

# PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT

JULY 20, 2023

## AGENDA PACKET

NOTE: This packet contains supporting documents for agenda items 3.a., 11.a., 12.a., and 12.b. All other handouts will be available at the meeting and attached to the meeting minutes.

## Reaffirm Closed Personnel Sessions for the Operations Manager

Submitted by Cathy Glatthar, Assistant to the Board

ATTACHMENT: 07/20/2023 Meeting - Agenda Item 3.a.

---

The following explains what led me to ask Trustee Baker to include this item on tonight's agenda:

- Currently the job title for this position is "Operations Manager," which was shortened from "Road Maintenance Operations Manager" about six years ago. Prior to that, the position was titled "Road Foreman" or "Road Supervisor."
- Personnel sessions for the Operations Manager (OM) have, by **long-standing practice and documented policy** (in both the Board Member's Handbook and the Employee's Handbook), been done in a closed session according to NRS 241.030.
- New legal counsel was hired by the Board of Trustees at the June 15, 2023 public meeting. On June 23rd, the new attorney stated in an email, "a closed session for the OM's performance appraisal is contrary to **NRS 241.031(1)(b)**," and must be held in an open session.

**NRS 241.031** Meeting to consider character, misconduct or competence of elected member of public body or certain public officers.

**1.** Except as otherwise provided in subsection 2, a public body shall not hold a closed meeting to consider the character, alleged misconduct or professional competence of:

(a) An elected member of a public body; or

**(b)** A person who is an appointed public officer or who serves at the pleasure of a public body as a chief executive or administrative officer or in a comparable position, including, without limitation, a president of a university, state college or community college within the Nevada System of Higher Education, a superintendent of a county school district, a county manager and a city manager. [Emphasis added]

- The PVGID's OM oversees the road maintenance operations, and **NOT ALL** the affairs of the District. Also, the OM is an hourly employee, not a salaried executive officer or general manager. A critical distinction can be clearly seen when you look at the PVGID's organization chart as compared to Sparks' and Washoe County's organization charts (attached).

The City of Sparks has a City Manager between the City Council and the rest of the City's employees. Washoe County has a County Manager between the Board of County Commissioners and the rest of the County's employees. **The PVGID does not have such a position.**

Also, the Charters for both the City of Reno and the City of Sparks reveal that their respective City Managers are responsible for ALL the affairs of the City.

*Sparks City Charter: Sec. 3.020 City Manager: Duties; residence.*

*1. The City Manager is responsible to the Council for the efficient administration of **all** the affairs of the City. [Emphasis added]*

*Reno City Charter: Sec. 3.020 City Manager: Duties; compensation; residency; vacancy.*

*1. The City Manager is the Chief Executive and Administrative Officer of the City ... He or she is responsible to the City Council for the proper administration of **all** affairs of the City. [Emphasis added]*

Again, the PVGID's OM is **not** responsible for administration of **all** the affairs of the District, is paid an hourly wage, and is eligible for overtime pay. Whereas, in sharp contrast, all the "persons" subject to NRS 241.031(1)(b) are responsible for **all** the affairs of the entity they serve, are salaried and exempt from receiving overtime pay.

I am requesting that the Board of Trustees reaffirms that the Operations Manager is subject to NRS 241.030, and that a closed session is held for personnel matters, including annual performance appraisals.

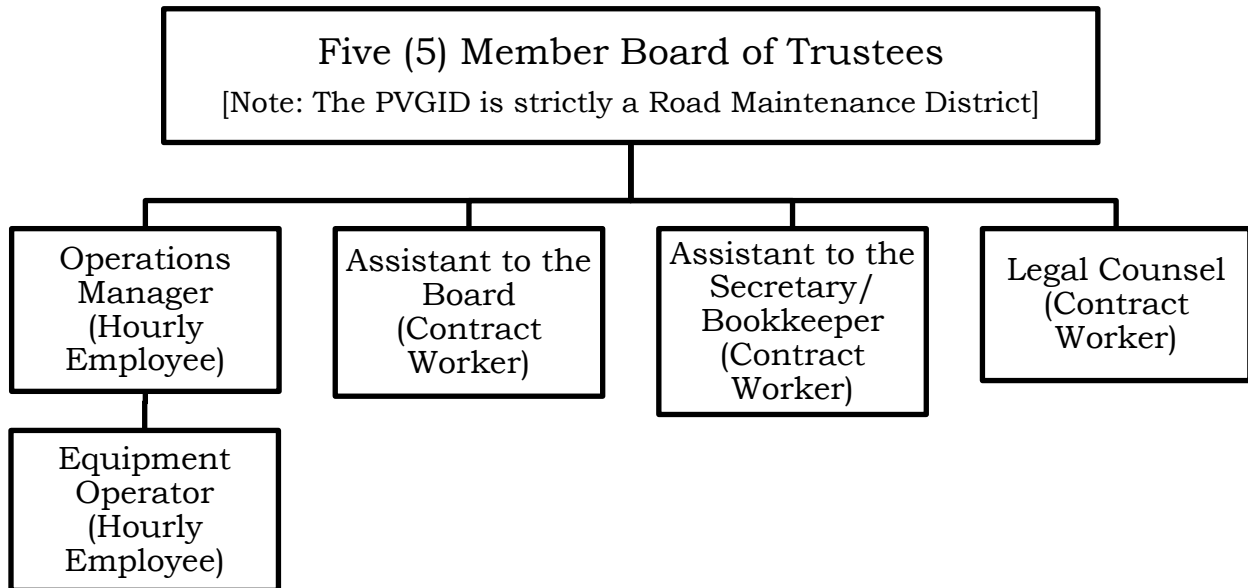
Thank you.

