



**Sun Valley General Improvement District  
Board Meeting Minutes of  
March 10, 2022**

**Board Members Present:**

Sandra Ainsworth	Chair
Susan Severt	Vice Chair
Joseph Barstow	Secretary
Carmen Ortiz	Treasurer
Michael Rider	Trustee

**Board Members Not Present:**

**Staff Present:**

Jon Combs	SVGID, General Manager
Chris Melton	SVGID, Public Works Director
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

**Other Members Present:**

Mark Neumann	Audience
Bo Ramsey	Audience
Mr. Silva	Audience

**The meeting of the Sun Valley General Improvement District was called to order by Chair Ainsworth at 6:00 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; Chair Ainsworth, Vice Chair Severt, Secretary Barstow, Treasurer Ortiz and Trustee Rider. A quorum was present.

**Item# 2. Pledge of Allegiance.**

Led by Secretary Barstow

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

Mr. Neumann announced March 22, 2022 a public meeting has been scheduled to discuss the rezoning for Highland Village development. The Sun Valley Citizen Advisory Board recently held a meeting; a Green Waste event has been scheduled for May 15<sup>th</sup> at Lazy 5 Park, residents can bring tree trimmings only. Also, the Sun Valley Citizen Advisory Board will be revisiting their monthly meeting schedule to adhere to the Sun Valley Neighborhood Center availability schedule.

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

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

**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. Combs announced the Sun Valley Easter Egg Hunt sponsored by the District and Community Services Agency, is scheduled for April 9, 2022 beginning at 11 a.m. at the Sun Valley Community Park. He also announced the 2022 Election Candidate Filing is open and closes on March 18, 2022.

**Item# 7. Discussion and action to approve account payables for March 10, 2022.**

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for March 10, 2022.

*Treasurer Ortiz made a motion to approve the account payables March 10, 2022 in the total amount of \$103,137.82. Trustee Rider seconded the motion. After discussion the motion carried unanimously.*

There were no public comments.

**Item# 8. Discussion and action to approve board meeting minutes of February 24, 2022.**

*Treasurer Ortiz made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of February 24, 2022 as submitted. Secretary Barstow seconded the motion. The motion carried unanimously.*

There were no public comments.

**Item# 9. Board interview of applicant(s) for General Manager position and possible action to appoint a General Manager for the District.**

Mr. Melton reported he his grateful for the opportunity to be considered for the General Manager position. He has worked for the District for seventeen years; started as an entry level Service Technician, was promoted to Field Supervisor in 2015 and then promoted to Public Works Director in 2018. He has had great mentors along the way and appreciates the support from Board, giving him the opportunity to grow with the District.

Trustee Rider commented he has seen Mr. Melton's work ethic over many years and believes Mr. Melton is qualified for the District's General Manager position.

Both Chair Ainsworth and Vice Chair Severt commented they have reviewed the District's job description for the General Manager and compared it with Mr. Melton's employment application and resume. They to concurred Mr. Melton meets the qualifications to be considered as the District's new General Manager.

Treasurer Ortiz inquired with Mr. Melton what five goals he would like to accomplish if appointed as the District's General Manager.

Mr. Melton responded five goals he would like to accomplish as the General Manager is to continue with providing affordable water and wastewater for District customers. Continue with current operational trends, and/or improve upon, in efforts to have a balanced budget. He would like to evaluate and potentially implement a policy that invests into the District employees; to assist with employee retention. Lastly, he would like to continue promoting the District's recreation facilities and be fiscally responsible to the rate payers.

Mr. Combs reported he has had the pleasure being one of Mr. Melton's mentors at the District. Mr. Melton has shown a lot of growth during his tenure with the District and he will be a good General Manager. He will guide the District in the right direction fiscally and operationally.

Secretary Barstow inquired with Mr. Melton how can the District invest into the District employees. He also inquired how will he inform the Board of Trustees of daily business activities.

Mr. Melton responded; he supports the District's current General Manager's recommendation to perform a compensation evaluation of all the District positions. This will be an investment into the current employees, as well as, staying competitive in the workforce when recruiting new employees. Making sure management has an open-door policy to allow for open communication with the District employees and have their voices heard. He also commented he wants to continue with being transparent with the daily business activities with the Board of Trustees. He will communicate with the District Chair regarding any upcoming items for potential immediate direction and ultimately apprise the Board of Trustees as a whole during the board meetings.

Secretary Barstow reported he would like to request more supporting documentation/information to accompany staff reports provided in the board packets.

