



Sun Valley General Improvement District Board Meeting Minutes of August 14, 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
Brad Baeckel	SVGID, Public Works Director
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Fred Hurtzig	SVGID, Field Supervisor
Michelle Guerrero	SVGID, Aquatic Supervisor
Karen Pickens	SVGID, Billing Specialist
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Heather Goulding	Assemblymember District 27
Heidi Soper	Sun Valley Citizen Advisory Board
Carol Burns	Public Audience
Kay Dyer	Public Audience
Cindy Leslie	Public Audience
Barbara Morris	Public Audience
Mike Revty	Public Audience
Glenda Walls	Public Audience

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

Item# 2. Pledge of Allegiance.

Led by Chairperson Severt.

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

Audience member Ms. Soper with the Sun Valley Citizen Advisory Board commented she is working with local and state officials regarding the recent closure of Scolari's Food Market and Wells Fargo. It is imperative that Sun Valley continues to have a grocery market and an ATM within the Sun Valley community. Additional discussion regarding these amenities is scheduled for Tuesday, September 2, 2025 at the Sun Valley Citizen Advisory Board meeting at Hobey's. She also commented she volunteered and helped passed out school supplies to approximately 350 students.

Audience member Mr. Neumann commented Washoe County is hosting a luncheon regarding senior dementia August 21, 2025 from 9 am until noon at the California Building at Idle Wild Park.

Audience member Ms. Leslie commented she is working with Washoe County regarding a Sun Valley Silver Christmas Tree for 2025; a Christmas Tree dedicated for over 180 Sun Valley Seniors that don't have any form of transportation. Ms. Leslie also commented she was grateful for the Sun Valley Pool offering free swim days for the seniors again this year; there was a lot of positive feedback from the seniors. She hoped next year the District could provide an aqua fitness instructor.

Item# 4. Motion to approve the agenda.

Vice Chair Rider made a motion to move agenda items 13 and 14 up after agenda item 11. Trustee Dunn seconded the motion. The motion carried unanimously.

Vice Chair Rider made a motion to approve the agenda as amended. Trustee Dunn 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 office will be closed Monday, September 1, 2025 in observance of Labor Day. Sun Valley Citizen Advisory Board Meeting is scheduled for Tuesday, September 2, 2025 6 pm at Hobey's. District office will be closed Tuesday, September 9, 2025 from noon to 1 pm for an employee lunch meeting.

Treasurer Neumann announced he passed out free ice cream to the Washoe County Senior Program.

Chairperson Severt announced Truckee Meadows Water Authority is providing free tours of their Verdi Hydroelectric Plant and the Chalk Bluff Water Treatment Plant.

Item# 7. Discussion and action to approve account payables for July 24, 2025.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for July 24, 2025.

Treasurer Neumann made a motion to approve the account payables for July 24, 2025 in the total amount of \$519,664.76. 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 August 14, 2025.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for August 14, 2025.

Treasurer Neumann made a motion to approve the account payables for August 14, 2025 in the total amount of \$790,151.35. 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 July 10, 2025.

Vice Chair Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of July 10, 2025 as submitted. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Report by Aquatic Supervisor regarding 2025 Sun Valley Pool Season.

Ms. Guerrero Sun Valley Pool Aquatic Supervisor reported the 2025 pool season was an overall success, the District was able to increase lifeguard staffing despite the combating national lifeguard shortage. Sun Valley Pool had several returning guards on staff this year, and many new members. Several staff members have already indicated their eagerness to return for next season. She reported several pools located in Reno had to limit capacity; she was proud to announce the Sun Valley Pool never had any capacity issues. The Free Senior Swim Program was offered on Tuesdays and Thursdays one hour before our general swim. This program continued to have community participation with regular attendees, as well as, new attendees with the assistance of promoting the program through the senior community. The Sun Valley Pool continues to be a preferred location for group swims for many organizations. This year Sun Valley Pool welcomed back Summit Ridge, along with welcoming the Reno/Sparks Indian Colony and The Boys and Girls Club. Sun Valley Pool also was able to accommodate the Sparks Piranhas swim team for their practices when the boilers went down at Alf Sornsen, with them expressing interest in using our facility next summer. The Sun Valley Pool had two successful free swim days this season. The June 21st free swim sponsored by the Fink Family had low attendance due to colder temperatures with approximately 100 in attendance. The July 5th free swim sponsored by Commissioner Garcia had over 300 in attendance. The Sun Valley Pool End of Season