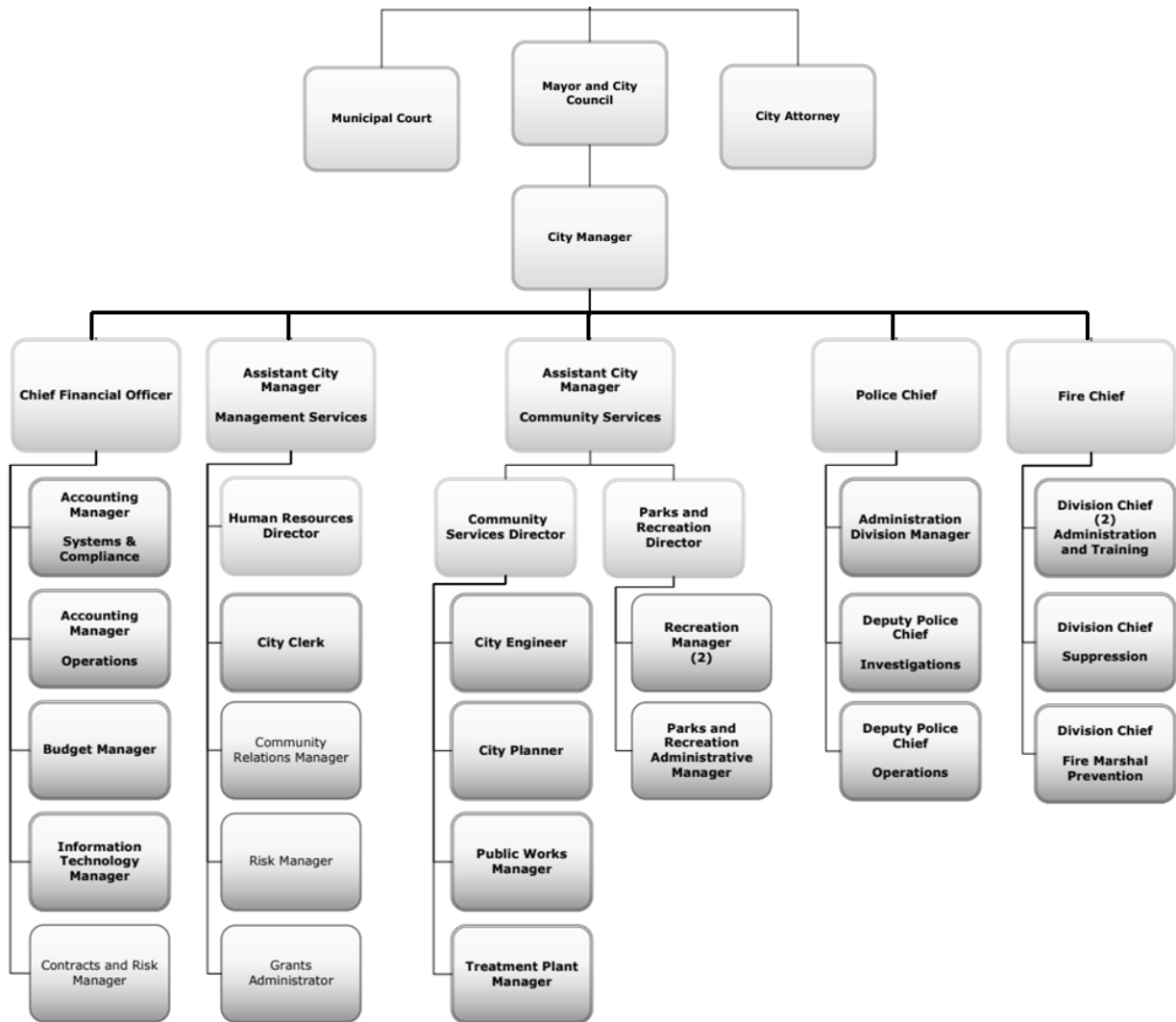
# **P**alomino **V**alley General Improvement District

