



## **Sun Valley General Improvement District Board Meeting Minutes of September 11, 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
Elizabeth Thrall	SVGID, Senior Accountant
Karen Pickens	SVGID, Billing Specialist
Nancyann Leeder	SVGID, Legal Counsel

### **Other Members Present:**

Mike Revty	Public Audience
Heidi Soper	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 Secretary Ortiz.

A moment of silence was observed in honor of September 11<sup>th</sup>.

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

None

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

*Vice Chair Rider made a motion to approve the agenda. Secretary Ortiz seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 5. Certify posting of the agenda.**

Ms. Pickens 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 Impala's Car Club is hosting the Sun Valley Car Show Saturday, September 20, 2025 from 9 am until 2 pm at the Sun Valley Community Park. Washoe County Emergency Management Team is hosting an Emergency Preparedness Event Saturday, September 27, 2025 from 10 am until 12 pm at the Sun Valley Neighborhood Center. Sun Valley Community Service Award nominations deadline is September 30, 2025. Sun Valley Photo Contest deadline is September 30, 2025. Sun Valley Citizen Advisory Board Meeting is scheduled for Tuesday, October 4, 2025 6 pm at Hobey's.

Secretary Ortiz thanked Chairperson Severt and Public Works Director, Mr. Baeckel for taking time to speak with students regarding governance and utilities. She also announced the POOL/PACT Board Meeting is scheduled for October 14, 2025 through October 16, 2025.

**Item# 7. Discussion and action to approve account payables for August 28, 2025.**

Treasurer Neumann gave a brief report on the account payables, customer refunds, and payroll for August 28, 2025.

*Treasurer Neumann made a motion to approve the account payables for August 28, 2025 in total amount of \$433,012.98. Secretary Ortiz seconded the motion. After discussion, the motion carried unanimously.*

There were no public comments.

**Item# 8. Discussion and action to approve account payables for September 11, 2025.**

Treasurer Neumann gave a brief report of the account payables, customer refunds, and payroll for September 11, 2025.

*Treasurer Neumann made a motion to approve the account payables for September 11, 2025 in the total amount of \$381,551.77. Secretary 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 August 14, 2025.**

*Vice Chair Rider made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of August 14, 2025 as submitted. Treasurer Neumann seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 10. Review and approval of the District fall newsletter.**

Ms. Dowling provided a final draft copy of the District's fall newsletter for review and approval. The newsletter is scheduled to be distributed in the month of October with all the billings.

Chairperson Severt suggested changing the font color and size on the website image, so it is readable.

*Secretary Ortiz made a motion to approve the District fall newsletter as presented and to include suggested edits. Vice Chair Ride seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 11. Financial report by District's Senior Accountant.**

Ms. Thrall gave a brief report on the District's unaudited financials for fiscal year 2025. She began with the District's Water Fund; this is the second year of the District implementing a Tier Rate on water consumption over 6,000 gallons per month. This allowed the District to capture customer usage over 6,000 gallons, particularly during peak watering months. The District's current water rate structure is Tier 1 \$2.79 per 1,000 gallons up to 6,000 gallons. Tier 2 is \$3.99 per 1,000 gallons for customer usage over 6,000 gallons. The additional Tier 2 revenue for fiscal year 2025 was \$259,543. The District's Water Purchase expense from Truckee Meadows Water Authority for fiscal year 2025 was \$1,456,921 and the District's total water charges were \$3,884,204 for fiscal year 2025. She briefly explained how the variation of weather patterns affects water usage.

Ms. Thrall reported on the District's Sewer Fund; this is the first year the District implemented a flat rate for sewer residential customers only. This flat rate has provided the District with better budgeting tools and streamlined processes for the office and field with the elimination of the winter averaging. The average monthly sewer revenue is \$266,000. The District's Joint Plant Operation expense for fiscal year 2025 was \$1,254,381 and the District's total sewer charges were \$3,203,715.

