

SPECIAL MEETING

PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT

PO BOX 615, SPARKS, NV 89432-0615

Thursday, March 8, 2018

MINUTES

Larry Johnson called the special meeting of the Palomino Valley General Improvement District (PVGID or GID) to order at 4:06 p.m. Thursday, March 8, 2018 at 21555 Pyramid Highway, Reno, Nevada.

1. **Roll Call:** Present were Marty Breitmeyer, Mitch Gerlinger, Greg Dennis, Jim Currivan, and Larry Johnson. Also present were Jim Hicks, Operations Manager; Maureen Sidley, Assistant to the Secretary (arrived at 6:00 p.m.); Cathy Glatthar, Assistant to the Board; and Louie Test, Legal Counsel.
2. **Public Comment (limited to three minutes per speaker):**
Larry Johnson asked if there were any public comments? Hearing no requests, he moved to the next agenda item.
3. **Retire to Closed Session:** Jim Currivan made a motion to go into a closed session, pursuant to NRS 241.030, to consider the professional competence and performance of employee Dan Schaufus and Operations Manager Jim Hicks. No action will be taken during the closed session. Marty Breitmeyer seconded the motion, and hearing no opposition, the Board went into the closed session.

Reconvene for the Open Session of the Special Meeting.

Larry Johnson reconvened the special meeting at 6:05 p.m.

1. **Roll Call:** Trustees present were Marty Breitmeyer, Mitch Gerlinger, Greg Dennis, Jim Currivan, and Larry Johnson. Also present were Jim Hicks, Operations Manager; Maureen Sidley, Assistant to the Secretary; Cathy Glatthar, Assistant to the Board; and Louie Test, Legal Counsel.
2. **Public Comment:**
Donald Otto asked if any extra equipment in the yard that's not being used, could it be sold?
Marty Breitmeyer replied that he is working on appraising the equipment.
Larry Johnson stated the drum roller is needed on granular soils such as Bacon Rind.
Larry asked if there were any further public comments? Hearing no requests, he moved to the next agenda item.
3. **Approval of Minutes – February 15, 2018:** Greg Dennis made a motion to approve the minutes with clarification on his comment about Washoe County's maintenance of Winnemucca Ranch Road. He said it was his comment about them having all the time in the world to only do a mile and a half to two miles of road, and his point was the GID does not have that kind of time with only two crew members. Jim Currivan seconded the motion. Hearing no opposition, the motion passed.
4. **Financial Reports and Payment of Bills:**
 - a. **Financial Reports:** Nothing to report.

- b. Payment of Bills:** Maureen Sidley explained since this meeting is so early in the month she had to estimate some of the regular bills. Marty Breitmeyer made a motion to pay the bills. Mitch Gerlinger seconded the motion, and hearing no opposition, the motion passed.

Larry Johnson commented that there was some patch material from Granite Construction; the patching got interrupted by some winter weather. He explained that we have a system of patching in the fall and then in the spring to repair winter damage; we had some good weather in February and started the spring patching. He added there was some additional payroll expense for the few days the patching took place.