9732 Pyramid Hwy #407, Sparks, NV 89441

---

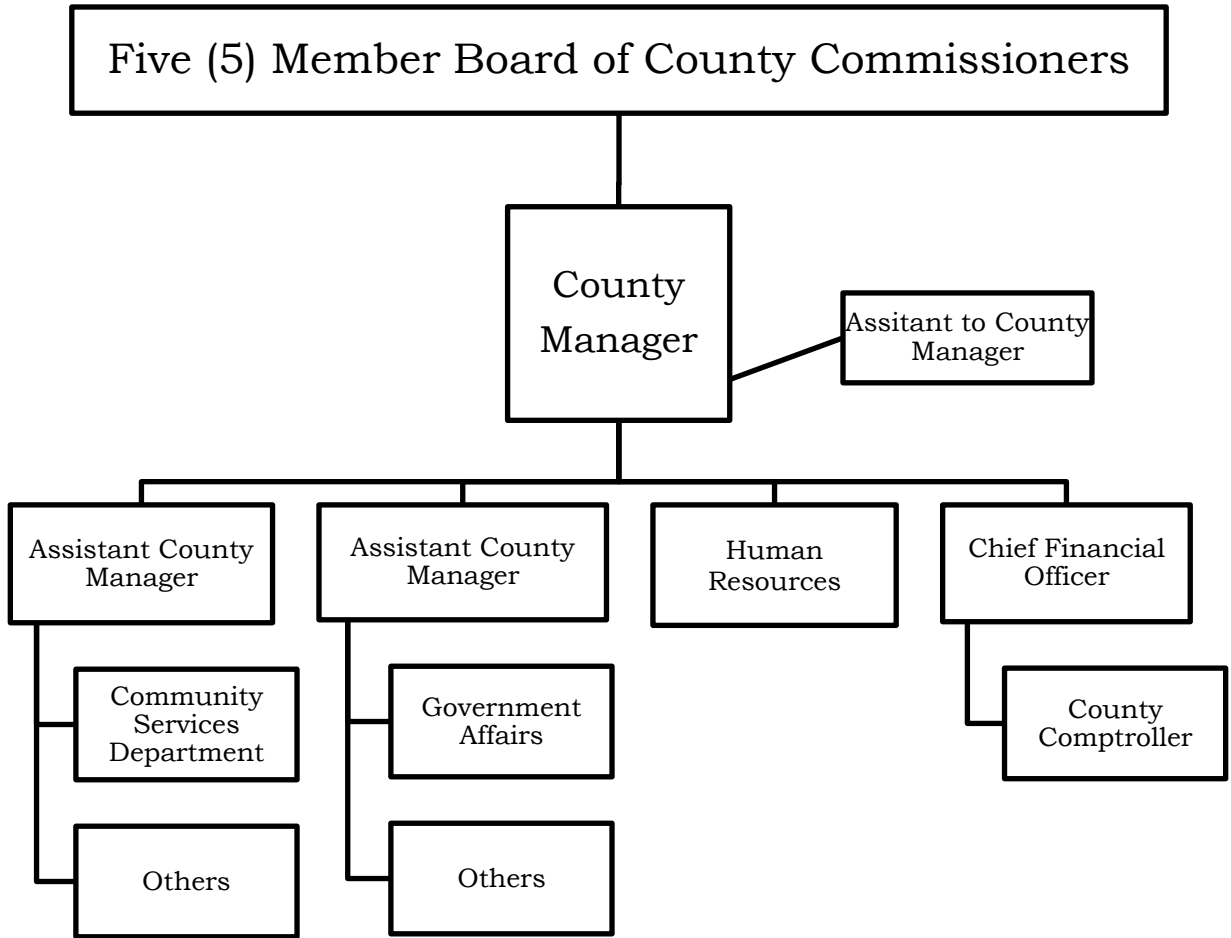
## ORGANIZATIONAL CHART





# Washoe County Organization Chart

[Abbreviated Version to Show Main Hierarchy]



PVGID'S AGGREGATE PIT PROPERTIES  
 ATTACHMENT: 7/20/2023 Meeting Agenda Item 11.a.

IRONWOOD PIT:

Donated to the PVGID by McCulloch Properties, Inc. April 28, 1977, 15.01± acres being a portion of APN 077-210-11