Ms. Thrall reported on the District's Investments; in November 2024 the District opened an account with the Local Government Investment Pool (LGIP). Ten million dollars was transferred from the District's Acquisition Fund with Heritage Bank to the new LGIP investment account. During this time, interest on District's Acquisition account with Heritage Bank was renegotiated to a higher interest rate. The District has a third investment account with US Bank. US Bank is the custodian of the District's CD investments. The total interest the District accrued on the three (3) investment accounts for fiscal year 2025 is \$1,029,841.

Ms. Thrall reported on the District's Capital Assets; the District added \$7,013,926 of capital assets. The District received significant donations of assets from 5 Ridges Development for new water infrastructure and donations from Sun Mesa Phase 3 and Ulysses Development both for new water and sewer infrastructure. She also reported that the District has several Construction-In-Progress; indicating multiple development/capital improvement projects still

in progress that will eventually become a water and/or sewer capital asset. Lastly, the District had several capital improvement projects completed within the District's recreation facilities, such as new bleachers and picnic benches at Gepford Park, new security camera system at Gepford Park, and recondition of the big pool pumps. The recreation improvements were funded by the Washoe County American Rescue Plan Act (ARPA) Grant.

The Board thanked Ms. Thrall for the financial update.

There were no public comments.

**Item# 12. Presentation by District's Customer Service Supervisor regarding 2025 recreation season.**

Ms. Dowling gave a brief overview of the Districts 2025 Recreation Season. The District had the following events for the 2025 calendar year: District E-Waste Recycling Event, partnered with Lifecycle Solutions was held the month of April. H.O.P.E. Church of Nazarene hosted the Easter Egg Hunt on April 12, 2025. Keep Truckee Meadows Beautiful hosted the Great Community Cleanup on May 3, 2025. Hug High Leadership Program hosted a Community Field Day on May 16, 2025. District's annual Dive Into Summer Event, partnered with Washoe County Sheriff's Office, was held on June 6, 2025. Fink Family sponsored a free swim day on June 21, 2025. Commissioner Garcia sponsored a free swim day on July 5, 2025. And the District's annual End of Season Pool Party was held on August 9, 2025. Ms. Dowling reported on the upcoming events scheduled for the remainder of the year: Impalas Car Club is hosting the Sun Valley Car Show on September 20, 2025. Summit Christian Church and New Revival Church are hosting a Free Medical Clinic and Community Resource Fair on October 18, 2025. The District, partnered with Washoe County Human Services, is hosting its annual Veteran Celebration Event on November 8, 2025. Washoe County Human Services is hosting a Senior Craft Fair on November 15, 2025.

Ms. Dowling reported the Robert & Norma Fink Sun Valley Pool operated for 8-1/2 weeks this season and provided aquatic recreation to hundreds of youths and adults. The highlights included the return of youth swim lessons for one session, and growth in attendance for designated senior swim hours.

Ms. Dowling reported the District has four (4) annual lease agreements for the Sun Valley Neighborhood Center and Mary Hansen Center. The leases include Reno United Tang Soo Do Martial Arts (with approximately 40 students), New Revival Church (church services and youth camps), Washoe County Senior Services Program, and Community Services Agency Pre-K program.

Ms. Dowling reported the District has seven (7) permitted sport leagues for the use of various athletic fields. The sport leagues include Excel Christian School was permitted for the use of the Sun Valley Community Park Baseball Field, home field for the high school baseball team, from March through May (with a total of 14 athletes). Reno National Adult Baseball Association is permitted for the use of the Sun Valley Community Park Baseball Field, home field for the adult baseball league, from March through October (with a total of 84 athletes). Sun Valley Babe Ruth was permitted for the use of the Sun Valley Community Park Baseball Field, home field for the Sun Valley prep baseball team, from March through June (with a total of 17 athletes). USA BMX is permitted for the use of the Sun Valley Community Park BMX track, home track for Reno Battle Born BMX, from January through December (with over 100 riders). Northern Nevada Soccer League is permitted for the use of the Sun Valley Community Park Soccer Field, home field for 8 and under soccer teams, from March through October (with a total of 308 athletes). Sun Valley Cal Ripken was

permitted for the use of Gepford Park Baseball Field, home fields for little league baseball, from March through June (with a total of 119 athletes). Reno/Sparks Pop Warner is permitted for the use of Gepford Park, home fields for Hug Youth Football, from August through October (with a total of 93 athletes).