- c. Tentative Budget for Fiscal Year 2018-2019:** Maureen Sidley stated the tentative budget she handed out is missing two pages because some statistical data has not come in yet; it does not come out until later this month and she will add that information before submitting the budget. She said the ending fund balance is \$77,000. Cathy Glatthar said that figure should be \$70,000. She explained that when we are budgeting, we want to use the highest revenue figures that we can and with \$70,000 as the ending fund balance that gives us a little more to appropriate in the expenses. She explained that \$70,000 is at least two months of expenses in reserve. Greg Dennis asked if we can assume revenues from FEMA? Maureen replied \$150,000 from FEMA has been included. Larry Johnson explained with the FEMA funds, our projected revenues look higher than in previous years. Cathy added that the beginning fund balance is a “picture in time” of our assets, and does not reflect actual money in the bank. Maureen said our fund balance is more of an equity position and we came out of last year with an ending fund balance of \$300,000 plus. Cathy commented that we need to appropriate expenses such that the ending fund balance for the budget is \$70,000; this will hopefully keep us from having to augment the budget. She said even if the FEMA funds come in this fiscal year, we still have a large appropriated expenditures balance to absorb any expenditures of FEMA funds. Maureen said these figures are tentative, because this meeting is early in the month; by our next meeting, we will have the final projections. Greg Dennis made a motion to approve the tentative budget for fiscal year 2018-19. Mitch Gerlinger seconded the motion, and hearing no opposition, the motion passed.
- d. Discuss Dump Truck Options: Repair, Replace, or Other:** Marty Breitmeyer stated he is still working on this. In response to Larry Johnson’s question, Marty said the dump truck was still usable in the Valley.
- e. Discuss Purchase of a Replacement Roller:** Larry Johnson explained this is the pneumatic roller that is mounted behind the motor grader. Marty Breitmeyer handed out an estimate from Bulldogger Services for a Bulldogger roller with the price of \$19,500 for a brand new one and a price of \$18,500 for one used twice as a demo; the demo unit could be delivered next week. Greg Dennis asked if it can be shifted to the left or the right? Marty said he believed that is part of the unit, but he will check into it tomorrow. The unit can be lifted off the ground, it has continuous pressure, two rows of tires, and the tires are foam-filled, so no flat tires. In response to Don Otto’s questions, Marty explained this unit articulates on each axle, it has smaller wheels, and it does follow the grader around and does not “skate.” He said he found five manufacturers, including Handy Hitch which Jim Hicks had gotten an estimate from. Greg Dennis made a motion to authorize Marty Breitmeyer to spend

up to \$24,000 for the purchase of the Bulldozer unit with side-shift capability. Jim Currivan seconded the motion. Larry said we have money in the bank, but we plan on surfacing sections of Amy, Wilcox Ranch, and Right Hand Canyon Roads and paying for this roller outright will take away from that surfacing budget. Greg Dennis amended his motion to have a check written for the full amount. Jim Currivan seconded the amended motion, and hearing no opposition, the motion passed.

5. **Road Maintenance Reports:**

- a. **Road Reports:** Larry Johnson stated we had a bit of [wet] weather, and the majority of the roads are holding up. He said we have worked diligently over the past years to crown the roads; as an example the ruts in Wilcox Ranch Road are a fraction of what they were five or seven years ago. He said we got a few road maintenance requests, but people are not sending in requests. He explained how Jim Hicks graded Right Hand Canyon Road which was badly in need of grading, but no one had sent in a request. He explained to the audience that we respond to requests typically within a week. Rusty Harwell, in the audience, asked what's the parameter of the crown? Larry replied, five percent; dedicated city and county streets have a two-percent crown, because water runs off asphalt very well, however the PVGID's asphalt surfacing has a five-percent crown. He said the crowns are impossible to maintain in the summertime; when the soils are dry, the traffic beats the crown off. He further explained that we have 95 miles of roadway and Jim Hicks can't survey 95 miles every week to determine what needs to be done; we can't catch it all, so we rely on everybody to notify us and it is greatly appreciated.

Larry stated a culvert was installed on upper Quaking Aspen Road; that followed a request that was about three months old. He said a bit of a mess was made because it was still muddy up there. He explained past Boards had deemed the upper section of Quaking Aspen Road to be seasonal open to four-wheel drive in the summer only and closed in the winter. He said now we have people who live up there and demand the same level of service that everybody else receives; the road is a narrow, mountain, wet ... it's a tough one for us.

