

**PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT**

**TRANSACTION REPORT**

As of February 18, 2021

<b>Total of all Bank Accounts:</b>	<b>Balance as of February 18, 2021 - Almost CD #5010</b>	<b>493,402.48</b>
	<b>Balance as of February 18, 2021 - A/P / General Ckg #4179</b>	<b>724.39</b>
	<b>Balance as of February 18, 2021 - Payroll #4430</b>	<b>17,000.00</b>
	<b>Balance as of February 18, 2021 - Petty Cash</b>	<b>400.00</b>
	<b>Total Cash In All Accounts</b>	<b>511,526.87</b>

<b><u>Wells Fargo - Almost CD #5010</u></b>	<b>Balance as of January 21, 2021</b>	<b>428,700.48</b>
Income for the Month		
Ad Valorem/Property Tax	56,559.51	
Consolidated Tax (CTX)	38,748.72	
LGTA/Fair Share	2,845.40	
<b>TOTAL</b>	<b>98,153.63</b>	
Interest Income	4.00	98,157.63
Transfer to Wells Fargo #4179	(14,250.00)	
Transfer to Wells Fargo #4430	(19,205.63)	(33,455.63)
	<b>Balance as of February 18, 2021</b>	<b>493,402.48</b>

<b><u>Wells Fargo - A/P / General Ckg #4179</u></b>	<b>Balance as of January 21, 2021</b>	<b>517.63</b>
Transfer from Wells Fargo #5010	14,250.00	
Interest Income	0.02	14,250.02

NAME	CK #	AMOUNT	DESCRIPTION	
Catherine Glatthar	9869	1,670.86	Secretarial Services \$1,192.36, Accounting \$393.75, Office Supplies \$84.75	
Flyers Energy	9870	2,365.73	Fuel	
Hoffman & Test	9871	400.00	12/2020 Monthly retainer \$400.00	
Napa	9872	510.17	2001 F450 Starter and supplies \$313.74, Shop supplies \$196.43	
Pyramid Business Services	9873	801.50	Monthly Bookkeeping, Payroll \$780.00, Office supplies \$21.50	
Sierra Rental & Transport	9874	8,295.00	Trucking of Special Class E from Martin Marietta to Wayside Yard	
<b>TOTAL</b>		<b>14,043.26</b>		<b>(14,043.26)</b>
			<b>Balance as of February 18, 2021</b>	<b>724.39</b>

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<b><u>Wells Fargo - Payroll #4430</u></b>		<b>Balance as of January 21, 2021</b>	<b>17,000.00</b>
Transfer from Wells Fargo #5010		19,205.63	
Interest		0.10	19,205.73
Net Payroll		10,078.81	Net Payroll
Public Agency Compensation Trust	ACH	1,397.00	Workers Compensation Qtr 2 FY20-21
LJ's BECC 2/3/2021 Stmt			
Prominence	LJ's CC	3,056.32	Health Insurance
LJ's BECC 3/3/2021 Stmt			
Sani-Hut	LJ's CC	129.87	Monthly restroom bill
SK's BECC 2/3/2021 Stmt			
Alhambra & Sierra Springs	SK's CC	12.25	Monthly Office Water
Waste Management	SK's CC	30.40	Utilities - Waste Removal
United Central Industrial Supply	SK's CC	133.32	Automatic fuel nozzle
Costco	SK's CC	79.95	Office/Shop/Yard supplies
Silver State Barricade & Sign	SK's CC	192.28	Safety Equipment and Supplies
SK's BECC 3/3/2021 Stmt			
Verizon	SK's CC	33.65	Monthly cell phone bill
Peterbilt Truck Parts & Equipment	SK's CC	64.92	6 hoses @ \$10.82/ea for 2002 Peterbilt and stock
NV Energy	5947	277.04	Monthly Electric Bill
PERS	5946	2,858.00	PERS Monthly Payment
DMV	Debit	37.25	Title fee for 2000 Peterbilt dump truck
DMV	Debit	37.25	Title fee for 2000 transfer trailer
Federal 941 Payment	EFTPS	787.42	Payroll Taxes
		<u><b>\$19,205.73</b></u>	<u><b>(\$19,205.73)</b></u>
		<b>Balance as of February 18, 2021</b>	<u><b>17,000.00</b></u>