Lastly, Ms. Dowling reported there was a total of eight (8) pavilion rentals for party use throughout the season. Staff is pleased with the continued expansion of programs, services & events that are offered in the District recreational facilities and wishes to thank all of the partners, sponsors, donors and volunteers who contribute to these community opportunities.

Vice Chair Rider inquired how many park pavilion rentals the District receives each year. The District has made a lot of park improvements and wanted to know if that has increased park use.

Ms. Dowling responded she would have to defer that question to Ms. Merritt who handles all the park rentals and agreements.

There were no public comments.

**Item# 13. Update by District's General Manager regarding State Board For Financing Water Projects; District Capital Improvement Grant Application for domestic Water Meter Replacement Project, Klondike Tank Re-Coat, New Main Pump Station, and 2<sup>nd</sup> Ave. PRV Rehabilitation and Sun Valley Blvd. Main Replacement.**

Mr. Melton reported District staff and engineer attended the State Board of Financing meeting on August 20, 2025. The Board of Finance approved the District's Letter of Intent for the Capital Improvements Grant Program. The District is requesting grant funds to be used towards various capital improvement projects such as, domestic Water Meter Replacement Project, Klondike Tank Re-Coat, New Main Pump Station, and 2<sup>nd</sup> Ave. PRV Rehabilitation and Sun Valley Blvd. Main Replacement. The estimated project cost is \$9,242,820; if awarded the grant would be 50% of the project cost. Mr. Melton reported the final application deadline is October 3, 2025; the District must provide additional project details, if any, to the State Board of Financing for final consideration. The State Board of Financing will formally award the Capital Improvement Grant at their November 19, 2025 meeting. If awarded funds will be available as early as December/January.

Treasurer Neumann inquired of the grant is time restricted.

Mr. Melton responded the grant is time restricted; if awarded the District will have a total of three (3) years to utilize the grant.

There were no public comments.

**Item# 14. Discussion and possible action to consider increasing the District's credit/debit card service fee from \$2.50 per transaction to a service fee to \$2.90 per transaction.**

Ms. Dowling reported the District is actively working towards the revenue-neutral credit/debit card fee module that will be available once the District migrates to Springbrook's Cloud and Xpress Bill Pay module. Staff continues to monitor the cost of credit/debit card payments and brings recommendations for change to the Board, as needed. This is being done to ensure the District remains in compliance with the laws governing credit/debit card service fees. After reviewing the year-to-date data for this fiscal year 2025/2026, staff is recommending the Board

increase the credit/debit card service fee from \$2.50 to \$2.90 per transaction, and also direct staff to revise the attached Utility Fee Schedule to reflect this change.

Mr. Melton commented the District implemented the credit/debit card service fee so that individuals who chose to pay with credit/debit card pay their share of the service fees. The District cost shares with this service so it is not fully subsidized by the remainder of the rate payers.

*Secretary Ortiz made a motion to approve increasing the District's credit/debit card service fee from \$2.50 to \$2.90 per transaction and update the Utility Fee Schedule to reflect approved changes. Treasurer Neumann seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 15. Discussion regarding displaying the Nevada State Flag in the District's front parking lot; with possible direction to staff.**

Mr. Melton reported Treasurer Neumann requested formal discussion regarding displaying a Nevada State Flag in the District's front parking lot. He commented the District currently displays a 5 x 8 United States Flag; this is the standard size flag for governmental agencies. He is in support of adding the Nevada State Flag to the existing flagpole in the front parking lot. However, his concern is when the United States Flag is ordered to be flown at half-staff that the Nevada State Flag will be low enough for individuals to tamper with.

