distribution system delivering safe drinking water and collecting wastewater and safely delivering it to the treatment plant with zero violations. The Sun Valley area is seen a lot of growth and Mr. Melton has worked diligently to ensure the District has development pay for infrastructure improvements that are triggered by new development; he continues to make sure the District is fiscally responsible.

After further discussion Vice Chair Rider made a motion to adjust Mr. Melton's salary to \$190,000.00 annually. Chairperson Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 21. Legal report by Maddy Shipman.
None

Item# 22. Field report by Chris Melton.

Mr. Melton reported on the following:

- He reported staff is continuing to work the landscapers regarding the irrigation issues in several areas within the parks.
- Field staff has been working on installing bark around all the parks and painted the exterior of the skate rink.
- Field staff recently installed bollards in front of the shop for additional safety and restriped the front parking lot.
- Field staff has been working and coordinating with Washoe County regarding fire hydrant replacements.
- Ladera Ranch Phase 2 and 3 sewer installation is in progress.
- Caleb Court sewer installation is in progress.
- Highland Village 2 grading is almost completed and installation of underground utilities is expected to begin next week.
- 5 Ridges Project 3 Highland Ranch Parkway Water Transmission Main is complete, tie-in is scheduled for Monday, July 14, 2025.
- 5 Ridges Project 4 new Main Pump Station was awarded to Peek Brothers. Peek Brothers is currently working on submittals and material acquisition with actual construction to commence December 2025 or early January 2026.

Item# 23. Office report by Erin Dowling.

Ms. Dowling reported on the following:

- She has begun the annual garbage assistance renewal process.
- The District is happy to bring back swim lessons this year as a trial for this year's aquatic staffing. There was a total of 12 youth members that were registered for lessons. This year was a trial for current staff and provide time for the aquatic supervisor to build onto the swim lesson program. The District will be promoting swim lessons earlier next year in hopes to have a greater participation.
- Office and field staff continue to perform annual backflow inspections and make repairs as needed.
- The District is currently participating in a phishing program KnowBe4 cyber security training.
- She continues to work with Springbrook regarding migration to Cloud with hopes to implement migration within the 2025/2026 fiscal year.

Item# 24. Manager report by Chris Melton.

Mr. Melton reported on the following:

- He reported the District has met the qualifications for a 50% match of \$9.4M state capital improvement grant through NDEP Project Grant provided by NDEP; the grant committee will be awarding grants at their August 20, 2025 meeting.
- The Sun Valley Pool held a free swim day on June 21, 2025 sponsored by the Fink Family; there was a total of 68 patrons in attendance. Attendance was low due to the low 60 degree weather.
- The Sun Valley Pool held a free swim day on July 5, 2025 sponsored by Commissioner Garcia; there was a total of 318 patrons in attendance. Free ice cream was also provided by Commissioner Garcia.
- The Sun Valley Pool is offering free senior swim on Tuesday's and Thursday's from 11 am until noon; average participation is 10 to 12 seniors per day.
- 5083 Prosser Way rental has been vacated and the District is getting ready for removal.
- He thanked the Board for their confidence in him and expressed his gratitude for his annual evaluation and increase.

Item# 25. Public Comments.

Ms. Leslie suggested the District provide employees compensation and job descriptions on the District's new website. She believes the District should be transparent with the rate payers how District staff is compensated.

Item# 26. Board Comments.

Treasurer Neumann commented he received a call from a District customer complaining about a curb that was supposedly broken by the contractor that performed the water improvements on Tanberg and W. 7th Ave. The customer would like to see the curb repaired and is confused what agency is responsible for the repair, either the District because it was their project or Washoe County because they are responsible for curb and gutter.

Vice Chair Rider commented Sun Valley Citizen Advisory Board will hold its last Saturday meeting on July 12, 2025. The Citizen Advisory Board will continue to meet monthly on the first Monday of each month at Hobey's Casino starting at 6 pm. He also is grateful to Haws

Corporation for their donation of a new water fountain for Gepford Park.

Chairperson Severt commented she is sadden to learn of the recent incident of a baby being placed in a dumpster. She is extremely proud of the Sun Valley resident who came forward and notified the Washoe County Sheriff Department of the incident and would like to consider the individual for the Sun Valley Community Service Award. She is acknowledged the quick response and actions by emergency crews to quickly distinguished the fire that was located off Chimney Road on BLM property. She commented she officially announced her retirement after 45 years with JC Penny; after she retires, she would like to make it her priority to educate residents of fire preparedness and defensible space.

Item# 27. Future Agenda Items.

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

- Safety Committee update
- District Personnel Policies Update
- 2025 Pool Season Update

Vice Chair Rider would like to discuss Board of Trustee future compensation increase.

Chairperson Severt would like a report regarding fire hydrant maintenance and how many hydrants are in working order and how many are out of service.

Item# 28. Adjournment.

Secretary Ortiz made a motion to adjourn at 7:12 pm. Vice Chair Rider seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on August 14, 2025
Minutes Prepared by: Jennifer Merritt, Executive Administrative Assistant