<b><u>Wells Fargo - Petty Cash</u></b>		<b>Balance as of January 21, 2021</b>	<b>400.00</b>
Transfer from Wells Fargo #4430			0.00
	<u>AMOUNT</u>	<u>DESCRIPTION</u>	
<b>TOTAL</b>	<u>0.00</u>		0.00
		<b>Balance as of February 18, 2021</b>	<u><b>400.00</b></u>

Reviewed by Cathy Glatthar, Assistant to the Board:           *CAG*                     02/15/2021

**ESTIMATED OPERATING FUNDS FOR ROAD IMPROVEMENTS**

**ATTACHMENT - 02/18/2021 Meeting - Agenda Item 4. b.**

Total Cash in all Bank Accounts as of February 18, 2021		511,527		
Additional Revenue Expected Through August 31, 2021		311,588		
<b>ESTIMATED OPERATING FUNDS THROUGH AUGUST 31, 2021</b>			<b>823,115</b>	
<b>LESS</b> Average Monthly Expenses (\$30,000) x 6 Months		-180,000		
<b>LESS:</b> Capital Outlay (\$14,108 + \$75,000 - \$15,000 + \$25,000);				
Unexpected Repairs (\$5,000/mo x 6 months);				
Insurance (\$9,000 Jun or Jul);				
Workers' Comp \$1,397 (May) & \$2,000 (Aug)		-141,505		
<b>LESS</b> Reserve Funds (= Ending Fund Balance per Budget)		-60,000		
<b>ESTIMATED EXPENSES &amp; RESERVES THROUGH AUGUST 31, 2021</b>			<b>-381,505</b>	
<b>ESTIMATED NET OPERATING FUNDS FOR ROAD IMPROVEMENTS AS OF AUGUST 31, 2021</b>			<b>441,610</b>	
<b>Additional Revenue Expected Through August 31, 2021:</b>				
From 2020/2021	Figures Used for			
<u>Final Budget</u>	<u>Est Op Funds Rpt</u>			
301,627	300,000	Ad Valorem	Mar '21 thru Aug '21	67,598
502,198	450,000	CTX	37,500 x 6	225,000
38,000	38,000	LGTA	3,165 x 6	18,990
<b>841,825</b>	<b>788,000</b>			<b>311,588</b>
	<b>-53,825</b>	<b>Difference between Budget and Estimated Operating Funds Report Projected Revenues</b>		
<b>MONTHLY EXPENSES:</b>				
	Average	Actual	Difference	
Payroll	17,000	18,178	-1,178	
Other (non Road Maint)	13,000	6,776	6,224	
	30,000	24,954	5,046	
			A/P Acct Exps	14,043
			P/R Acct Exps	19,206
Road Maintenance		8,295	Petty Cash Exps	0
<b>TOTAL EXPENSES</b>		<b>33,249</b>		<b>33,249</b>

**REVENUE - ACTUAL AND ESTIMATED**

NOTE: As of 02/18/2021 Actual Revenue is Greater Than Estimated By:

**\$16,077.45**

<b>AD VALOREM</b>				
Date	Estimated	Actual	Difference	YTD Difference
at 09/17/20 (35%)	105,000.00	111,847.45	6,847.45	6,847.45
at 10/15/20	0.00	0.00	0.00	6,847.45
at 11/19/20 (21%)	63,000.00	57,293.25	-5,706.75	1,140.70
at 12/17/20	0.00	6,500.23	6,500.23	7,640.93
at 01/21/21	0.00	201.68	201.68	7,842.61
at 2/18/21 (21%)	63,000.00	56,559.51	-6,440.49	1,402.12
March	0.00			
April (21%)	63,000.00			
May	0.00			
June	0.00			
July (2%)	6,000.00			
August	0.00			
	<b>300,000.00</b>	<b>232,402.12</b>	<b>-67,597.88</b>	
<b>CTX</b>				
Date	Estimated	Actual	Difference	YTD Difference
at 09/17/20	37,500.00	42,976.54	5,476.54	5,476.54
at 10/15/20	37,500.00	38,746.57	1,246.57	6,723.11
at 11/19/20	37,500.00	38,947.03	1,447.03	8,170.14
at 12/17/20	37,500.00	41,296.50	3,796.50	11,966.64
at 01/21/21	37,500.00	40,021.57	2,521.57	14,488.21
at 02/18/21	37,500.00	38,748.72	1,248.72	15,736.93
March	37,500.00			
April	37,500.00			
May	37,500.00			
June	37,500.00			
July	37,500.00			
August	37,500.00			
	<b>450,000.00</b>	<b>240,736.93</b>	<b>-209,263.07</b>	
<b>LGTA</b>				
Date	Estimated	Actual	Difference	YTD Difference
at 09/17/20	3,165.00	2,861.68	-303.32	-303.32
at 10/15/20	3,165.00	643.06	-2,521.94	-2,825.26
at 11/19/20	3,165.00	7,503.29	4,338.29	1,513.03
at 12/17/20	3,185.00	0.00	-3,185.00	-1,671.97
at 01/21/21	3,165.00	4,094.97	929.97	-742.00
at 02/18/21	3,165.00	2,845.40	-319.60	-1,061.60
March	3,165.00			
April	3,165.00			
May	3,165.00			
June	3,165.00			
July	3,165.00			
August	3,165.00			
	<b>38,000.00</b>	<b>17,948.40</b>	<b>-20,051.60</b>	

CAPITAL OUTLAY ITEMS FOR FISCAL YEAR 2020-2021

ATTACHMENT: June 25, 2020 Agenda Item 6.c.

Excerpt from the Board Member's Handbook:

Acquisition of Assets

Road Maintenance Equipment and Vehicles:

During the annual budget process, the Road Maintenance Operations Manager (OM) submits a road maintenance equipment and vehicles budget to the Board for approval. Purchases of equipment and vehicles on the approved budget list are to be made by the OM, but only after conferring with the Board president. The Board president will be responsible for verifying that the cash is available before any purchase is made.

Shawn Kelly's List of Capital Outlay Items for Approval:

- Grader (would sell John Deere 670 grader)
- Water Truck (would sell 2005 Int'l water truck)
- Water Tank (already approved, but not purchased as of June 25, 2020 - would replace the tank on the 1995 Peterbilt water truck)
- Loader (would sell 1990 Case loader)
- Paver, tack pot, 36" smooth-drum roller and trailer (for a "hot" patch program)
- Excavator (would sell 1989 Case dozer)
- Building to include maintenance shop, office, and bathroom (office trailer would be sold and monthly rental of Sani-Hut restroom would end)
- Phone Line Locator
- Tilt Bed Trailer (would sell Zieman tilt bed trailer)
- 10-Wheel Dump Truck (would sell 1992 Freightliner 10-wheel dump truck)

## CAPITAL OUTLAY BUDGET PROJECTIONS

[Note: All Items, Except Welding Truck, Approved at June 25, 2020 Meeting]

February 18, 2021 Meeting Agenda Item 4.f.