Trustee Dunn suggested to remove the Nevada State Flag from the pole on days that the United States Flag is ordered to half-staff to prevent any tampering.

Audience member Mr. Revty suggested adding an additional flagpole adjacent to the existing flagpole to display flags separately.

*After further discussion Treasurer Neumann made a motion to approve displaying the Nevada State Flag under the United States Flag on the District's existing flagpole in the District's front parking lot. Vice Chair Rider seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 16. Legal report by Nancyann Leeder.**  
None

**Item# 17. Field report by Chris Melton.**

Mr. Melton reported on the following:

- He reported one of the District's water tanks was shot earlier this week causing damage. Staff was able to repair the tank by welding a plate over the bullet hole. The exterior of the tank was painted and staff will have to schedule additional repairs for the interior of the tank. Staff filed a report with the Washoe County Sheriff's Office.

- The District is currently getting quotes for cleaning and inspections for Eastside and both Chimney water tanks. The District is in receipt of two (2) proposals; they are averaging \$12,000.
- JT Pumphouse programmable logic computer failed; staff have been running pumps manually for the last two (2) days. A new programmable logic computer has been ordered and should be installed next week.
- District held a pre-construction meeting regarding the Ladera Ranch intertie; construction is scheduled to commence early next week.
- Ladera Ranch Phase 2 and 3, sewer installation is currently in progress.
- Caleb Court water installation has been completed; waiting for Northern Nevada Public Health approval for tie in.
- Highland Village 2, water installation is currently in progress.
- Highland Village 1, Phase 1, staff submitted the water project to NDEP for review and approval.
- 5 Ridges Development, there is currently 255 water meters in the ground
- 5 Ridges Project 3 Highland Ranch Parkway Water Transmission Main is complete and final pay application has been submitted.
- 5 Ridges Project 4 new Main Pump Station, Shaw Engineering and staff are still reviewing submittals.

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

Ms. Dowling reported on the following:

- The billing cycle consolidation went into effect September 1, 2025. During the consolidation process staff is spending more time reviewing bills to ensure the cycle changes are correct, as well as, the pro-rated amounts are being billed properly. Staff will continue to work with all customers who are receiving late notices during the consolidation process; management will be waiving late fees for customers for the month of September for customers impacted by the billing cycle consolidation. The District doesn't have customized billing, thus creating some confusion by the customers inquiring about the multiple bills for September.
- She continues to work with Springbrook regarding migration to Cloud; staff recently met with Springbrook regarding the District's custom reports. Springbrook is reanalyzing the various reports and implementing them with the migration.

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

Mr. Melton reported on the following:

- The new District website was launched on August 25, 2025.
- He is continuing to work with Washoe County on an Interlocal Agreement for permanent funding for the parks.
- He is currently working with Truckee Meadows Water Authority regarding the District's Tier 1 Wholesale Agreement.
- District has transferred title for 5083 Prosser Way, unit is scheduled to be removed next week.
- The Sun Valley sign on Highland Ranch Parkway has minimal damage, staff is waiting on quotes for repair.
- Management and accounting have been working with the auditors for the past week.

**Item# 20. Public Comments.**

None

**Item# 21. Board Comments.**

Secretary Ortiz commented she will be absent for the District October board meeting; she will be attending a class for the Nevada Recreation Parks Society LEAD Program.

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

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

- Judging of the 2025 Sun Valley Photo Contest
- Review of the 2025 Sun Valley Community Service Award Nominations
- Renewal of Roo Co. Service Agreement

**Item# 23. Adjournment.**

*Secretary Ortiz made a motion to adjourn at 6:35 pm. Chairperson Severt seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on October 09, 2025  
Minutes Prepared by: Jennifer Merritt, Executive Administrative Assistant

***Note: Technical errors occurred with recording equipment***