Pool Party was held Saturday, August 9th; this year's pool party was a 1950's theme. Activities included games and prizes, free popsicles, and a drawing to win gift cards. The District's goals for this year were successfully achieved. She became certified as a lifeguard instructor in November 2024, this allowed the District more flexibility in training and hiring of more lifeguards as a result. She was also proud to report the Sun Valley Pool was able to start swim lessons this year. Although it was a small program, it is her goal to expand the program next year.

The Board of Trustees thanked Ms. Guerrero for an outstanding pool season.

Mr. Melton thanked Ms. Guerrero for her service for this year's pool season. The District is very lucky to have Ms. Guerrero as a returning Aquatic Supervisor. This year's pool season was a success due to her leadership and professionalism.

There were no public comments.

Item# 11. Report by Field Supervisor regarding District Safety Committee.

Mr. Hurtzig District's Field Supervisor gave a brief report on the District Safety Committee. He reported the purpose of the committee is to bring all District 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 himself as Chair, Daniel Garcia as Secretary, and newest committee member Remmy Ramirez.

Mr. Hurtzig reported since the last update the Safety Committee's focus has been spent on ensuring that crew members retain and utilize training on safety related issues. Tailgates are regularly scheduled and accomplished twice a month to discuss new safety concerns and mitigation. Safety programs are kept up to date and filed for access by any member of staff per OSHA standards. Confined Space and the associated hazards are continually emphasized to the crew. Crew members performing skilled construction adhere to OSHA regulations in all aspects of system operations.

Mr. Hurtzig reported on various safety topics they include: fire prevention, forklift safety, falling and moving objects, flammables-fuel gases, influencing attitudes for safety, tractor safety-traveling on roads, fall prevention, operating a bench grinder, accident prevention pyramid, heat illness prevention, and influenza virus and preventing spread. The District has programs and procedures in place that are reviewed on a regular basis include online training via the Risk Management Center through the District's insurance, and OSHA forklift operations and certifications. The District has recently provided in person training regarding 811 dig alert procedures and the risks associated with underground utilities. Field crew members were evaluated at Concentra for respirator usage; all members were fit tested for respirators. He was proud to announce all crew members were cleared to use respirators and fit tests are good for one year. All field crew members received forklift training and certification cards. All District employees recently completed CPR and basic first aid training and received their certification cards.

Lastly, Mr. Hurtzig reported on upcoming training topics, they include trenching safety, ladder safety, and fire evacuation routes.

Vice Chair Rider inquired what is the District's injury record.

Mr. Hurtzig responded the District has zero injury reports; the District currently has over 1,000 days with no injuries.

Trustee Dunn inquired during the respirator fit test, were the crew members subject to a pulmonary test.

Mr. Hurtzig responded there were a few crew members that had to perform the pulmonary test, they were cleared for respirator usage.

Mr. Baeckel commented Mr. Hurtzig is an asset to the District. He has great knowledge and experience not only operating the District's system, but ensuring all crew members perform their job safely.

The Board of Trustees thanked Mr. Hurtzig for his safety committee update.

There were no public comments.

Item# 14. Discussion regarding Assembly Bill No. 301 relating to increase in compensation of board of trustees of certain general improvement districts from \$9,000 per year to \$14,500 per year.

