Sun Valley General Improvement District
Board Meeting Minutes of
August 13, 2026

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
Michelle Guerrero	SVGID, Aquatic Supervisor
Jennifer Merritt	SVGID, Executive Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Cindy Leslie	Public Audience
Mike Revty	Public Audience
Royce Solberg	Public Audience
Glenda Walls	Public Audience
Kelly Glenn	Roo Co.
Rebecca DiMaggio	Washoe County

The meeting of the Sun Valley General Improvement District was called to order by Chair 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 both on and off the agenda will be heard under this item and will be limited to three (3) minutes per person. The Board will hear public comments during individual action items with public comment limited to three (3) minutes per person. Comments are to be made to the Board as a whole.

Mr. Solberg commented his residents is near the District's sewer project located on Prosser Way. He expressed is dissatisfaction of the construction crew onsite when he requested an update; they were extremely rude, unprofessional and would not provide an update. Mr. Solberg reported the incident to the District's Public Works Director. He commented the road closure notice only indicated the project would be two weeks and it has been a month. He commented he inquired with Ms. Severt at the Sun Valley District 3 meeting for a project update and he was informed it would be a few more weeks. He stated because of the road closure he has to use the dirt portion of Leon Dr.; it is not a maintained road and his vehicle cannot handle the road conditions much longer.

Mr. Neumann commented a free Senior Breakfast will be held on August 20, 2026 starting at 8:30 AM located at the Washoe County Senior Center located on 9th Street in Reno. Washoe County and the City of Sparks will be hosting a legal service workshop for seniors who are renting in the month of September. He also commented there is a new program available the seniors can utilize to help find (rental) housing.

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 made the following announcements:

- Sun Valley District 3 Citizen Advisory Board meeting Tuesday, September 1, 2026 6 PM at Hobey's Casino.
- District office closed Monday, September 7, 2026 in observance of Labor Day.
- Assemblymember Goulding Townhall Meeting at the Sun Valley Neighborhood Center Tuesday, September 15, 2026 beginning at 6 PM.

Item# 7. Discussion and action to approve account payables for July 23, 2026.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for July 23, 2026.

Treasurer Neumann made a motion to approve the account payables for July 23, 2026 in the total amount of $773,790.18. 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 13, 2026.

Treasurer Neumann gave a brief report of the account payables, customer refunds and payroll for August 13, 2026.

Treasurer Neumann made a motion to approve the account payables for August 13, 2026 in the total amount of $811,004.69. 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 09, 2026.

Secretary Ortiz made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes July 09, 2026 as submitted. Vice Chair Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 10. Presentation by Washoe County regarding 2026-2027 Community Development Block Grant; with possible direction to collaborate with Washoe County for Gepford Park pedestrian safety and ADA Improvements.

Ms. DiMaggio with Washoe County gave a brief presentation regarding the 2026-2027 Community Development Block Grant (CDBG). CDBG is funding that comes from U.S. Department of Housing and Urban Development (HUD); approximately $3 million is allocated and distributed annually by the Governor's Office on Economic Development. Washoe County, City of Reno, City of Sparks are all eligible to submit for CDBG and will compete with 15 Rural counties and 11 Rural incorporated cities for funding. There are three HUD Program key objectives to develop viable communities by meeting the objectives of: Expanding economic opportunities such as long-term community viability by creating jobs accessible to low to moderate income groups. Providing suitable living environment by improving quality, safety, and accessibility of neighborhoods. These projects enhance infrastructure increase access to community facilities and services, and reduce the isolation of income groups. Providing decent housing focuses on residents with low to moderate household income has access to safe, stable and affordable place to live. This includes preserving existing housing and increasing the supply of affordable housing. The CDBG funded activities must meet one of the following 3 national objectives: Benefit 51% or more Low to Moderate Income (LMI); projects that meet this objective must primarily serve household and/or areas. Project examples include improvements to LMI neighborhood community centers, senior services, youth programs, or housing rehabilitation for eligible households. Aid in the prevention of elimination of slum or blight. These activities address clear physical deterioration or a public safety hazard such as demolishing unsafe structures, rehabilitating deteriorating facilities, and improving failing infrastructure that threaten neighborhood viability. Lastly, an activity that address a recent urgent community development need. This applies when a condition imposed a immediate threat to health or welfare. She stated the most recent Census data and Income Survey data is used to determine LMI areas, the local agency (applicant) defines service area and state provides approval. HUD regulations allow for an activity to benefit a limited clientele. Activity must benefit one of the eight populations presumed to be within a LMI area and/or person, categories include: abused children, homeless person, severely disabled adult, spouses that are battered, elderly people, illiterate adults, people living with AIDS, and farm workers that are migrant.