- b. **Report on Flood Repairs and Mitigation and FEMA and State Disaster Funding:** Larry Johnson asked Cathy Glatthar to give a status report. Cathy said there is nothing new to report. She said she can't get the State to tell us what the status is of the three outstanding project worksheets. Larry explained to the audience that we spent a great deal of last year's budget on flood repairs. He said we have applied to FEMA for reimbursement of our costs, and we have been "approved" for our projects which are at various stages. He said we have done the majority of the work. He stated that when we receive that money, we will put on additional operators or contract work to do major repairs on several roads. Greg Dennis said if we don't get the funds, we need to have a contingency plan. He said with the wet winter we've had, we will probably need to do a lot of patching of the asphalt surfacing we do have; we may need to back up and make sure we maintain what we have so we don't have a loss of that capital improvement. Larry said we have made that our highest priority in past years, and that should continue.
- c. **Operations Manager's Report:** Jim Hicks said the roads need some work; basically we build them up in the winter because we can't keep them wet enough in the summer; we need more grader time. He said the equipment is doing well.

6. Old Business:

a. **Update on LW Land Company's Grass Valley Road Tentative Parcel Maps:**

Larry Johnson said he was disappointed the Citizen's Advisory Board did not meet and weigh in on this issue. He said we expressed concern as to the impacts of large land developments, in that the additional traffic, in particularly construction traffic, in development of the low land portions of the Valley are going to adversely impact our roads. He explained the conditions of approval for those parcel maps are that we will perform a condition survey of our asphalt surfaced roads, the developer is to meet with us and designate haul routes, and we will conduct a condition survey before development and after development and assess the developer costs for remediation of damage; this is identical to what cities and counties require. He clarified that [Washoe County] conditions of approval are requiring the developer to pave to County standards a route from his development to either Whiskey Springs or Ironwood; whichever road they designate. Cathy Glatthar interjected with or other PVGID [asphalt surfaced] road, which could be Sharrock. Mitch Gerlinger asked if we have accepted maintenance of the surfacing on Sharrock? Larry said no, and when Murphy brothers come to meet with us to establish the conditions, this Board needs to ask them to post a bond for those repairs, and we need to clarify with him the extent of his paving to County standards is because it is unclear.

Jim Robotham, in the audience, asked how a [sound] wall could be built so he doesn't have to listen to all that? He said his property is one that backs up to that development. Mitch said all we can do is roads. Larry said if Mr. Robotham wanted a sound wall, he should have been at the Parcel Map hearings. Cydney Harding asked if this is the same company that was supposed to maintain Sharrock, Broken Spur, and Amy? Larry replied LW Land Company is not one of the original developers who signed the agreements that said they would build [Broken Spur] and maintain it. He said LW Land Company put the Cape Seal on the section of Amy and Sharrock and the portion of Broken Spur that are now in need of patching and remediation. He said when they get Murphy in here, that will be one of the first points of discussion; he needs to maintain those or have us patch them and he posts a bond to reimburse us. He said we should not be responsible for maintaining those until his construction is completed. Ms. Harding asked if anybody is ever going to finish [surfacing] Broken Spur or Amy? Larry responded that is up in the air with the County. He said he believes that eventually Grass Valley will be extended all the way to Whiskey Springs and be a paved road to County standards. He added that he believes Whiskey Springs will also be paved to County standards, possibly as a collector road, all the way to the Pyramid Highway.

Greg Dennis asked Louie Test what happened with filing the appeal? Louie explained that we were going to file an appeal only if we did not receive the letter of assurance from Washoe County that they would enforce our conditions of approval, and that letter was received. He added that before they receive a C of O (Certificate of Occupancy), they have to comply with our agreement, which will probably require periodic monitoring until the last house gets a C of O. Greg asked who is responsible for maintaining the interior roads? Louie said the developer is supposed to set up a Homeowners Association to collect funds for maintaining those interior roads. Larry added past developers have not done that.

Larry said he wrote that condition too early; in hindsight he should have added to that condition that the developer had to meet with us before issuance of any building permit and have a signed agreement to post a bond. He asked for permission to write a letter and have the developer come to our next Board meeting and get a program laid out that will not burden the residents anymore than possible. He said his next fear is when all the development occurs here. He said he would want all of their interior and collector roads, including Whiskey Springs, dedicated to Washoe County for maintenance and the entire [Specific] Planning Area (SPA) taken out of Palomino Valley General Improvement District. He said he has specific reasons for saying this: pavement maintenance is a field all its own and requires a pretty good amount of dollars, and secondly there will be more people living in the SPA than in the rest of the District, and when anything comes up for a vote, the rest of us don't count anymore. Larry said bottom line there are major changes coming to the Valley and a lot of it may not be consistent with our rural lifestyle.