Assemblymember Goulding reported Assembly Bill No. 301 enables certain general improvement districts the ability to increase board of trustees' annual compensation. Current compensation is capped at \$9,000 annually and has not had an increase since 2005. With the recent passing of Assembly Bill No. 301 board of trustees' can vote to increase their annual compensation up to \$14,500 annually. This bill was introduced to help with inflation over the years and as an added incentive to entice citizens to run for such positions. Ms. Goulding reported during one of the last hearings the bill was amended to include reporting of certain general improvement districts. In particular there was public concern regarding Verdi General Improvement District how the funds were being spent. With the approved bill certain general improvement districts are subject to provisions to provide financial transparency.

There were no public comments.

Item# 13. Presentation by Assemblymember Heather Goulding regarding Assembly Bill No. 415 relating to vehicles abandoned on public or private property; prohibits inaccurate reporting of tow truck locations.

Assemblymember Goulding reported Assembly Bill No. 415 is related to the process of removal of abandoned vehicles on public or private property. The current process to legally

remove an abandoned vehicle is cumbersome and timely. Assembly Bill No. 415 was intended to help streamlining the removal process and allow for abandoned vehicles to be scrapped immediately instead of having to be parked in a holding lot to locate a title owner. Authorities now have the ability to tag an abandoned vehicle and tow it within seven (7) days as long as it meets the vehicle is deemed abandoned, the value of the car is \$500 or less, if the vehicle is not registered, and not road worthy. While the bill helped with the removal of an abandoned vehicle, it still does not identify how the removal process is funded; currently taxpayers are paying for the removal process. Funding of this program will still need to be determined in future legislative sessions.

Ms. Goulding reported there is also a provision in the bill that prohibits inaccurate reporting of tow truck locations. Currently there is a program that alerts tow trucks of an abandoned vehicle for removal and whomever has the closest location gets to remove the vehicle. It was discovered that various tow truck drivers were falsely reporting where they were located taking away the opportunity of other tow trucks the ability to remove the vehicle. Lastly, Ms. Goulding reported the bill is effective October 2025. With the collaboration efforts of other elected officials, they would like to host a Tow-The-Blight-Challenge this fall. The challenge is between Northern Nevada and Southern Nevada to emphasize the streamline process of the removal of abandoned vehicles.

Treasurer Neumann requested for clarification, does the vehicle remain abandoned on the side of the road for the full seven (7) days.

Ms. Goulding responded yes, the authorities will tag the vehicle and have it remain in the same spot that it was tagged instead of towing it to a impound yard creating additional undue expenses. The seven (7) day period is considered a due process period to allow for anyone to come forward and claim the vehicle prior to it being towed and scrapped.

Trustee Dunn inquired why does the authorities not go after the last registered owner of the vehicle.

Ms. Goulding responded the State of Nevada does not require an owner to report they sold a vehicle. It is strongly encouraged to voluntarily report to the DMV that you sold a vehicle and to whom if possible. Prior to Assembly Bill No. 415, authorities had to perform a title search and try to connect with the last registered owner, which was a lengthy and costly process.

The Board of Trustees thanked Assemblymember Goulding for her presentation regarding abandoned vehicles.

There were no public comments.

Secretary Ortiz temporarily left the meeting at 6:17 pm.

Item# 12. Discussion and action to update Sun Valley General Improvement District Personnel Policies.

Ms. Dowling gave a brief overview of the Personnel Policies that are needed to be updated due to general housekeeping, grammar, formatting, various adjustments to new business hours, and to comply with current laws.

A) Personnel Policy 1 – General Provisions

Ms. Dowling reported Personnel Policy 1 – General Provisions was updated to provide additional clarification throughout the policy.

B) Personnel Policy 2 – Employee Relations

Ms. Dowling reported Personnel Policy 2 – Employee Relations was updated to provide additional clarification throughout the policy and move certain sections to the correct section within the policy.

