



Sun Valley General Improvement District Board Meeting Minutes of November 13, 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
Elizabeth Thrall	SVGID, Senior Accountant
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Sherry Armenta	Public Audience
Kaylin Aytes	Public Audience
Veronica Cortes	Public Audience
Cindy Leslie	Public Audience
Barbara Morris	Public Audience
Jazmin Rios	Public Audience
Molech Blythe	New Revival Church
Tarez Blythe	New Revival Church
Kelly Glenn	Roo Co.
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 Ortiz, Treasurer Neumann, and Trustee Dunn. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Ms. Thrall.

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

Audience member Ms. Morris thanked the District for their support and assistance; she had to have her sewer plumbing redone.

Item# 4. Motion to approve the agenda.

Vice Chair Rider made a motion to approve the agenda with correction to agenda item #10 changing "wildlife" to "nightscapes". 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 Washoe County Board of Commissioners appointed Interim Manager Kate Thomas as the new Washoe County Manager. Senior Craft Fair is scheduled for Saturday, November 15, 2025 from 9 am until 4 pm at the Sun Valley Neighborhood Center. District office will be closed Thursday, November 27, 2025 in observance of Thanksgiving. Lastly, Sun Valley Citizen Advisory Board Meeting is scheduled for Monday, December 1, 2025 6 pm at Hobey's.

Treasurer Neumann announced Washoe County Senior Program is hosting a Senior Breakfast at the Washoe County Senior Center located at 1155 E. 9th St., Reno, NV on December 19, 2025 from 8 am until 10 am.

Item# 7. Discussion and action to approve account payables for October 23, 2025.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for October 23, 2025.

Treasurer Neumann made a motion to approve the account payables for October 23, 2025 in the total amount of \$583,961.62. 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 13, 2025.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for November 13, 2025.

Treasurer Neumann made a motion to approve the account payables for November 13, 2025 in the total amount of \$656,331.11. 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 October 09, 2025.

Treasurer Neumann made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of October 09, 2025 as submitted. Vice Chair Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Presentation to winners of the 2025 Sun Valley Nightscapes Photo Contest.

The Board of Trustees presented prizes to the 2025 Sun Valley Nightscapes Photo Contest Winners. The 2025 Photo Contest Winners are: First Place Winner, Kaylin Aytes, Second Place Winner, Jazmin Rios, and Third Place Winner, Sherry Armenta. 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 2025 Sun Valley Community Service Award Recipient.

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 one nomination for the 2025 Community Service Award; nomination is Molech and Tarez Blythe with New Revival Church.

Chair Severt read her nomination for New Revival Church. Compassion in Action, this simple phrase that is prominent on the New Revival Church website, but this is not just words, this is how Pastor Molech and Tarez Blythe live their lives. From holding uplifting church services on Sunday to providing food and hope twice a month at their food pantry; their service and compassion will elevate your spirit and provide a hand up in your time of need. Once a month they assist in arranging Willa Mae's Closet that allows residents to select new clothing and in turn play, attend a job interview, or just live, knowing that their fellow residents care. The Blythe's service does not end there, as they have managed to bring other opportunities to valley residents that have allowed children, adults and seniors to thrive, stay healthy and happy. The residents of Sun Valley are very lucky to be blessed with these two that have such big hearts, solid faith and helping hands. She commented she can't think of a more deserving organization to receive the Sun Valley Community Service Award than these two wonderful souls who as their website states is *"Dedicated to serving and uplifting our beloved community in Sun Valley"*.

The Board of Trustees presented the 2025 Sun Valley Community Service Award to Molech and Tarez Blythe with New Revival Church.

There were no public comments.

Item# 12. Presentation by Silva, Sceirine & Associates, LLC regarding the Sun Valley Improvement District fiscal year 2024/2025 audit with action to approve.

Dave Silva and Hamza Khan with Silva, Sceirine & Associates, LLC gave a brief presentation of the District's 2024/2025 audit. Mr. Khan reported 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, 2025. 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. There were two accounting estimates affecting the financial statements. The two estimates are the District's Depreciation and PERS Pension. There were no sensitive disclosures were noted in the financial statements; District's financial statement disclosures are neutral, consistent and clear. There were no significant or unusual transactions, nor no significant difficulties in dealing with management in performing and completing the District's audit. They recorded one corrected or uncorrected misstatement regarding District PERS.

Mr. Silva reported 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, he 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 audit findings, budget violations, and the District has strong internal controls. He praised District management, accounting department and staff for outstanding job in respects to policy, procedures, and overall accounting efficiencies.

Mr. Silva gave a brief overview of the District's financials. The District's overall ending balance as of June 30, 2025 for both cash and investments was \$31.9M, which is an increase of 13% compared to last year's audit, this coincides with the District's Net Equity a 13% increase. The District Gross Profit; operating revenues measured against operating income; this year Gross Percentage was 24.8% which is a 2.4% increase compared to last year's audit.