Ms. DiMaggio reported in order for a project to be fundable it must pass three tests: Must meet a National Objective, must have an Eligible Activity, and align with Nevada Governor's Office of Economic Development's (GOED's) Priorities. Eligible activities include the acquisition, construction, reconstruction, rehab or installation of public facilities and improvements, including Infrastructure Improvements (construction and installation), Neighborhood Facilities (parks, playgrounds) and ADA Accessibility. She provided various examples of eligible projects that include: water, wastewater and storm drain design and construction, streets, roads and sidewalks, fire stations, community, senior and youth centers, emergency vehicles/equipment, planning, downtown revitalization, libraries, landfills, assisted living facilities, substance abuse centers, and handicapped access. She also gave examples of ineligible projects that include: operation and maintenance costs of public facilities or improvements made to those facilities, construction, expanding or rehabilitating "buildings for the general conduct of government", and expense of purchasing construction equipment, moveable equipment, furnishings or machinery. The Action Plan for the program year 2026 continues allocating state's resources towards eligible projects.
Ms. DiMaggio reported Washoe County has participated in the State CDBG program since 1982, implemented 57 grant projects that include: 3 Public Facility projects, 13 Planning Projects, 2 Housing Rehabilitation projects, and 11 Public service projects; for a total of $5,834,000; of those projects, $1,865,909 of CDBG funds were applied towards 7 projects specifically to the Sun Valley community; sidewalk installation around schools, improvements at the Sun Valley Neighborhood Center and Sun Valley Pool, and construction of a new community building at Gepford park.
Ms. DiMaggio gave a brief overview of the Washoe County CDBG application process. Washoe County is eligible to apply for two CDBG projects and also sponsor two CDBG projects on behalf of a for profit or non-profit agency and other governmental agency. The Intent to Apply deadline is September 03, 2026 for all eligible CDBG projects. If potential project passes the initial Project Review Committee the formal CDBG Grant Application deadline is November 20, 2026. Washoe County will review all CDBG project submittals to determine what CDBG projects will proceed forward with approval by the Washoe County Commissioners January 12, 2027. Approved CDBG projects must have a project start date of July 1, 2027. She stated CDBG funds are federal funds and require a lot of administrative reporting requirements such as, environmental review, maintain records of beneficiaries, verify income eligibility, federal procurement standards, labor standards and wage monitoring, and continuous progress reporting. She reported she will be available to help all applicants with CDBG application process and executing construction of project.

Mr. Melton thanked Ms. DiMaggio for her CDBG presentation. He reported the District would like to submit an intent to apply in conjunction with Washoe County's approved storm drain project on E. Gepford Parkway.

Secretary Ortiz made a motion to collaborate with Washoe County for Gepford Park pedestrian safety Improvements. Treasurer Neumann seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. 2026 Pool Season report by Sun Valley Pool Aquatic Supervisor.

Ms. Guerrero reported the 2026 pool season has been an overall success. The pool had the more staff on board this year, which kept us from ever having to limit capacity during the season, while other pools in the area still struggle. The pool continues to have returned staff every year, including some guards who have now been with the Sun Valley Pool for four years. The Sun Valley Pool continued to offer Free Senior Swim on Tuesdays and Thursdays one hour before our general swim. This program continued to have eager community participation. They were happy to welcome back regular attendees as well as new attendees with the assistance of promoting the program through the senior community. The Sun Valley Pool did not see as many group swims from various summer camps as we have in the past; Summit Ridge scheduled three field trips to the pool again this year. The Sun Valley Pool had three successful free swims this season. The June 20th free swim sponsored by the Fink Family saw four hundred fifteen people in attendance. The 4th of July free swim sponsored by Hobey's Casino had attendance numbers of over three hundred. The August 1st free swim sponsored by Commissioner Garcia had two hundred sixty-nine people attend. The Sun Valley End of the Season Hawaiian themed Pool Party was held on Saturday, August 8th. Attendance has grown for this event, activities included games and prizes, free popsicles, and a drawing to win gift cards, a free Sun Valley Pool Season Pass for 2027, and a couple ski passes. Lastly, she reported the swim lesson program was able to expand exponentially this year. Instead of only one session, they were able to offer two sessions with two times each. She hopes to add one more class next year in the morning. The program is something that aquatic staff continue to monitor and adjust to fit community needs.