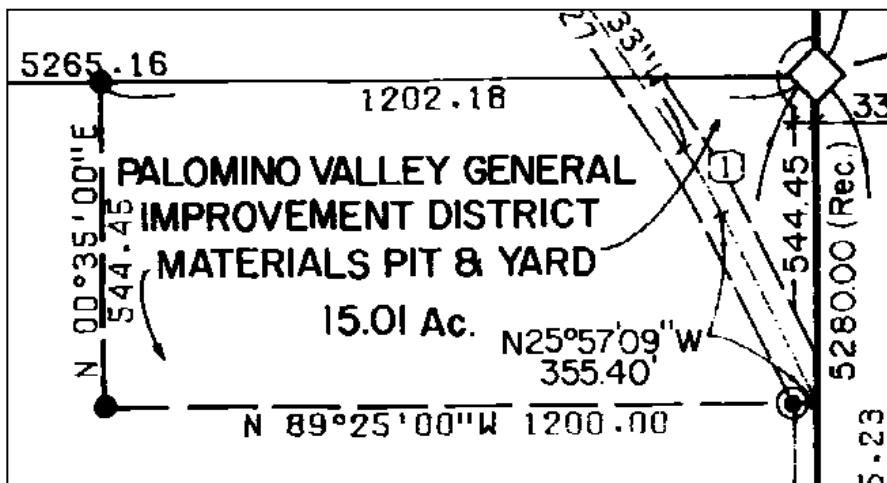
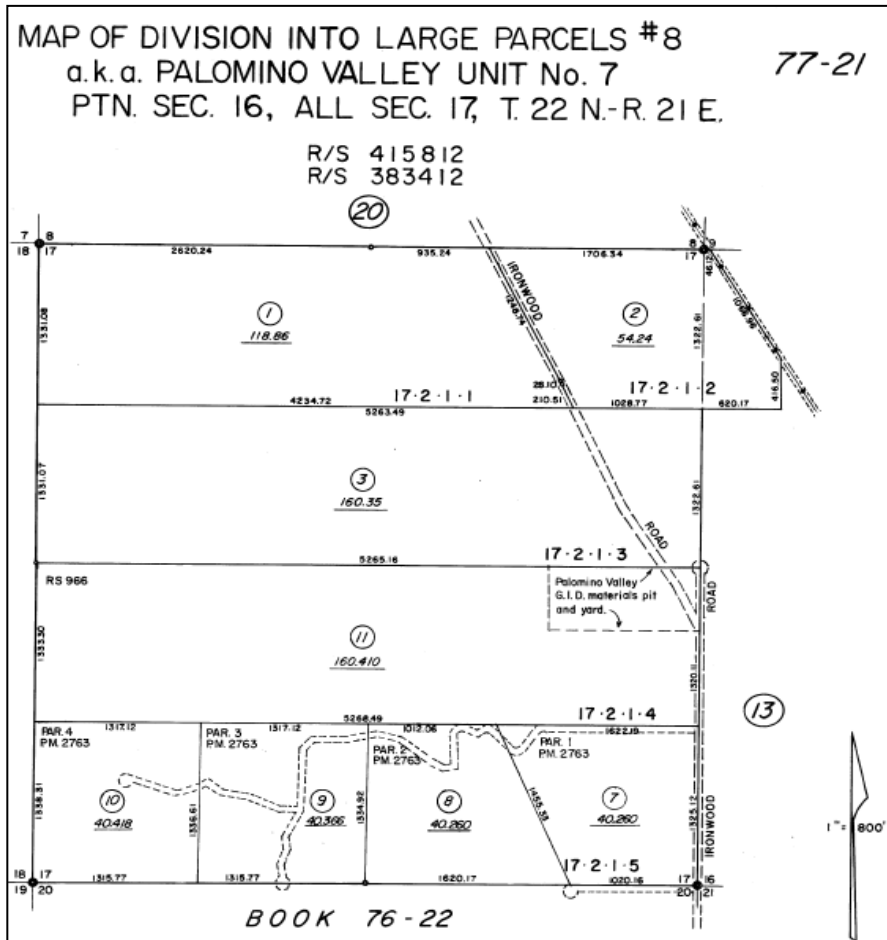


EXHIBIT "A"  
LEGAL DESCRIPTION

An easement for material sites and equipment yard as shown on that Record of Survey Map filed in the Office of the Washoe County Recorder, Washoe County, Nevada on July 8, 1976 under File No. 415812 and that Division of Land Map filed in the Office of the Washoe County Recorder, Washoe County, Nevada under File No. 415814 being more particularly described as follows:

A portion of the South 1/2 of Section 17, Township 22 North, Range 21 East, Mount Diablo Base and Meridian, also being a portion of Parcel 17-2-1-4 as shown on said Record of Survey and Division of Land Maps, being more particularly described as follows:

Commencing at the East 1/4 corner of said Section 17, said point also being the TRUE POINT OF BEGINNING;  
thence S.00°48'47" W. , 544.45 feet;  
thence N.89°25'00" W. , 1,200.00 feet;  
thence N.00°35'00" E. , 544.45 feet;  
thence S.89°25'00" E. , 1,202.18 feet to the TRUE POINT OF BEGINNING.

Containing 15.01 acres, more or less.

Subject to all easements for roadway and utility purposes over and across said parcel as delineated on said Record of Survey Map and said Division of Land Map.