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 second 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 their professionalism and experience 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 looks forward to the continued 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 2024/2025.

Treasurer Neumann made a motion to approve Silva, Sceirine & Associates, LLC audit for the fiscal year ending June 30, 2025 of the Sun Valley General Improvement District.

Trustee Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 13. Presentation and discussion regarding District Springbrook Cloud migration project including timeline and interruption of customer online payment and IVR payment portal and customer service lobby hours.

Ms. Dowling reported staff has been working with Springbrook on migrating over to the Springbrook Cloud platform and will be moving off the Springbrook premise platform. The primary benefits of migrating includes the reduction of District's liability by housing the database on Springbrook's Cloud, enhanced security and being able to move to a revenue-neutral credit and debit card payment module. Additional benefits include optimum efficiency with Springbrook modules, having all of the latest data fixes and upgrades conducted daily instead of monthly, enhanced Springbrook support and expanded reporting capabilities. The one-time cost of this migration was negotiated to \$10,000 and is included in the District's CIP budget for fiscal year 2025/2026.

Ms. Dowling reported the migration project timeline will be from October 6, 2025 when the initial data pull occurred to Monday, January 12, 2026 when the District will go live on the Springbrook cloud. The scope of the project is as follows: October - Initial data pull, Finance internal data review, Finance upgrade overview session, Finance testing begins. November- Utility Billing internal data review, Utility Billing upgrade overview session, Utility Billing testing begins, Finance testing concludes. December - Utility Billing testing concludes. The Utility Billing upgrade overview session is scheduled for Thursday, November 20, 2025, the overview will last approximately 2 hours and will require the District office to be closed so that all customer service staff can attend the session.

Ms. Dowling reported in January 2026 with the Finance and Utility Billing testing sign-off, management will participate in a go-live meeting with Springbrook, at that time the District's billing software will only be in a read-only access only; Springbrook will finalize pulling data; this is scheduled at the close of business day on Thursday, January 8, 2026 and lasts through that weekend until Monday, January 12, 2026 when all systems come up on the Cloud. (Read-only mode means data is only available to view, no payments/service orders/account changes/accounting or utility billing processes can be conducted. Therefore, customers will not be able to make online or IVR (integrative voice-response) payments to their accounts.) Notice of these interruption timelines will be posted in all applicable locations; billing statements, office lobby, District website and Facebook page. Beginning Monday, January 12, 2026, Springbrook is officially on the Cloud and the Go-Live reconciliation begins. This includes all staff working with the dedicated respective Springbrook agents to ensure all processes are working correctly and lasts through that week. Lastly, in February 2026 the revenue-neutral credit and debit card payment module will go live.

Additional discussion ensued regarding any contingencies in place to assist with any delays with the launch of the new Cloud migration.

There were no public comments.

Item# 14. Review of proposed 2026 winter newsletter article ideas with possible direction to staff.

Ms. Glenn provided a list of suggested articles for the upcoming 2026 winter newsletter. Article suggestions include: 2026 Board of Trustees and Meeting Schedule, 2025 Photo Contest Winners, 2025 Community Service Award Recipients, Veterans Celebration Event update, Radon, State of Nevada Capital Grant, Did You Know (Recreation Fee), and upcoming important dates.

Ms. Dowling commented the final draft will be presented for review and approval at the January 2026 board meeting. Distribution will begin with District January billing cycles 3 and 4 followed by February billing cycles 1 and 2.

Trustee Dunn temporarily left the meeting at 6:14 pm

Secretary Ortiz made a motion to approve the 2026 District winter newsletter articles as presented by staff. Treasurer Neuman seconded the motion. The motion carried unanimously.

There were no public comments.

Trustee Dunn arrived back to the meeting at 6:17 pm.

Item# 15. 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 8, 2025 at the Sun Valley Neighborhood Center. The event was to honor all veterans and their families; there was approximately 60 in attendance. The event included a free pancake and sausage breakfast, including coffee, milk, and juice. She acknowledged various agencies that provided informational brochures and/or attended the event; agencies included Adopt a Vet Dental Program, VFW Silver State Post 3396, 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 28, 2025, the event did receive recognition from News Channel 2 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# 16. Legal report by Maddy Shipman.
None

Item# 17. Field report by Brad Baeckel.

Mr. Baeckel reported on the following:

- Washoe County has started inspecting fire hydrants in Sun Valley on October 20, 2025.
- The District's new backhoe has been delivered; the backhoe is parked in the employee parking lot for anyone to look at.
- New employee entrance security gate has been completed.
- A Service Technician recently resigned from the District for more pay at Truckee Meadows Water Authority. The District is currently accepting applications with anticipation to hire in the next few weeks.
- Tank inspections and cleanings are scheduled for the week of November 17, 2025.
- Due to a recent power outage, he had to manually operate the Wholesale Boundary Tank equipment until NV Energy restored power.