Chairperson Severt inquired who is designated from the District as the Equal Employment Opportunity Officer. She also inquired about documenting employees with violent and threatening behavior.

Ms. Dowling responded both the Customer Service Supervisor and Public Works Director have been identified as the District's Equal Employment Opportunity Officers. Ms. Dowling responded as part of the District's Drug and Alcohol Policy, an employee that is demonstrating violent or threatening behavior can be used as a reasonable suspicion for testing. Each occurrence will be properly documented in the employee's file.

C) Personnel Policy 3 – Employment

Ms. Dowling reported Personnel Policy 3 – Employment was updated to provide additional clarification throughout the policy and to expand on section 3.16

Casual/Temporary/Seasonal Employment. POOL/PACT felt it was important to expand the District's seasonal employment due to the District's recreation staffing.

D) Personnel Policy 4 – Compensation Plan

Ms. Dowling reported Personnel 4 – Compensation Plan was updated to provide additional clarification throughout the policy and to expand on section 4.6.2 Compensation for Casual/Temporary/Seasonal Workers.

E) Personnel Policy 5 – Leave Plans

Ms. Dowling reported Personnel 5 – Leave Plans was updated to provide additional clarification throughout the policy and expanded on section 5.11 Emergency Volunteer Service; specifically for any employee who is a volunteer for another agency, that any missed work related to their volunteer duties, not related to District business, is without pay unless they opt to use their accrued time. She also reported section 5.14 Catastrophic Leave was updated to reflect the new business hours, time donated and/or used are in increments of ten (10) hours.

Secretary Ortiz returned to the meeting at 6:27 pm.

Chairperson Severt inquired when does a new hire start accruing leave time. She also inquired if the District has a School Leave Policy that allows for employees that are parents time off to attend a child's school function.

Ms. Dowling responded new employees start accruing leave time from their first day of employment, but are not eligible to use their accrued time until they have completed three (3) months of employment. She also reported the District does not have a School Leave

Policy; the District is generous with their accruals to allow employees to take additional time off for any school functions.

F) Personnel Policy 6 – Benefits

Ms. Dowling reported Personnel 6 – Benefits was updated to provide additional clarification throughout the policy.

G) Personnel Policy 8 – Employee Separation

Ms. Dowling reported Personnel 8 – Employee Separation was updated to provide additional clarification throughout the policy.

H) Personnel Policy 10 – Disciplinary Actions and Appeals

Ms. Dowling reported Personnel 10 – Disciplinary Actions and Appeals was updated to provide additional clarification throughout the policy and to provide justification for any disciplinary action.

I) Personnel Policy 11 – Definition of Terms

Ms. Dowling reported Personnel 11 – Definition Terms was updated to provide additional definitions for clarification and removal of the definition of Bullying since it is covered specifically in its own policy.

Audience member Ms. Leslie inquired if the District has a Maternity/Parental Leave Policy or if it is not required because the District is not eligible for Family Medical Leave Act due to it having less than fifty (50) employees.

Ms. Dowling responded the District is not eligible for Family Medical Leave Act due to the total number of employees. Nevada public sectors are not required to have a designated Maternity/Parental Leave Policy. The District is generous with their accruals to allow employees to take additional time off if desired.

Vice Chair Rider made a motion to approve all amendments to the Sun Valley General Improvement District Personnel Policies as presented by staff. Trustee Dunn seconded the motion. The motion carried unanimously.

Item# 15. Legal report by Maddy Shipman.

None

Item# 16. Field report by Brad Baeckel.

Mr. Baeckel reported on the following:

- Haws Corporation recently donated a new drinking fountain to the District. The new drinking fountain was installed at Gepford Park replacing the original fountain.
- Field staff regraded the dirt parking lot at Gepford Park; staff will be applying asphalt grindings over the dirt to help with dust control. Staff will also be replacing the fencing along Short Ave.
- The District replaced all the indoor lighting at the Sun Valley Neighborhood Center and acoustic panels are going to be reupholstered within the next month.
- Washoe County Roads Department is working on resealing various roads, currently they are working in the northwest area.
- Klondike tank transfer switch was recently installed for backup SCADA power; this was the switch that went out during the fire this year.