When asked for clarification, Larry said he wanted to contact the developer, LW Land Company, and ask him to attend the next GID meeting and work out a program of the developer's repair of the existing Cape Seals on Amy, Sharrock, and Broken Spur; work out a program and clarify that we're going to do condition surveys on a regular basis, keep track of maintenance costs, designate construction haul routes, and a bond has to be posted for the repairs. Cathy Glatthar mentioned that Murphy sold the 56-lot development and Larry said he was referring to the 15-lot development. Louie said the condition says prior to any construction; it doesn't say when, so it can be next week if we want. Larry said we need to put him on notice.

Greg Dennis asked if we have the ability to require him to post a bond? Louie Test said you make it part of the agreement. Greg said before we bring them to the Board to meet and work on an agreement, we should have a draft of an agreement, then meet with the developer and the County. Greg made a motion to have Larry Johnson draft an agreement and then Greg and Larry will meet with the developer and the County. Marty Breitmeyer seconded the motion, and hearing no opposition, the motion passed.

- b. Washoe County Proposed Refund of SPA Developer Fees:** Larry Johnson said there is nothing new on this. He explained for the audience that the County is working on a plan to reimburse the developers their deposits even though the developers didn't do what they were supposed to do, but it will probably go to the current owners, not the original developers. Greg Dennis addressed Louie Test stating in the SPA, they collected funds for the Spine Road and the development of a road to Pyramid Highway and this is a County agreement when they did the SPA. He asked Louie what leverage do we have to force the County to use those funds for the road improvements that we need instead of rebating them? Louie Test explained the developers went to court and the court ruled them to be impact fees, and impact fees that have not been used in a certain period of time, have to be returned to the current property owners, not the developers.
- c. Contracting for Materials and Hauling:** Greg Dennis said we spent \$20,000 on 64 loads at about \$300 a load. He said he got nervous because when he made the motion a couple of months ago, it was to have some materials brought in so that if there was a need for some materials, we would have them on hand. He said spending \$20,000 on that motion is a little bit difficult for him to get his arms around.

He said he thought we should set a limit, and if there's a big project, that should be brought to the Board. Mitch Gerlinger asked if the material that was hauled in made a significant difference in the roads? Greg Dennis, Jim Hicks and Larry Johnson all said it did. In answer to Mitch's question about whether or not it would hold up, Larry said it would have to be "sweetened up" periodically. Larry said on Quaking Aspen there are a few areas where the clay subgrade is poking through, but there is a complete lack of rutting, but next winter it will need to be sweetened up. He said we sanded half of the Wilcox Ranch hill and next year we'll probably have to do the other half. Greg said he wasn't saying we shouldn't have done it, but how we budget bigger numbers, maybe we need to plan for it. Greg asked who has the authority to place such orders? Larry said he did it, and does anyone have a problem with that? Jim Currivan said he thought it was approved. Marty Breitmeyer said he believed any large purchases were approved before they were made. Greg thanked Marty and said he probably just didn't remember that it was approved.

- d. **Rescheduling the May Budget Hearing Meeting:** Cathy Glatthar explained that at the last meeting it was discussed that the budget hearing has to be between May 21st and May 31st, and the third Thursday is May 17th. She said at the last meeting we changed the meeting to May 24th, but she found out this meeting room is already booked until 10 p.m. on May 24th. She said this room is available on Thursday, May 31st. Mitch Gerlinger said he will be out of town on the 31st. Larry, Jim, Marty, and Greg all said they could attend on the 31st, so the decision was made to reschedule the May budget hearing meeting to May 31st.