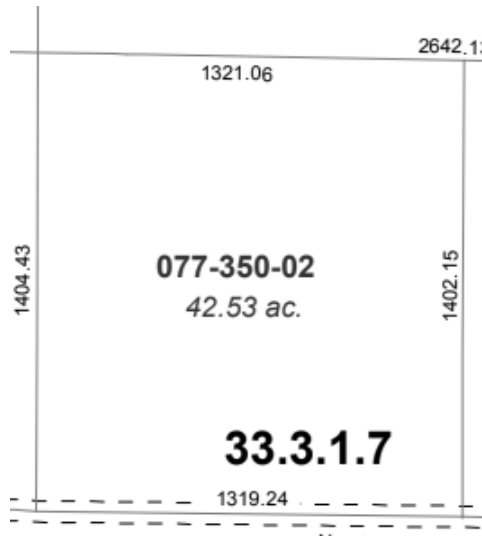
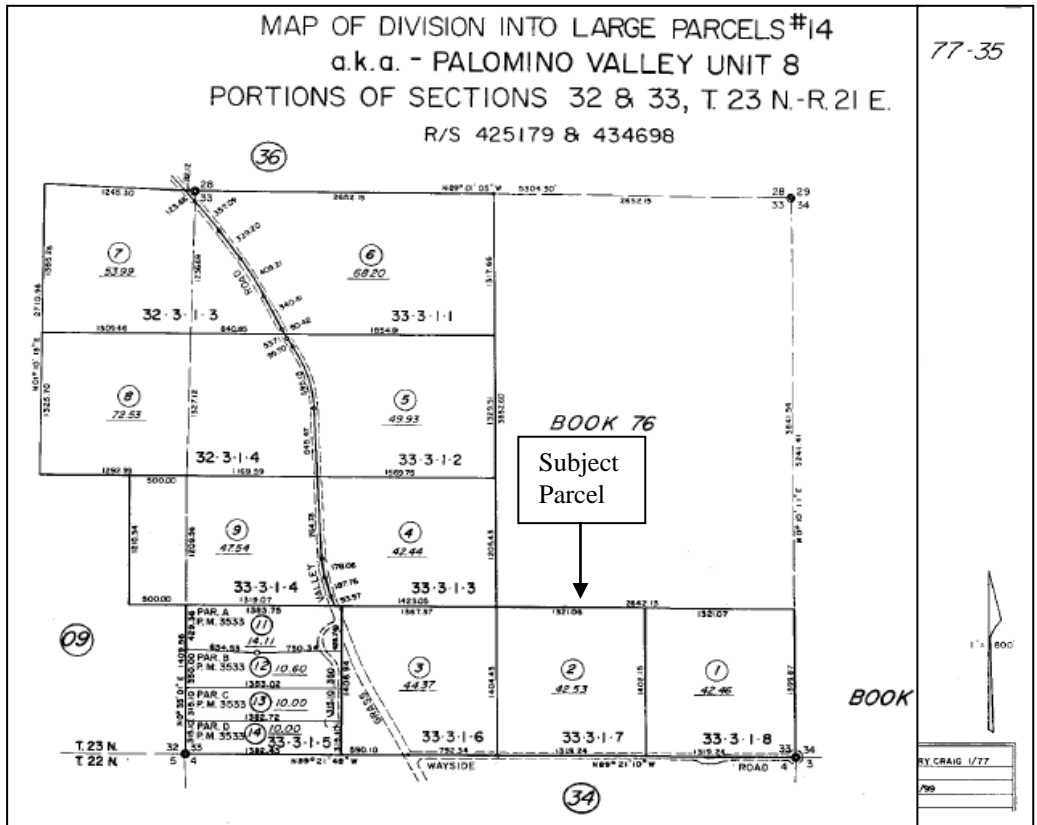
The Palomino Valley General Improvement District shall be solely responsible for the operation and maintenance of the material site and shall in its operation take care not to permit a nuisance to exist that could be considered detrimental to the adjoining land owners.

Any materials used shall be for use solely within the boundaries of the Palomino Valley General Improvement District.

If and when the need for the above described land or materials or any portion thereof no longer exists, lands and materials or any portion thereof shall revert to the then present owner of said Parcel 17-2-1-4. In this event it shall be the responsibility of the Palomino Valley General Improvement District to rehabilitate said material site.

WAYSIDE PIT:

Purchased from Double P Partnership (Pratt) September 15, 1989, 42.53± acres being APN 077-350-02 (Parcel #33-3-1-7)





**TID SYSTEMS**

780 Smithridge Dr, Unit #250  
 Reno, NV 89502  
 +1 7753605856  
 accounting@tidsystems.com  
 www.tidsystems.com

**Estimate**

<b>ADDRESS</b>	<b>SHIP TO</b>	<b>ESTIMATE</b>	<b>1737</b>
5015 Wayside Dr	Don Otto	<b>DATE</b>	<b>07/10/2023</b>
Reno, NV 89510 United States	Palomino Valley General Improvement District		
	5015 Wayside Dr		
	Reno, NV 89510 USA		
<b>BUSINESS DEV. SPECIALIST</b>	<b>PROJECT</b>		
David Copeland	CCTV System		

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
DAH-N42B2P4	8-Channel 4k POE NVR <ul style="list-style-type: none"> <li>Record from and Manage up to 8 Cameras</li> <li>Up to 3840 x 2160 Recording Resolution</li> <li>11TB Preinstalled HDD up to 28 days playback</li> <li>H.265/H.264/MJPEG Compression</li> <li>8 x PoE Ports for Video/Power Connection</li> <li>Up to 128 Users</li> <li>HDMI &amp; VGA Simultaneous Video Outputs</li> </ul>	1	599.00	599.00
DAH-N81CJ02	8MP Entry-Level Viewing Turret IP Camera with Motion Detection, 2.8mm, White <ul style="list-style-type: none"> <li>1/2.7-in. 8MP Progressive-scan CMOS Sensor</li> <li>Dual Stream Encoding</li> <li>Smart H.265+ and Smart H.264+ Dual Codecs</li> </ul>	4	149.00	596.00
DAH-DH-IPC-PDW5849-A180-E2-ASTE	WizMind Series 2 x 4MP Enhanced Night Color Dual-Lens Panoramic Turret IP Camera, 3.6mm Fixed Lens, White <ul style="list-style-type: none"> <li>Dual 1/1.8-in. 4MP Progressive Scan CMOS Sensors</li> <li>Maximum Resolution 8MP (4096 × 1800) at 25 fps</li> <li>Smart H.265+ and Smart H.264+ Dual Codec</li> </ul>	3	379.38	1,138.14
DAH-PFA136	Dahua PFA136 Junction Box, White	7	29.99	209.93
Materials	<ul style="list-style-type: none"> <li>Genesis 63601106 CAT6 Riser Cable, 23/4 Solid BC, Unshielded, UTP, CMR, FT4 Outdoor</li> <li>RJ45 Jacks, Keystone Jacks</li> <li>NEMA BOX</li> <li>Conduit</li> <li>Outdoor Light Guide Wire, Vinyl Coated Stainless Steel Steel Cable, Turnbuckle and Hooks</li> </ul>	1	1,535.00	1,535.00
APC Smart-UPS 1350	Intelligent LCD UPS System, 1350VA/815W, 10 Outlets, AVR, Mini-Tower <ul style="list-style-type: none"> <li>1350VA/815W Intelligent LCD Battery Backup Uninterruptible Power Supply (UPS)</li> <li>10 NEMA 5-15R OUTLETS: Five battery backup &amp; surge protected outlets; Five surge protected outlets; INPUT: NEMA 5-15P right angle, 45 degree offset plug with six foot power cord</li> <li>AUTOMATIC VOLTAGE REGULATION (AVR): Corrects minor</li> </ul>	1	245.99	245.99