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# 12. Review and approval of Fall newsletter article ideas.

Ms. Glenn with Roo Co. provided a list of suggested article ideas for consideration. Article ideas include: Promotion of the Veteran's Event, Recap of the Keep Truckee Meadows Beautiful and E-waste Event Results, Thank You to Lifeguards and Community Partners, Welcome to Sun Valley Sign (might be pushed to winter newsletter pending sign completion), Winterizing Tips, State Grant Update, Explanation of District Customer Billing Statement, and Important Dates.

Ms. Dowling reported the final newsletter layout will be presented to the Board at the September meeting for approval with distribution beginning October 1, 2026.

Public member Ms. Leslie commented she is not always aware of the various events due to the timing of the distribution of the newsletter.

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

Chairperson called for a 5 minute break at 6:30 PM; reconvened at 6:35 PM

Item# 13. Discussion and action to approve Amended Interlocal Agreement between the District and Washoe County for the use of the Sun Valley Neighborhood Center for the purpose of providing services for the senior citizens; with action to increase facility use rent from .50 cents to 1.00 dollar per square foot and pro-rate share of utilities with a not to exceed amount of $45,000 annually.

Mr. Melton reported the District leases the Sun Valley Neighborhood Center to Washoe County to provide a senior program in the Sun Valley Community. The initial Interlocal Agreement commenced in 2010 when the District took over the operation and maintenance of the parks assuming all existing agreements that were held by Washoe County. The last amendment to the agreement was made in 2015 to incorporate cost share for utilities. Since then, the District has been reviewing all of it Lease Agreements and staff is requesting an increase to the per square foot rent. The current rent amount is .50 cents per square foot; the proposed increase is to 1.00 dollar per square foot plus their 40% pro-rated share of utilities with a not to exceed amount of $45,000 annually. The Amended agreement is for forty-eight months commencing retroactive to July 1, 2026. These terms have been agreed upon by both parties and will be presented to the Washoe County Board of Commissioners at the August 25, 2026 board meeting.

The Board appreciated Mr. Melton negotiations for a rent increase for the use of the District facilities while maintaining its community partnership with Washoe County to continue providing senior program to the Sun Valley Community.

Public member Mr. Revty inquired how the increase will impact the seniors and other facility lessees.

Mr. Melton responded the increase will have zero impact to the existing senior program and/or seniors or other lessees of the Sun Valley Neighborhood Center. The only change aside from the increase in rent, Washoe County Human Services requested the District initiate a separate agreement with Washoe County Sheriff Office for the use of the Sun Valley Neighborhood Center for their sub-station since it is a separate department. Staff is currently working on an in-kind agreement.

Public member Ms. Leslie inquired about the advertising on the bulletin boards inside the Sun Valley Neighborhood Center. Various flyers are being taken down if they are not related to the official Washoe County Senior Program.

Discussion ensued regarding the District's Advertising Policy and it was suggested to bring back the District's Advertising Policy as a formal discussion items.

After additional discussion Secretary Ortiz made a motion to approve Amended Interlocal Agreement between the District and Washoe County as presented by staff. Vice Chair Rider seconded the motion. The motion carried unanimously.

Item# 14. Report by District Public Works Director regarding new development status, development related offsite improvements, and potential new development.

