

CATHY GLATTHAR, ASSISTANT TO THE BOARD - CURRENT LIST OF TASKS & FREQUENCY

As of October 9, 2023

Frequency	Task
Daily	<ul style="list-style-type: none"> • Monitor Email Account (palvalgid@gmail.com) & Respond as Appropriate
Weekly	<ul style="list-style-type: none"> • Respond to Maintenance Requests, Forward Requests to OM, Log Requests • Send Road Maintenance Request Log to OM and BCC to all Trustees
Monthly	<ul style="list-style-type: none"> • Agenda (Draft): Send to Pres, Board Sec, OM, & Atty for Review & Approval • Agenda - Final: Send to Webmaster, Board & Staff, Constituents (bcc), and Post to State's Website (after posted to PVGID website) • Attend Meetings by phone to report on various Agenda Items • Work with Webmaster to have content posted to the Website • Review Meeting Minutes - Draft (Currently still writing the minutes) • Finalize Meeting Minutes - After Meeting As Written or As Amended and Send to Webmaster, Board & Staff, Constituents (bcc) • Operations Report - Proof Report from OM • Roadwork and Requests Report - Update with Requests & Roadwork Done • Transaction Report from Bookkeeper - Review • Estimated Operating Funds Report (Monthly Budget Report) • Capital Outlay Spending Tracking - Budget to Actual • Calendar of Important Dates - Keep Up-to-Date for Reporting at Meetings • Vendors/Bills: Assist Bookkeeper with Vendors and Bills when necessary • Well Meter Readings Submit to State & Maintain water usage reports
Quarterly	<ul style="list-style-type: none"> • Quarterly Economic Surveys
Annually	<ul style="list-style-type: none"> • Budget • Audit - Primary Contact for Audit Team (Work with Bookkeeper) • Depreciation Schedules (for Audit) • Calendar of Important Dates - Update with Local Govt Financing Calendar • Insurance - Auto/Equip/Bldgs/Liability - Renewal Application • Worker's Comp Audit (Assist Bookkeeper) • Employee Health Insurance Renewal • Annual Fiscal Reports (Publish in Newspaper) • Indebtedness Report/CIP • Conduct Online Federal Motor Carrier Safety Administration (FMCSA) Queries • Occupational Injuries and Illnesses Report • Reserve Shooting Range Classroom for the Upcoming Year
Occasionally	<ul style="list-style-type: none"> • Banking • Update Board Member's Handbook • Update Employees Handbook • Assist with Contracts & Public Works Projects Compliance • Assist with Grants & Grant's Compliance • Report Insurance Adds and Deletes of Assets • Agency Review of Planning Matters (Special Use Permits, Divisions of Land, etc.) • Access to District Rights-of-Ways Review (Assist OM) • Type Up Resolutions, Letters, & Other Correspondence • Water Rights Proof of Beneficial Use/Extensions - Liaison w/Water Rights Surveyor • Aggregate Surfacing Spending Tracking - Budget to Actual
NEW Assistant to the Secretary as of September 19, 2023, Kersten Schreier	
	<ul style="list-style-type: none"> • Meeting Preparation: Meeting Packets for Board & Staff and Extra Copies of All Meeting Handouts for the Public, Sign-in Sheet • Attend Meeting: Record Meeting; Take Notes; Get any documents signed • Post-Meeting: Upload/send meeting audio recording; File agenda, agenda posted stmt, all handouts, and sign in sheet in minutes binder; File final minutes in binder • Write Up Meeting Minutes - Draft (Pending) • Filing and Records Retention

ATTACHMENT
October 19, 2023 Meeting Agenda Item 6.c.
Proposed by Trustee Patterson

PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT

RESOLUTION NO. F23-R1

AMEND RESOLUTION F20-R1
ROADS ACCEPTED FOR MAINTENANCE AND
LEVEL OF MAINTENANCE DESIGNATIONS

WHEREAS, in an effort to remove any ambiguities regarding improvements to previously-designated “Seasonal Roads,” and to add a list of those “Seasonal Roads” from Resolution F77-R4, this resolution will only change the language of Item #3 of Resolution No. F20-R1.

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 **six roads, as follows**, will be elevated to LOM 3:
 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 [N/A - Road dropped from the List of Accepted Roads in 2006]**
 5. **Curnow Canyon Road - all**
 6. **Space Test Road - all**

~~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 _____, and seconded by Trustee _____, the foregoing Resolution was passed and adopted this ____ day of _____, _____ by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Board of Trustees of the Palomino Valley General Improvement District

By: _____
Thomas Baker, President

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

First Reading
Regular Meeting
September 21, 2023

ATTACHMENT 09/21/2023 Meeting Agenda Item 8.b. Submitted by Trustees Otto & Baker

PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT

RESOLUTION NO. F23-R1

LEVEL OF MAINTENANCE DESIGNATIONS CHANGE

NOW, THEREFORE, be it RESOLVED:

1. This resolution supersedes previous resolutions F77-R4, F93-R1, F06-R1, and F20-R1 for maintenance of roads within PVGID purview.

2. All roads within PVGID's purview will no longer be designated any particular "Level of Maintenance" as in the past Resolutions.

3. From this point on, all general road maintenance work within the PVGID's purview will be determined by the board President, or his designated Road Committee of one or two qualified persons.

4. This Committee shall confer with and direct the Operations Manager regularly, as needed, with the OM following instructions.

5. Road Maintenance Requests shall be forwarded promptly from the secretary to the entire board and the OM.

6. Roads throughout the District will not be maintained when weather and/or road conditions are unsafe or hazardous to the public or PVGID personnel or equipment.

7. Acceptance of new roads for maintenance is covered by Resolution No. F16-R2.

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

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:

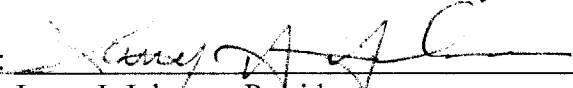
AYES: Trustee Dennis, Trustee Currivan, and Trustee Johnson

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	
TOTAL Miles Maintained		93.25		
	Miles of Asphalt	19.95		
	Miles of Dirt	73.30		
LEVEL OF MAINTENANCE (LOM) DEFINITIONS				
PRIMARY -- LOM 1:		24.65	Miles	
	> High Traffic			
	> Main Collector Road (Most of these roads connect with Pyramid Hwy)			
SECONDARY -- LOM 2:		34.7	Miles	
	> 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.			
TERTIARY -- LOM 3:		33.9	Miles	
	> 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.