



**Sun Valley General Improvement District
Special Board Meeting Minutes of
June 07, 2018**

Board Members Present:

Sandra Ainsworth	Chair
Susan Severt	Vice Chair
Joseph Barstow	Secretary
Carmen Ortiz	Treasurer
Garth Elliott	Trustee

Board Members Not Present:

Staff Present:

Darrin Price	SVGID, General Manager
Jon Combs	SVGID, Public Works Director
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Brad Baeckel	Audience
Suzanne Dutra	Audience
Michael Rider	Audience
Glenda Walls	Audience

The meeting of the Sun Valley General Improvement District was called to order by Chairperson 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; Chairperson Ainsworth, Vice Chair Severt, Treasurer Ortiz, Secretary Barstow and Trustee Elliott. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Treasurer Ortiz

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

None

Item# 4. Motion to approve the agenda.

Treasurer Ortiz made a motion to approve the agenda. Vice Chair Severt seconded the motion.

Trustee Elliott commented he has concerns regarding the way the agenda is written, it is restrictive and has the potential of forcing the Board to hold another meeting to discuss salary of the newly appointed General Manager.

After further discussion the motion carried by the following:

Yeas: Treasurer Ortiz, Secretary Barstow, Vice Chair Severt, Chairperson Ainsworth

Opposed: Trustee Elliott

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. Price announced June 8, 2018 is the opening of the Sun Valley Pool followed by the District's 6th Annual Dive Into Summer. This year's free movie is Jumanji Welcome-to-the-Jungle.

Treasurer Ortiz announced she will not be able to attend the Dive Into Summer Event, she has prior engagements.

Item# 7. Board interview of applicant(s) for General Manager position, determination by Board of competency and qualification of applicant(s) for the General Manager position and possible action to appoint a General Manager for the District.

Chairperson Ainsworth inquired if the Board will have the opportunity to discuss potential start date and salary based on the way the agenda is written.

Ms. Shipman stated it is not specific on the agenda, but it is implied as part of the selection process, if a selection is made. She recommends that the Board of Trustees performs a ratification of any board decision at a future meeting.

Mr. Price stated pursuant to the District's Personnel Policy, Section 3 Employment, the Board of Trustees selects a General Manager. The Board of Trustees select's the General Manager and determines and approves salary compensation with the position based on applicants qualifications. All applicants for the General Manager position will be interviewed by the Board of Trustees and selection is made in an open meeting. After the selection and appointment of a new General Manager, the General Manager then selects via an internal or open process, any remaining open positions (building his/her management staff). The General Manager would then make an offer of employment and salary compensation followed by notifying the Board of Trustees of the new hire and/or promotions along with any impacts to the District's budget.

Mr. Price reported he was instructed by District's HR consultant POOL/PACT to post the open General Manager's position internally with a deadline for applying. As of June 1, 2018 he only received one application for the General Manager's position. The only application that was submitted was from the District's current Public Works Director, Jon Combs. Mr. Price provided a copy of the District's Personnel Policy, Section 3 Employment, General Manager's job description, correspondence from the District's HR consultant POOL/PACT

regarding recommendations for recruitment of General Manager and a copy of Mr. Combs (confidential) employment application to assist with the interviewing process.

The Board of Trustees proceed with a lengthy interview inquiry what Mr. Combs goals are as the new General Manager and if he plans on continuing attending various agency meetings to protect the interest of the District and Sun Valley.

Mr. Combs stated he plans on continuing to attend various agency meetings that pertain to the District and the Sun Valley community. If he is unable to attend he will send a proxy on his behalf. He also stated he has been exposed to some of the General Manager's duties and current projects; he has been more involved over the last several months. He has identified some of the District's strengths and weaknesses. His intention is not to come in and make major changes all at once, he would like to gradually work on the identified deficiencies and correct them with as minimal disruption to the District's daily operations. He would like to meet with District employees to obtain their input that can potentially assist with strengthening the District's operations.

Mr. Combs stated he is very familiar with the field's daily functions and not as familiar with the office functions. His plan is to meet with each of the office employees and get familiar with their individual positions and determine if any efficiencies can be made. He will consult with both office and field management to provide them as much support as needed to ensure the District's operations continue to grow in an efficient manner.

Discussion ensued regarding the General Manager's work hours, availability and employee relations.

Mr. Combs stated he is aware, as the General Manager, he needs to be available at all times. He plans on working the District's regular business hours from 8 am until 5 pm, including attending, as needed, meetings during and after hours. He will also have the company cell phone as another form of availability when needed. He will make sure that his assistant is aware of his daily schedule as well as send out notifications to all the employees when he will be out of the office for business relations. He currently assists with human relation issues and will continue to handle human relation related issues and obtain more training as needed. He would like to have the District employees work together as a team; this is great for morale and productivity.

Additional discussion ensued regarding Mr. Combs competency and qualifications to assist the Board with determining a compensation offer.

Mr. Price briefly commented on the provided POOL/PACT recommendations for recruiting internally and the advantages and disadvantages that are associated with the recruitment process. He stated any employee that receives a promotion within is subject to the same six month introductory period as a new hire, to see if the individual can perform the duties of the position.

Audience member Mr. Rider commented the Sun Valley Cal Ripken Board recently discussed the appointment of a new General Manager for the District. The Sun Valley Cal Ripken Board is in favor of the District Board of Trustees decision to appoint within. Sun Valley Cal Ripken has a good working relationship with Mr. Combs pertaining to the parks.

Chairperson Ainsworth called for a 5 minute break at 7:16 pm.

Vice Chair Severt made a motion to appoint Jon Combs as the District's new General Manager, effective date of June 18, 2018 starting salary compensation at \$103,000.00 and after completing the District six month introductory period raising Mr. Combs to \$106,000.00. Chairperson Ainsworth seconded the motion.

After some discussion Vice Chair Severt amended the motion to include the Board of Trustees ratifying their decision during the June 27, 2018 regular scheduled board meeting. The motion carried unanimously.

Mr. Combs thanked the Board of Trustees for the opportunity to serve the District as the General Manager.

Item# 8. Public Comments.

Mr. Rider commented he will see everyone at the Dive Into Summer.

Item# 9. Board Comments.

Secretary Barstow congratulated Mr. Combs.

Item# 10. Future Agenda Items.

None

Item# 11. Adjournment.

Treasurer Ortiz made a motion to adjourn at 7:41 pm. Secretary Barstow seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on June 28, 2018.

Minutes Prepared by: Jennifer Merritt, Administrative Assistant