Mr. Baeckel reported the District has been working with several potential and current developers. He report on the various projects that include ongoing subdivision and commercial projects. 5 Ridges, Village 1B plans for 46 duplexes at the base of 5 Ridges is currently in construction. Water project construction has not yet started. 5 Ridges, Village 5 Ph 1 plans for 26 building, 78 unit condominium, subdivision was submitted to NDEP for water project review on July 14th. 5 Ridges, Village 7A plans for 124 lot subdivision has been reviewed by District awaiting corrections. 5 Ridges, Village 8 Phase 1 plans for 11 lot subdivision has been submitted to NDEP for water project review on July 8th. 5 Ridges, Village 9 & 10 Phase 1 plans for 163 lot subdivision has been submitted to NDEP for water project review on July 8th. Sun Mesa Phase 3 & 4 50 lot single family home subdivision was completed in June. Construction has gone vertical with several homes online. Sun Mesa Phase 5 52 lot, single family home subdivision; underground utilities are installed and testing completed, pending bacteriological tests and NDEP approval to bring system online. Highland Village 1 plans for 194 lot, single family subdivision north of Highland Ranch Pkwy. near Midnight Dr. has been split into 3 separate phases. Phase 1 (80 lots) water project was completed in April and construction has gone vertical. Phase 2 (66 lots) was submitted to NDEP for water project review on August 5th. Highland Village 2 66 lot, single family subdivision (rental community) north of E 9th Ave. and Klondike Dr. Water project completed in January and construction has gone vertical. Ladera Ranch Phase 2 & 3 121 lot, single family subdivision. Water project was completed in January and construction has gone vertical. Ladera Ranch Phase 4 plans for 38 lot, single family subdivision currently being reviewed by the District and will require a water and wastewater capacity study. Caleb Court 11 lot, single family subdivision located on the 5800 block of Lupin Dr.; project completed September 2025 and construction has gone vertical. Bonterra (Chocolate Apartments) 240 Unit Apartment Complex west of Chocolate Dr. between Brownlee and West 5th Ave.; developer has secured their funding. Offsite improvement design has been approved by the District Board. First review of the development plans has been completed, awaiting corrections. Developer anticipates facility fee payment and water project submittal this fall. Lepori Development proposed 168 Unit Apartment Complex near Lois Allen; Water & Sewer Capacity Study has been completed by Shaw Engineering and sent to developer in July of last year. There has been no further communication on this project. Harmony Mesa 18 lot, single family home subdivision located near Harmony Ln. water project has expired. There has been no communication on this project since December of 2023. Commercial development of a 6-unit maintenance building proposed on E. Gepford and Sun Valley Blvd. minimal details on the project at this time. Virginia Palmer Improvements, improvements include additional water line, fire line, and sewer connection. Construction on the sewer line will be completed soon. The water line will be pushed to possibly next summer due to the school schedule.

Mr. Baeckel reported on the offsite improvement projects related to current development. 5 Ridges Offsite Improvement Projects include T-Main 4b & 5 – 2 parallel 12” DIP water mains that bring water from the end of Cezanne Ct. into Village 8, required to serve Villages 8, 9, and 10, water project review has been submitted. T-Main 6 – 16” DIP main required for redundancy to the existing 14” and 16” Asbestos Cement T-Main running along Sun Valley Blvd. within the NDOT Right of Way. New main will be located on Carol Dr. between the new pump station and E 4th Ave. Main Pump Station Replacement (also known as Project 4), project is on schedule to be in service this winter. This project funding is a 60/40 split between 5 Ridges and the District. District’s portion will also be split 50% with the NDEP Cap Grant. Sidehill Tank Upsize (also known as Project 2) additional storage is required to

meet the additional demand for Villages 8, 9, & 10. Sidehill Tank will be upsized from 0.29 MG to 0.50 MG. Project funding will be a minimal split between 5 Ridges and the District due to the additional storage upsize approved October 2021. Highland Village Offsite Improvement Projects include Prosser and Baring Sewer Regrade. Offsite sewer regrade on Baring is complete. Prosser is in progress and should be complete in the next two weeks, pending paving and final walk through. Additional manhole repairs will be scheduled next week for night work on McCarran.
Mr. Baeckel reported on District Capital Improvements Projects; they include Meter Replacement currently in progress with over 1,300 out of 6,000 meters replaced so far. Hoping to complete Meter Replacement project by the end of 2027. 2nd Ave. PRV rehab and Sun Valley Blvd. Main Replacement currently in design, bid early 2027, construction spring 2027. Klondike Tank Recoat currently in design, bid summer 2027, construction winter 2027-2028. Boundary to Central Zone PRV currently in design, bid early 2027, construction spring 2027. These projects are a part of the NDEP Cap Grant Project list and will be funded 50% by grant funds.
Mr. Baeckel reported on other projects that include the Sun Valley Blvd. Corridor Improvements, installation of storm and pedestrian improvement project from Scottsdale Rd. to 7th Ave. is at 60% design, construction scheduled to begin summer 2027. The District is working with RTC on water and sewer conflicts related to the project. Highland Ranch Pkwy. & Pyramid Hwy. Intersection; latest update received is improvements will be functional by the end of the year, final paving may be pushed to spring. Highland Ranch Pkwy. RTC widening Highland Ranch Pkwy. project; widening Highland Ranch Pkwy. from Sun Valley Blvd. to Five Ridges Pkwy. is currently in early design stage, soil samples and survey work is in progress. Lastly, the traffic light on Highland Ranch Pkwy. and Midnight Dr. is to be fully operational in September.