Priority	Item Description		Upper-end cost to purchase	Notes
1	Building to include maintenance shop, office, and bathroom (office trailer would be sold and monthly rental of Sani-Hut restroom would end = \$1,690 year)		\$100,000	Propose adding \$25k to FY21 Budget
2	Water Truck (would sell 2005 Int'l water truck)		\$60,000	Propose \$150k for FY22 Budget
3	Pickup Truck to replace 1983 Ford welding truck		\$15,000	
4	Water Tank (would replace the tank on the 1995 Peterbilt water truck)		\$28,000	
5	Grader (would sell John Deere 670 grader)		\$100,000	
6	Tilt Bed Trailer (would sell Zieman tilt bed trailer)		\$20,000	
7	Excavator (would sell 1989 Case dozer)		\$75,000	
8	Loader (would sell 1990 Case loader)		\$60,000	
9	Hot Patch / Edge Paving Program Equipment:			
	Paver	\$30,000		
	36" smooth-drum roller	\$15,000		
	Trailer for roller	\$10,000		
	Tack pot	\$15,000	\$70,000	
<b>Possible motion:</b>				
I make a motion to approve an increase of \$25,000 in the fiscal year 2021 capital outlay budget, \$150,000 for the fiscal year 2022 capital outlay budget, and add a pickup truck to replace the 1983 Ford welding truck to the list of capital outlay items the Operations Manager is authorized to purchase.				

**PALOMINO VALLEY GID BUDGET WORKSHEET FY2021-2022**

#1 - February 18, 2021 Meeting Item 4.g.

	Actual July 1, 2020 to Jan 18, 2021	Final Budget FY21	Estimated at 6/30/2021	Proposed Budget FY22
<b>Beginning Fund Balance</b>		230,612	378,596 (Actual)	<b>337,418</b>
Income				
Ad Valorem	185,184	301,627	301,627	325,203
CTX Consolidated Tax	159,011	502,198	502,198	553,069
LGTA Special (Fair Share)	12,242	38,000	38,000	36,000
Interest Income	21	100	50	100
Other Income-FEMA Reimbursement	29,127	60,000	50,000	20,000
<b>Total Income</b>	<b>385,585</b>	<b>901,925</b>	<b>891,875</b>	<b>934,372</b>
<b>TOTAL INCOME &amp; FUND BALANCE</b>	<b>385,585</b>	<b>1,132,537</b>	<b>1,270,471</b>	<b>1,271,790</b>
Expenses - Public Works				
Salaries & Wages				
Employee Compliance Expenses	0	200	100	100
Insurance-Workers' Comp	1,192	8,000	6,000	7,000
Payroll Direct Deposit Fees	117	200	200	300
Payroll Taxes	1,721	7,700	3,700	3,500
Salaries & Wages/Regular	72,336	121,900	130,000	145,000
Salaries & Wages/Seasonal	3,938	50,000	10,000	15,000
<b>Total Salaries &amp; Wages</b>	<b>79,303</b>	<b>188,000</b>	<b>150,000</b>	<b>170,900</b>
Employee Benefits				
Insurance-Employee/Medical	18,660	36,600	32,000	40,000
PERS Employer Paid Expense	16,824	29,000	29,000	36,000
<b>Total Employee Benefits</b>	<b>35,484</b>	<b>65,600</b>	<b>61,000</b>	<b>76,000</b>
Services, Supplies, Other Chgs				
Accounting Services	9,838	25,000	20,000	22,000
Audit	10,828	10,750	10,828	11,100
Advertising	0	500	300	500
Equipment Maintenance Expense	11,190	30,000	25,000	30,000
Equipment Non-Depreciable	255	1,000	1,000	1,000
Equipment Rental	0	5,000	1,000	5,000
Fuel & Oil	11,487	35,000	25,000	35,000
Insurance-Liability/Auto/Equip	0	10,000	10,000	11,000
Legal Fees	2,835	7,000	6,000	6,500
Licenses and Permits	1,669	1,500	2,000	1,500
Office Supplies	876	2,000	1,500	1,500
Operating Supplies	924	3,200	2,000	3,000
Public Relations	0	250	250	250
Road Maintenance	139,026	585,862	500,000	662,415
Secretarial Services	6,085	20,000	12,000	18,000
Signs	0	2,000	1,000	1,000
Telephone	203	500	450	450
Utilities				
Electric	918	2,200	2,200	2,400
Restroom Rental	909	1,600	1,700	1,700
Waste Removal	182	1,000	800	1,000
Subtotal Servs, Supps, Oth Chgs	197,225	744,362	623,028	815,315
Other Income/Expense				
Other Income				
Cash Rewards	930	500	1,050	500
Total Other Income	930	500	1,050	500
Other Expense				
Cash Rewards Annual Fee	75	75	75	75
Total Other Expense	75	75	75	75
<b>NET OTHER INCOME</b>	<b>855</b>	<b>425</b>	<b>975</b>	<b>425</b>
<b>Total Servs, Supps, Oth Chgs</b>	<b>196,370</b>	<b>743,937</b>	<b>622,053</b>	<b>814,890</b>
<b>Capital Outlay</b>	<b>15,000</b>	<b>75,000</b>	<b>100,000</b>	<b>150,000</b>
<b>TOTAL EXPENSES - PUBLIC WORKS</b>	<b>326,157</b>	<b>1,072,537</b>	<b>933,053</b>	<b>1,211,790</b>
<b>NET ORDINARY INCOME</b>	<b>59,427</b>	<b>60,000</b>	<b>337,418</b>	<b>60,000</b>
<b>Ending Fund Balance</b>		<b>60,000</b>	<b>337,418</b>	<b>60,000</b>
		<b>1,132,537</b>		<b>1,271,790</b>