TID SYSTEMS may contract an attorney and/or collection agency to collect unpaid balances. The Client shall pay all collection costs and reasonable attorney fees incurred by TID SYSTEMS, whether or not suit is brought to collect any money due hereunder, including post-judgment costs and attorney fees. All the aspects of this The agreement shall be governed by the laws of the State of Nevada.

power fluctuations without switching to battery power, thereby extending the life of the battery

Materials	• Wall or Floor Mount Enclosure Heavy Duty 16 Gauge Steel NVR Security Lock Box	1	165.00	165.00
Video Surveillance CCTV	Installation and Configuration - Install 8 Channel NVR - Install 4x CJ02 Cameras - Install 3x A180-E2-ASTE Cameras - Install CCTV Battery Backup - NVR network setup and camera view angle adjusted and config - Mobile and desktop client setup - All camera cable is CAT6 UTP - Suspension Cable Installation	1	3,500.00	3,500.00

Thank you for being our valued customer.

A 50% down payment for services will be due upon the scheduling of an installation date, however the installation date may be changed by either party. If a customer cancels an installation without rescheduling, customer will be liable for a 5% restocking fee on all hardware that would have been installed that will be deducted from the down payment. Customer will receive the remainder of the down payment. There will be a \$25 charge for all returned checks and a 2.9% plus 0.25 cents surcharge when using credit cards.

10 % interest will be assessed on all unpaid balances after 30 days from the invoice date for 15 days. Thereafter, as 20% interest charge per day applies until the balance is brought to \$0.00.

It is possible that unanticipated circumstances may be encountered when this work is performed that will result in additional charges for parts and/or labor above and beyond the total estimated in this Estimate.

SUBTOTAL	7,989.06
TAX	0.00
<b>TOTAL</b>	<b>\$7,989.06</b>

Accepted By

Accepted Date

Second Reading and Adoption  
Regular Meeting  
August 20, 2020

PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT

RESOLUTION NO. F20-R1

ROADS ACCEPTED FOR MAINTENANCE AND  
LEVEL OF MAINTENANCE DESIGNATIONS

WHEREAS, Resolution No. F06-R1 - Roads Accepted for Maintenance and Level of Maintenance (LOM) Designation - was intended to supersede Resolution No. F77-R4 - Road Maintenance, Seasonal Roads - but the resolution, as written, did not specifically state that it superseded the earlier resolution; and;

WHEREAS, Resolution No. F93-R1 - Resolution for Accepting Seasonal and Future Roads for Normal Maintenance by Palomino Valley General Improvement District - was revised by Resolution No. F16-R2 - Revision of Resolution No. F93-R1 - Procedure for Accepting Roads for Maintenance by the PVGID and the Requisite Road Standards. The revised resolution did not include any language regarding roads designated and listed as "Seasonal Roads" in the 1977 resolution.

NOW, THEREFORE, be it RESOLVED:

1. This resolution supersedes previous resolutions F77-R4, F93-R1, and F06-R1 for maintenance of existing roads.
2. Acceptance of new roads for maintenance is covered by Resolution No. F16-R2.
3. The classification of "Seasonal Roads" described in previous Resolution No. F77-R4 is hereby terminated. These roads will be elevated to LOM 3. Residents on roads previously listed as seasonal who desire to have road improvements beyond normal grading shall bear the cost of road improvements. It will not be the responsibility of the PVGID to upgrade these roads except where deemed practical and cost effective by the Board. These roads shall be maintained in their present condition and width.
4. The list of Palomino Valley GID Accepted Roads and Level of Maintenance Amended August 20, 2020 is attached and made a part hereto. This list should be reviewed and possibly updated every ten (10) years as growth occurs within the District.
5. Upon a resolution to add, delete, or change the level of maintenance for an accepted road, the Board of Trustees must draft a resolution to amend the list of "Accepted Roads and Level of Maintenance." The resolution must include the following:
  - Name of Road
  - Portion of Road to be Added or Deleted (if applicable)
  - Number of Miles to be Added or Deleted (if applicable)
  - Level of Maintenance Designation (1, 2, or 3)

- 6. The Level of Maintenance designation for each road or road segment was based on the level of traffic when Resolution No. F06-R1 was written in 2006, and generally correlates with the number of residences served. The LOM classifications are not a guarantee of how many times a year any particular road segment will be graded since other factors such as weather events, and subgrade soil characteristics are also involved. The Operations Manager shall, on a regular basis, survey roadways and establish priorities for maintenance. Requests for maintenance received from residents shall be analyzed by the Operations Manager who will determine validity and establish priorities for grading and other maintenance. The LOM designations set standards that can be used as a guide with the understanding that in certain situations a road may require repair or maintenance that is not commensurate with its LOM, but is necessary to keep a road serviceable.
- 7. Roads throughout the District will not be maintained when weather and/or road conditions are unsafe or hazardous to GID personnel and/or equipment.