Vice Chair Rider inquired if the District is aware of the W. 7th Ave. widening project to Golden Valley Dr.

Mr. Baeckel responded he has been contacted regarding the W. 7th Ave. widening project yet.

Treasurer Neumann commented the Sun Valley Blvd. Corridor Improvements do not include bus turnouts; this will continue to stop traffic. He inquired who can the public talk to, to advocate for bus turnouts.

Public member Ms. Leslie commented Sun Valley Blvd. Corridor Improvements will not include bus turnouts based on a Florida study. The study reports it will take buses too long to get back in the line of traffic.

Both Chairperson Severt and Mr. Melton reported all questions and concerns should be addressed with Regional Transportation Commission who is overseeing the Sun Valley Blvd. Corridor Improvement project.

Trustee Dunn inquired who the developer is for the Bonterra Apartment project.

Mr. Baeckel responded he has been working directly with the Kimley-Horn, Engineer for the Bonterra Apartment project.

The Board thanked Mr. Baeckel for his detailed development report.

Item# 15. Discussion and action to approve Caselle Hosted Software and Services Proposal for District financial, personnel, and utility management with one time investment cost of $81,153 and annual platform fee of $48,204 for the first three years.

Ms. Dowling reported the District has been using Springbrook Software to manage its financials and customer utility billing and cash receipting for over 20 years. Last year staff engaged with Springbrook to move to their Cloud version and discovered during the migration process that it would not meet all of the needs and efficiencies that are desired. Since then, staff has been extensively researching other software and has decided that Caselle would be the best option. Caselle Software will enable the District to move to a Cloud-based software which has several advantages and cost-savings. Additional efficiencies include utilizing their payroll bundle which eliminates the need for QuickBooks; utilizing their project accounting bundle which eliminates the need for separate Fixed Assets software; utilizing their Community Connect Portal which offers revenue-neutral credit/debit card payment platform, as well as, more efficient customer-friendly payment and account maintenance options; a mobile service order platform which will provide many efficiencies for both office and field; and an Excel-friendly environment which will allow for much more robust and customized reporting for all modules and platforms.

Staff has been very impressed overall with Caselle from the first interaction and throughout all of the remote and in-person demos, communications, and negotiations. Caselle comes very highly recommended by other local utilities, as well. The provided Caselle Hosted Software and Services Proposal outlines the initial one time investment cost of $81,153 for the initial setup. Followed by an annual platform fee of $48,204; the annual fee was negotiated and agreed the annual fee would not increase for the first 3 years. Staff and legal counsel have reviewed and negotiated the conditions in the attached Master Service Agreement with Caselle, and have reached mutual satisfaction with its terms and conditions. The timeline for this project is approximately 9 months from the time the contract is signed until the District goes live on Caselle's software. There will be continuous analysis and review of data by both agencies during this time.

Ms. Dowling provided a copy of the Caselle Software Service Proposal for review and consideration. She reported the District's approved Budget includes funds for the migration to a new financial management system.

Vice Chair Rider inquired if the District pays a licenses fee for all the other software programs that are used for billing and financials.

Ms. Dowling responded yes, the District pays a minimal license fee for QuickBooks and its Fixed Assets software used by the accounting department. The District also pays a license fee for Microsoft Office package for each employee to have access to Word, Excel, Outlook, and PowerPoint.

Treasurer Neumann inquired if the District was able to negotiate the percentage increase amount after the District has met its 3 year term. He also inquired what kind of safeguards are built in regarding a cyber security breach.

Ms. Dowling responded, yes management did try an negotiate the annual renewal rate to make sure it didn't exceed a said amount. However, Caselle, as well as other software agencies, does not negotiate increases regarding software annual renewals. She reassured the Board, Caselle, per the contract, Caselle has to justify to the District any rate increase should we request a detail increase breakdown, providing the opportunity for negotiation discussion. Ms. Dowling responded as part of the District's POOL/PACT Membership, there is a Cyber Security Policy provided to the District should a threat be initiated. She stated there will be liability risk taken on by both agencies.