PVGID 2021 PAVEMENT REHABILITATION (PROPOSED)

I. Edge Reinforcement Paving

- Scope: Whiskey Springs from Amy to Right Hand Canyon
- Cost:
  - a) Past 2 years 15.2 edge miles at \$200,000 or \$13,160/mile
  - b) Whiskey Springs from Amy to Right Hand Canyon - 4.2 edge miles
  - c) Estimated probable construction cost - \$55,272

II. Chip Seal (not Cape Seal) Whiskey Springs and Ironwood

- Scope - as budget allows:
  - a) Ironwood - 22 ft x 5 miles 580,800 sq ft
  - b) Whiskey Springs - 22 ft x 2.6 miles 302,016 sq ft
  - c) 3/8" chip, CRS-2 emulsion, SSH fog seal
- Cost - \$0.35/sq ft:
  - a) Ironwood \$203,280
  - b) Whiskey Springs \$105,705

III. Recommendations

- 1st Contract
  - a) Edge Reinforcement Whiskey Springs \$ 55,000
  - b) Chip Seal Whiskey Springs 128,000 sq ft/1.1 miles \$ 45,000
  - Estimated Probable Construction Cost \$100,000
- 2nd Contract:
  - a) Chip Seal Whiskey Springs 1.5 miles \$ 60,000
  - b) Chip Seal Ironwood 1 mile± \$ 40,000
  - Estimated Probable Construction Cost \$100,000



PVGID OPERATIONS REPORT

Report Period 1/18/2021 to 2/14/2021

ATTACHMENT: 2/18/2021 Meeting Agenda Item 5.c.

ROADS GRADED AND/OR COMPACTED:

[Grader Hours: 770 Grader = 41 hours; 670 Grader = 30 hours]

1. Wilcox Ranch: Amy – Near 5200 Wilcox. Spot spread and compact 575 yards special Class E

OTHER ROAD WORK:

1. Whiskey Springs: Crack Seal Cape seal to all new Edge Paving
2. Ironwood: Crack Seal Cape seal to new Edge Paving
3. Snow Removal: All Roads
4. Ironwood, Broken Spur, Amy, Whiskey Springs, Pot hole patch 1.5 tons

OTHER:

1. Wayside yard: Import 2998.16 tons of special Class E
2. Wild Horse, Wilcox Ranch, Axe handle, Grass Valley West: Install delineators
3. Teleconference with Washoe County
4. Road survey
5. Town for parts
6. Miscellaneous yard work

EQUIPMENT:

1. Purchased and Registered 2000 Peterbilt dump truck & transfer trailer
2. 02 Peterbilt: Power steering hose R&R
3. Belly dump: Air leak brake hose R&R