Development Updates:

- There is currently 316 meters installed for the 5 Ridges Development. Spanish Springs Construction has started construction of widening Highland Ranch Pkwy beginning from the entrance of 5 Ridges development east to Pyramid Hwy. They are currently grading and installation of traffic signal. Paving is scheduled for spring of 2026.
- 5 Ridges offsite improvements Project 4 (New Main Pump Station); awarded contractor Peek Brothers is scheduled to mobilize January 2026.
- Highland Village 1 water has been stubbed out across Highland Ranch Pkwy into the development.
- Sun Mesa has submitted plans for review regarding Phase 5 a 52-lot subdivision.

Item# 18. Customer Service Report by Erin Dowling.

Ms. Dowling reported on the following:

- The billing cycle consolidation project is complete. Prorations occurred in September and October billing statements; staff worked with all customers who requested assistance.
- Waste Management, during the month of November is allowing up to 6 bags without sticker for residential customers.
- District office will be closed temporarily Thursday, November 20, 2025 from 9 am until 11 am for staff training.
- She wished everyone a Happy Thanksgiving

Item# 19. Manager Report by Chris Melton.

Mr. Melton reported on the following:

- State of Nevada NDEP will be considering the District's Capitalization Grant application on Wednesday, November 19, 2025.
- District received the \$90,000.00 Washoe County Subgrant to help offset Parks/Pool Expenses.
- Mr. Melton and Chair Severt attended the joint meeting with Western Regional Water Commission and the Northern Nevada Water Planning Commission on November 5, 2025. There was a presentation given regarding the feasibility study by Raftelis for the consideration of regional wastewater consolidation. On behalf of the District, he informed the commissions the District is not opposed of the proposed consolidation

at this time, be the District is not willing to give up its wastewater collection system our wastewater power as a general improvement district.

- He wished everyone a Happy Thanksgiving
- He wished Chair Sever, Vice Chair Rider, and counsel member Ms. Shipman a happy birthday.

Item# 20. Public Comments.

Audience member Ms. Cortez announced her candidacy for Washoe County District 5. She commented she is a member of the Sun Valley Citizen Advisory Board; she owns and operates the pizza shop located in Bi-Rite, and she has her own local non-profit. She has been a resident of Sun Valley all her life. She used to be in politics on a federal level advocating for school nutrition. She would like to be the citizens voice regarding planning, development, and traffic. She also commented she wants to better Sun Valley and wanted to sponsor a coffee truck for the upcoming Senior Craft Fair, but the District requires a \$1M Insurance Policy, making it difficult for vendors to participate in public events.

Audience member Ms. Leslie commented the VFW gave her a family bracelet in honor of her father's service. The VFW will be a vendor at the upcoming Senior Craft Fair, November 15, 2025 selling their family bracelets to help raise money to support the VFW.

Audience member Mr. Blythe thanked the District for recognizing New Revival Church for the 2025 Sun Valley Community Service Award. He introduced various members of his church and recognized their dedication and hard work; always volunteering to help the community. He reported on October 18, 2025 he participated with the Medical Clinic at the Sun Valley Community Park. He helped arrange a Resource Fair on the outside of the park to make sure those in need were informed and provided additional resources. There was approximately 1,200 in attendance and they were able to give 60 free haircuts. On November 15, 2026 they will be passing out 250 free turkeys from 10 am until 12 pm, or while supplies last.

Item# 21. Board Comments.

Secretary Ortiz thanked the District for the opportunity to attend the Nevada Recreation and Parks Society LEAD Playground Inspector training; she successfully completed and passed the course and is now a certified Playground Safety Inspector. She also commented she spoke with the District IT Consultant; she was informed her current District issued laptop will not support Windows 11 and will need to get a new computer.

Vice Chair Rider thanked everyone for the birthday wishes. He also thanked the District staff for their continued dedication and hard work; it is a pleasurer to be a part of the District Board.

Chairperson Severt announced she will be having surgery on December 4, 2025 and will be absent from the District's December board meeting. Vice Chair Rider will be acting Chair until Christmas.

All the Board of Trustees wished everyone a Happy Thanksgiving.

Item# 22. Future Agenda Items.

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

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Sun Valley General Improvement District is an equal opportunity provider and employer.

- Development update by Public Works Director
- Possible presentation by Hydro Corp regarding backflow program
- Possible acceptance of State of Nevada Water Grant

Treasurer Neumann requested discussion regarding a potential work agreement for service technicians receiving District paid training; if they leave the District to go work for Truckee Meadows Water Authority, they have to reimburse the District and/or have to work so many years after receiving paid training.

Chairperson Severt requested discussion to rename the Sun Valley Community Park Baseball Field after the Lancaster family.

Item# 23. Adjournment.

Secretary Ortiz made a motion to adjourn at 6:43 pm. Treasurer Neumann seconded the motion. The motion carried unanimously.

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

Minutes Prepared by: Jennifer Merritt, Executive Administrative Assistant