Mr. Melton responded and stated the agreement only allows an up to 5% annual increase upon renewal. If renewal is 5% or greater justification is required. He tried very hard to safeguard the District as much as possible.

Secretary Ortiz thanked staff for the thorough research and diligent testing of the proposed new software. She also commented when she first became a District Trustee she remembers how antiquated the email system was and is very appreciated that the District is moving in the right direction with current technology.

Public member Mr. Solberg inquired by moving to Caselle, will this force customers to pay online only and be subject to the $10 credit/debit card service fee.

Ms. Dowling responded, the District will continue to accept various forms of payments; cash, check, ACH, and credit/debit card. Customers can pay with their credit/debit card online via the District's website or by calling in their credit/debit card. Currently the District's credit/debit card service fee is $2.90 online per transaction or $3.15 by phone per transaction. The District currently cost shares with all credit/debit card payments. When the District migrates to Caselle, it will have a revenue neutral payment system; for all payments $84.29 or less, the customer will be subject to a $2.95 credit/debit card service fee. Anything greater than $84.29 the customer will be subject to a 3.5% of the payment credit/debit card service fee. This puts 100% transaction fees on the customer and not have the rest of the District customers subsidize for those who elect to pay by card.

Chair Severt commented the District established a credit/debit card service fee so the District customers didn't have to subsidize 100% of the bank fees associated with customers who pay by credit/debit card. She is excited that there will be zero subsidizing with the new software.

Public member Ms. Leslie inquired if the District would notify the customers of the new billing system prior to implementation.

Ms. Dowling responded, yes the District will notify all District customers in advance of the new billings system.

After additional discussion Treasurer Neumann made a motion to approve Caselle Hosted Software and Services proposal as presented by staff with the investment cost of $80,153 and an annual platform fee of $48,204 for 3 years. Vice Chair Rider seconded the motion. The motion carried unanimously.

Item# 16. Discussion and action to update District Personnel Policies:

Chair Severt reported she would like to have staff provide a presentation on all the amendments/updates and perform a block vote on all 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 2 – Employee Relations

Employee Relations was updated to provide additional clarification throughout the policy. The biggest change in Policy 2 is replacing section 2.21 to incorporate a policy that covers Information Technology, Artificial Intelligence, and Social Media Acceptable Use Policy. This is a robust policy that establishes employee obligations for the responsible, secure, ethical, and lawful use of District electronic communication equipment. The District also added a new section 2.25 regarding Children, Animals, and Vistors in the workplace; this is to ensure there are no disruptions to the District employees that can be distracted in serving the members of the community.

B) Personnel Policy 3 – Employment

Employment was updated to expanded the introductory period from six-months to 12-months and the ability to extend the introductory period to 18-months if needed. By expanding the introductory period will provide an employee sufficient amount of time to obtain all the requirements and meet all the duties of the job description.

Treasurer Neumann inquired if the District can include a safeguard to the Personnel Manual to require employees to reimburse the District for any training expenses should they choose to leave shortly after receiving specific training and certifications.

Mr. Melton responded staff has spoken with POOL/PACT regarding such safeguards. They only way to ensure reimbursement of training expenses is to withhold funds from an employee pay check; this is something the employer is not allowed to do.

C) Personnel Policy 5 – Leave Plans

Leave Plans was updated to provide additional clarification throughout the policy. Other amendment include an increase of accrual rates to vacation and sick; round up to the 10 hour increments to coincide with the District's 4 / 10 work schedule. Amendment to Accrual and Payment Upon Separation has been amended; current policy will pay up to 40% of the total accrued sick leave. The amended policy provide payment at the following benchmarks; payment of 40% of accrued hours for employees who served 5 to 10 years, 50% of accrued hours for employees who served 10 to 20 years, and 65% of accrued hours for employees who served 20+ years. The last big amendment is to section 5.13 Leave of Absence Without Pay. These amendments provide clarification regarding each stage of Leave of Absence Without Pay and replacing the Board of Trustees with the General Manager as the individual who can authorize such leave.

Treasurer Neumann inquired about maternity leave.

Ms. Dowling responded, while the District Personnel has a section regarding Family Medical Leave Act (FMLA), which would cover maternity leave, the District itself does not qualify for FMLA due to the number employees. District employees are eligible to use their accrued vacation and sick time towards maternity leave; this would safeguard their position while out on leave.