BE IT FURTHER RESOLVED that this Resolution be spread at large upon the minutes or attached thereto.

Upon motion by Trustee Dennis, and seconded by Trustee Currivan, the foregoing Resolution was passed and adopted this 20th day of August, 2020 by the following vote:

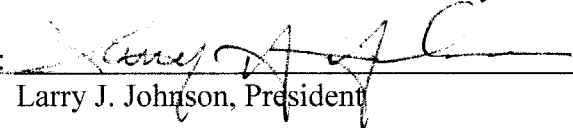
AYES: Trustee Dennis, Trustee Currivan, and Trustee Johnson

NAYS: Trustee Otto

ABSENT: Trustee Breitmeyer

ABSTAIN: None

Board of Trustees of the Palomino Valley General Improvement District

By:   
 \_\_\_\_\_  
 Larry J. Johnson, President

**NOTE:** This Resolution cannot be amended or cancelled without a vote of the PVGID Board of Trustees.

**PALOMINO VALLEY GID ACCEPTED ROADS AND LEVEL OF MAINTENANCE  
AMENDED AUGUST 20, 2020**

LEVEL OF MAINT	ROAD NAME	MILES	PORTION ACCEPTED	END GPS
1	Amy	2.45	Whiskey Springs South to . . . .	Ironwood
1	Amy	0.4	Ironwood South to . . . . .	Wilcox Ranch
2	Amy	1.4	Wilcox Ranch South to . . . . .	End
2	Amy	0.1	Whiskey Springs North to . . . .	N end: 39° 47.810N 119° 36.698W
3	Anniversary	0.5	All	
1	Axe Handle	3.0	All	39° 44.138N 119° 38.850W
2	Bacon Rind	1.5	Axe Handle So. to . . . . .	39° 43.017N 119° 40.652W (Sage Cyn)
2	Bacon Rind	1.7	Axe Handle North to . . . . .	End
3	Big Dog	0.6	Prairie to . . . . .	39° 46.389N 119° 42.321W (4700 BD)
3	Bootstrap	0.5	Broken Spur East to . . . . .	39° 48.336N 119° 36.694W
2	Broken Spur	2.4	Whiskey Springs South to . . . .	End
3	Broken Spur	0.2	Whiskey Springs North to . . . .	End
3	Chantry Flats	1.1	All	
3	Chieftan	0.8	Pasture View to . . . . .	Vista Trail
2	Crazy Horse	1.1	All	
2	Crossover	0.6	Wild Horse South to . . . . .	Twin Springs
3	Crossover	0.2	Wild Horse North to . . . . .	N end: 39° 45.171N 119° 35.058W
2	Curnow Canyon	0.9	Axe Handle to . . . . .	39° 43.676N 119° 39.229W (Quonset)
3	Curnow Canyon	1.7	39° 43.676N 119° 39.229W to	39° 43.018N 119° 38.404W (190 CC)
3	Easy Jet	0.4	All	
3	Flagstone	0.2	All	
3	Grass Valley	3.6	Pyramid Hwy West to . . . . .	End
2	Grass Valley	3.1	Pyramid Hwy Southeast to . . .	Whiskey Springs
2	Grass Valley	0.8	Whiskey Springs South to . . . .	Turf Farm--39° 47.582N 119° 37.842W
2	Grass Valley	0.8	Sharrock North to . . . . .	N End: 39° 46.722N 119° 37.835W
3	Grey Van	1.2	Range Land South to . . . . .	End
3	Hay Canyon	0.3	All	
3	Hockberry	1.0	All	
1	Ironwood	4.9	Pyramid Hwy to . . . . .	Amy
3	Ironwood (Little)	1.0	Whiskey Springs South to . . . .	Ironwood