Audience member Mr. Silva inquired if the District's General Manager is the point of contact if he has concerns regarding violent activity in his neighborhood.

Mr. Melton responded, Mr. Silva can come to the District office and express his concerns. District staff will direct him to appropriate supervisor and/or agency to report his claims.

*Secretary Barstow made a motion to appoint Chris Melton as the new Sun Valley General Improvement District General Manager. Trustee Rider seconded the motion. After discussion the motion carried unanimously.*

**Item# 10. Legal report by Maddy Shipman.**

None

**Item# 11. Field report by Chris Melton.**

Mr. Melton reported on the following:

- Summit Church has partnered with Keep Truckee Meadows Beautiful with their Adopt-A-Spot Program. Summit Church recently held a cleanup day at the Sun Valley Community Park March 5, 2022. There was a total of ten volunteers and they collected twenty bags of trash over the course of two hours. Their focus was cleaning the fence line around the perimeter of the park and the parking lots. He is appreciative of this partnership; it is a tremendous amount of help to the District field staff.

**Item# 12. Manager report by Jon Combs.**

Mr. Combs reported on the following:

- Staff finished compiling the 2022/2023 budget; it will be presented to the Board at the next meeting.
- He has been meeting with Mr. Melton on a regular basis educating him on the various agreements the District has with Washoe County and the City of Sparks.
- He thanked the District for all the opportunities and experiences, he will miss everyone.

**Item# 13. Public Comments.**

Mr. Neumann commented he recently applied for Washoe County Regional Parks and Open Space Citizen Advisory Board as the representative for the Sun Valley community.

Mr. Silva commented he has lived in Sun Valley for twenty years; he wants to get involved within the community. He wants to help improve the community and be a part of the solution rather than just complaining and not doing anything about it.

Pastor Barstow, Hope Church of Nazarene, reported the Church is hosting a Community Spaghetti Feed March 26, 2022 6pm at the Church located at 205 W. Gepford Parkway. It is a way to give back to the community; it allows everyone the opportunity enjoy everyone's company over a free dinner with no obligations.

**Item# 14. Board Comments.**

Trustee Rider commented Cal Ripken Baseball League is currently accepting registrations and holding try-outs. Opening day is scheduled for April 2, 2022. He is pleased to see the parks being used once again for various activities. He also thanked Mr. Combs for his hard work and dedication, he will be truly missed.

Treasurer Ortiz commented Sun Valley Citizen Advisory Board had a successful meeting March 5, 2022. She reported the Citizen Advisory Board would like to request for District representation to give District updates. She also thanked Mr. Combs for his service with the District and congratulated Mr. Melton on his promotion.

Vice Chair Severt commented the best way to stay informed with District and community activities is by visiting the District website [www.svgid.com](http://www.svgid.com) and/or the District's Facebook page. She had the opportunity to speak with the Summit Church volunteers; she thanked them for their hard work cleaning up the fence line at the Sun Valley Community Park, especially the Sun Valley Boulevard and 7<sup>th</sup> Avenue corner. Lastly, she has known Mr. Combs for many years and thanked him for his dedication to the District. She is pleased with the Boards decision appointing Mr. Melton as the District's General Manager.

Chair Ainsworth thanked Mr. Combs for his hard work. She appreciated the open communication he provided to the Board of Trustees and being available at all times.

Secretary Barstow thanked Mr. Combs for his time dedicated to the District and he looks forward to working with Mr. Melton as the new General Manager.

**Item# 15. Future Agenda Items.**

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

- Review and approval of the District's spring newsletter.
- Approval of amendment to District Personnel Policy Section 6 – Benefits
- Approval to purchase new board room recording equipment
- Approval of Mr. Melton's salary as the General Manager
- Review and approval of the District's 2022/2023 tentative budget

Trustee Rider requested a future update regarding the District's cyber security coverage.

Vice Chair Severt requested an update from Truckee Meadows Reclamation Water Facility.

Treasure Ortiz requested a presentation by Commissioner Jung and Commissioner Herman regarding the new role of the Citizen Advisory Boards. She also would like consideration for District partnering with Washoe County for the use of a District facility to conduct monthly Citizen Advisory Board meetings.

**Item# 16. Adjournment.**

*Secretary Barstow made a motion to adjourn at 6:34 pm. Treasurer Ortiz seconded the motion. The motion carried unanimously.*

Approved by the SVGID Board of Trustees on March 24, 2022  
Minutes Prepared by: Jennifer Merritt, Administrative Assistant