D) Personnel Policy 11 – Definition of Terms
Definition Terms was updated to provide additional definitions for clarification and cleanup of definitions related to policies presented for amendments.

Vice Chair Rider made a motion to approve amendments to District Policies Employee Relations, Employment, Leave Plans, and Definition of Terms as presented by staff. Treasurer Neuman seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 17. Legal report by Maddy Shipman.
None

Item# 18. Field Report by Brad Baeckel.
Mr. Baeckel reported on the following:

- He is currently working on obtaining proposals for repaving pedestrian park paths at Gepford Park. The District will have to remove the large tree adjacent to the pavilion before paving; the roots are causing damage to the concrete under the pavilion, as well as, damaging a portion of the existing asphalt.

Item# 19. Office Report by Erin Dowling.
Ms. Dowling reported on the following:

- She has been working on the renewals of the District's Park and Recreation, and Garbage Assistance Program. Letters have been sent to all District customers on the programs requiring them to provide income information to see if they still qualify for the programs. The renewal deadline is September 30, 2026.
- A billing error occurred; BDS, the District's third-party billing service, issued out billing statements with the incorrect disconnect date for one of the District's billing cycles. There was a total of 61 customers scheduled for disconnect, of those 30 customers were officially disconnected until the error was brought to managements attention. All services were restored same day at no charge.

Item# 20. Manager Report by Chris Melton.
Mr. Melton reported on the following:

- Sign Crafters poured the concrete for the Welcome to Sun Valley Sign on W. 7th Ave., after concrete is cured painting will begin.
- The District has procedures in place to mitigate wild/structure fires. The District monitors Watch Duty fire tracker/evacuation areas, provides fire breaks and weed abatement around all District facilities, implement water conservation procedures to conserve water in power outage events, utilize backup generators for critical facilities and keeping water storage tanks topped off during these events. The District has nine water storage tanks; approximately 20% of water is used for potable and the remainder is for fire storage.
- He attended the Sun Valley & Panther Valley Neighborhood Network Plan Meeting; several areas have been identified for improvements. Sidehill Dr., 5th Ave., Leon Dr. and 2nd Ave. each will receive improvements such as striping, high-visibility crosswalks, signage and bulb-outs using flex posts and other delineators. This will

assist with traffic calming, pedestrian and bicycle safety. The committee will present the draft plan to RTC Board in September for approval of $2.5M to be allocated for the projects with a 2-year project completion.

Item# 21. Public Comments.
Public member Ms. Leslie praised Sun Valley community members and Valley Amigo's for their efforts helping those in need during the Bug Fire.

Item# 22. Board Comments.
Vice Chair Rider acknowledged all the community agencies and partners that came together to help residents safely evacuate areas that have been impacted by the fire. This also includes evacuating and housing of pets and livestock. In addition to, moving cars out of the fire path if needed. He also acknowledged employers who are supporting their employees who are assisting with evacuation practice. He is so proud to be a part of the community.

Chairperson Severt complimented Mr. Baeckel for keeping her apprised of the District's process to help conserve water during the fires. She is appreciative of the District's fire emergency plan. She help donate feed for the various livestock at the Reno Livestock Center. She also complimented her employer who has been generously working with their employees that were recently evacuated. Lastly, she recognized District customer Glenda Walls a 54-year resident of Sun Valley; Ms. Walls has been attending the District board meeting and events for twenty years. She always volunteers her time to help pickup after each meeting and event. Chairperson Severt thanked Ms. Walls as the District's Master Volunteer and presented her with an official District work shirt to wear during events.

Item# 23. Future Agenda Items.
Mr. Melton reported the following items will be on the August 13, 2026 agenda;

- Approval of 2026 fall newsletter final draft
- Safety Committee update
- Presentation by Truckee Meadows Water Reclamation Facility
- Possible consideration to approve an Agreement for a Cell Tower at the District Annex
- Possible consideration to approve new Heating/HVAC replacement and maintenance agreement at the District building
- Possible consideration to approve new Playground Equipment for the Sun Valley Community Park
- Possible consideration to approve asphalt paving of Gepford Park Pathways

Treasurer Neumann requested to review the District's existing Advertising Policy

Item# 24. Adjournment.

Secretary Ortiz made a motion to adjourn at 7:55 pm. Vice Chair Rider seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on September 10, 2026

Minutes Prepared by: Jennifer Merritt, Executive Administrative Assistant