Level of Maintenance: 1 = Primary 2 = Secondary 3 = Tertiary

PALOMINO VALLEY GID ACCEPTED ROADS AND LEVEL OF MAINTENANCE  
AMENDED AUGUST 20, 2020

LEVEL OF MAINT	ROAD NAME	MILES	PORTION ACCEPTED	END GPS
3	Jackrabbit	1.0	All	
3	Lost Spring	1.0	All	
3	Mid	0.3	All	39° 42.108N 119° 32.838W
3	Morning Dove	0.2	All	
2	Pasture View	2.0	Whiskey Springs South to . . . .	End
3	Pasture View	0.8	Whiskey Springs North to . . . .	End
2	Peak	0.7	Winnemucca Ranch East to . .	Peak
2	Peak	1.7	Range Land South to . . . . .	End
3	Pioche	0.2	All	
3	Piute Creek	1.7	Whiskey Springs to . . . . .	39° 46.650N 119° 31.841W (2155 PC)
3	Pony Springs	0.8	All	
2	Prairie	1.0	All	
2	Quaking Aspen	1.4	Wilcox Ranch to . . . . .	Hidden Canyon
2	Quaking Aspen	0.6	Hidden Canyon to . . . . .	O'Hara
3	Quaking Aspen	3.3	O'Hara East to . . . . .	Mountain Aspen
1	Range Land	2.9	All	
3	Rebel Cause	1.2	Range Land South to . . . . .	End
2	Right Hand Canyon	3.2	Whiskey Springs to . . . . .	Raptor: 39° 45.333N 119°32.592W
3	Right Hand Canyon	1.8	Raptor South to . . . . .	End: 39° 44.853N 119°31.008W
3	Roadrunner	1.4	Winnemucca Ranch to . . . . .	Ernie: 39° 50.814N 119° 42.884W
3	Sage Flat	1.3	Whiskey Springs North to . . . .	End
2	Sharrock	2.1	All	
3	Silver Horse	1.0	Wild Horse to . . . . .	39° 45.383N 119° 34.498W
3	Space Test	0.5	All	
3	Tartan	0.2	All	
2	Twin Springs	0.3	Wilcox Ranch East to . . . . .	Crossover
3	Twin Springs	1.9	Crossover East to . . . . .	End
3	Two Forty	0.4	All	
2	Wayside	0.8	Grass Valley to . . . . .	End: 39° 48.664N 119° 37.126W
1	Whiskey Springs	7.0	All	

Level of Maintenance: 1 = Primary 2 = Secondary 3 = Tertiary

**PALOMINO VALLEY GID ACCEPTED ROADS AND LEVEL OF MAINTENANCE  
AMENDED AUGUST 20, 2020**

LEVEL OF MAINT	ROAD NAME	MILES	PORTION ACCEPTED	END GPS
1	Wilcox Ranch	4.0	Amy to . . . . .	Goodher
2	Wilcox Ranch	1.0	Goodher to . . . . .	Mid
2	Wild Horse	3.4	Whiskey Springs South to . . . .	End
3	Wild Horse	0.8	Whiskey Springs North to . . . .	End
3	Wrangler	0.8	Right Hand Canyon to . . . . .	39°45.782N 119° 32.381W
2	Yellow Tail	2.1	All	
<b>TOTAL Miles Maintained</b>		<b>93.25</b>		
	Miles of Asphalt	19.95		
	Miles of Dirt	73.30		
<b>LEVEL OF MAINTENANCE (LOM) DEFINITIONS</b>				
<b>PRIMARY -- LOM 1:</b>		<b>24.65</b>	<b>Miles</b>	
	> High Traffic			
	> Main Collector Road (Most of these roads connect with Pyramid Hwy)			
<b>SECONDARY -- LOM 2:</b>		<b>34.7</b>	<b>Miles</b>	
	> Moderate Traffic			
	> Secondary Collector Road (One or more roads connect with these roads)			
	> Seasonal Maintenance--Road will not be maintained when weather and/or road conditions are unsafe or hazardous to GID crew and/or equipment.			
<b>TERTIARY -- LOM 3:</b>		<b>33.9</b>	<b>Miles</b>	
	> Low Traffic			
	> Not a Collector Road			
	> Seasonal Maintenance--Road will not be maintained when weather and/or road conditions are unsafe or hazardous to GID crew and/or equipment.			

Level of Maintenance: 1 = Primary 2 = Secondary 3 = Tertiary

Regular Meeting  
March 24, 1977  
Minutes: page 44

**RESOLUTION NO. F77-R4**

**ROAD MAINTENANCE  
SEASONAL ROADS**

A Resolution Designating Certain Seasonal Roads and Maintenance Standards for Seasonal Roads was presented to the Trustees. Upon motion by Trustee Tiller, seconded by Trustee Ager and unanimously carried, said Resolution was adopted.

Job # 8676  
January 13, 1977

PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT

Recommended Maintenance Standards

"Seasonal Roads"

On September 8, 1975 the Palomino Valley General Improvement District adopted road standards as part of the minutes. In those standards, a seasonal road was defined as follows:

"Certain roads far up the canyons are to be for summer use only, i.e. no snow removal. These roads will only serve a few parcels, and due to the rugged terrain the cross section of the travelled way may be as narrow as 12 feet. This section will be restricted for use only in those cases that substantial damage to the terrain would occur if a wider road were to be constructed."

The PVGID at this time identifies, for maintenance standards, the following roads taken from the master plan of Palomino Valley and field inspection as seasonal roads:

1. Right Hand Canyon Road - from the end of the existing pavement to the cul-de-sac.
2. Wrangler Road - all
3. Quaking Aspen Road - from the west line of Section 5, T 21N, R 22E, to the end.
4. Microwave Road - all
5. Curnow Canyon Road - all
6. Space Test Road - all

The following maintenance standards shall apply to the above seasonal roads.

1. No snow removal
2. One spring maintenance with blade
3. Emergency spot maintenance during the months of May through October in the event the road becomes impassable by four wheel drive vehicles.