- Staff continues to coordinate with Washoe County on fire hydrant replacements. Washoe County recently replaced a hydrant on 8th Ave. and Klondike Dr. and repaired another one on Chimney Dr.
- Ladera Ranch Phase 2 and 3 sewer installation is in progress.
- Caleb Court water installation is in progress.
- Highland Village 2 water line was installed and tied in on Klondike Dr. and 9th Ave. Campbell Construction has been working on the onsite sewer and the water line crossing Highland Ranch Pkwy. to feed Highland Village 1.
- Highland Village 1 paid both the water and sewer facilities fees.
- 5 Ridges Project 3 Highland Ranch Pkwy. Water Transmission Main is complete and tied in, project pending punch list items.
- 5 Ridges Project 4 new Main Pump Station Notice to Proceed was issued to Peek Brothers. Peek Brothers is currently working on submittals and material acquisition with construction to commence January 2026.
- Sun Mesa Phase 3 is currently constructing homes.
- Lepori Development a 168 apartment complex; water and sewer capacity has been completed. Development is located above Lois Allen Elementary School.

Item# 17. Office report by Erin Dowling.

Ms. Dowling reported on the following:

- The annual garbage and recreation assistance renewal letters have been mailed, renewal deadline is September 1, 2025.
- She continues to work with Springbrook regarding migration to Cloud, the District is currently in the customer analysis phase with hopes to implement migration within the 2025/2026 fiscal year. She has requested migration to be performed on a Friday so there is no disruption during regular business hours. However, during the migration process there will be no access to online billing/payments.
- The Springbrook express bill pay portal timeline to be determined, until then the District will need to adjust the credit card fees.
- District has mailed letters to approximately 2,900 customers regarding the District's Billing Cycle Consolidation. Consolidation will be effective September 2025, the District will work with all customers who need to make payment arrangements.

Item# 18. Manager report by Chris Melton.

Mr. Melton reported on the following:

- He reported the State of Nevada Capital Improvement Projects Grant through NDEP is schedule to meet on August 20, 2025; there will be District representation at the meeting.
- Washoe County received noticed from Nevada Community Development Block Grant that Washoe County is not eligible to submit applications for the 2026 CDBG Fiscal Year due to the state's timeline for the public participation process. Washoe County will be conducting this grant process again for Fiscal Year 2027 starting July 1, 2026.
- 5083 Prosser Way rental has been converted back to personal property and contractor can now remove the unit from property to make way for District future property improvements.
- He reported he will be on vacation starting August 15, 2025 through September 1, 2025.

Item# 19. Public Comments.

Ms. Soper is a committee member of the Swift Exit; committee is creating a comprehensive emergency evacuation plan to distribute to all residents within Washoe County. She welcomes any suggestions to include in the emergency evacuation plan, as well as, any suggestions on how to distribute the emergency evacuation plan once it is approved.

Item# 20. Board Comments.

Treasurer Neumann would like for the District to consider contracting an aqua fitness instructor for next year's swim season.

Item# 21. Future Agenda Items.

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

- District Financial update
- Approval of fall newsletter
- Possible update/award of State NDEP Grant
- Possible credit card fee adjustment

Treasurer Neumann requested discussion regarding the 2025 Silver Christmas Tree. He also requested discussion regarding installation of State of Nevada Flag in the front parking lot of the District office. Lastly, he would like to discuss purchasing new pool lounge chairs.

Vice Chair Rider requested a post recreation season update.

Item# 22. Adjournment.

Secretary Ortiz made a motion to adjourn at 7:01 pm. Treasurer Neumann seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on September 11, 2025

Minutes Prepared by: Jennifer Merritt, Executive Administrative Assistant