7. **New Business:**

- a. **Designation of Auditor:** Maureen Sidley reported she emailed Kohn and Company and they are not changing the cost of the audit (\$9,800). Mitch Gerlinger made a motion to designate Kohn and Company as the auditor for 2018. Greg Dennis seconded the motion, and hearing no opposition, the motion passed.

b. **Action on Closed Sessions (if any):**

- 1. **Closed Session Number 1:** Larry Johnson explained that two closed sessions were held for our two employees. He said the first was for Dan Schaufus. He said they expressed to Dan the need for a second grader operator. The appraisal of Dan is that he is a good worker, never misses work; mostly positive comments. Dan was asked if he was willing to be trained on and operate the second grader when necessary, and he agreed to do so. Larry said we will either rewrite the job description, Dan is presently listed as equipment operator, to include the motor grader or move his classification to grader operator. He said he doesn't see the need for a separate classification of grader operator; that individual should be running everything. He proposed to eliminate the position of grader operator and expand the duties of the equipment operator to include the motor grader. Discussion turned to the need for equipment operator job description to include the requirement of a CDL (Commercial Drivers License) with tanker endorsement. It was verified that the equipment operator job description already includes that requirement.

Greg Dennis made a motion to eliminate the grader operator job description, and include motor grader under the equipment operator job description. Jim Currivan seconded the motion. Larry said before we vote on this, are there any comments from the audience?

Donald Otto asked if the grader operator gets a different rate of pay? Larry said he could not answer that because we don't have anyone in that classification. Mr. Otto asked about pay differential between the operations manager and Dan? Larry explained Dan does get paid less than the operations manager, the grader work he is going to be doing is not full time. He said the way it was discussed with Dan was that his performance would be evaluated over the next couple of months, raises are typically given in [June] and we typically give cost of living type increases as a starting base and merit raises on top of that; it was explained to Dan that he would be evaluated at that time for any increase in pay.

Jim Robotham asked who would be training Dan? Larry responded the operations manager.

- 2. Closed Session Number 2:** Larry stated the next closed session was for the operations manager, Jim Hicks. He said there was a thorough discussion of Jim's admirable qualities, as well as areas that he particularly felt Jim needed improvement. He asked Jim to speak out if Jim disagreed with his assessment of this. Larry explained that Jim and some of the Board members thought that Jim's time was too constricted by special projects, such as the culvert installation, etc. Larry said Jim has voiced that he is micro-managing the operations and Jim would like to see his involvement terminated. Larry said he feels that with his 50 years of experience in earth moving and road building, that some of the deficiencies lie in Jim's performance.

Jim Currivan said it was not his understanding that Larry's expertise was to be terminated, but when there are special problems, it needs to be written out, so that when the work is done, you can look back and say it was done according to the instructions or not. He said these were special situations, not follow him around. He said he thought there needed to be more communication between Larry and Jim.

Larry said he thought there needed to be written direction, not communication. He said probably somebody other than himself should evaluate whether or not those written directions were followed. Marty Breitmeyer said that is where the written directions would help everyone, and they can all get a copy of it and they can all see for themselves if they are "hitting the mark." Mitch Gerlinger said they have to make sure they are not forming a quorum. Marty clarified that they would evaluate on their own. He said if he has a list, he can check out what was done.

Larry said that is not what he's talking about; he's talking about specific direction to no longer put windrows along the side of the road with excess material graded off of the roadway; that was direction that came from Board meetings and that is not being done. He said he didn't think anyone could dispute that. Marty said he thought it should be written down; that he was not disputing it. Larry said okay, then it will be in writing. Larry said he has heard from the audience over the last three Board meetings and had to sit there and look those people in the face and say he agreed with them, and he said he wants it changed. Marty said he agreed, but we have to have a plan to follow. Larry said he highly resented and disagreed with the comment that the problems are due to his micro-management, simply because he jumped into this thing because things were not being done correctly. He said he has given specific direction, and those directions have not been followed.

Donald Otto attested that Larry has given Jim written stuff in the past. He said he was there during the flood time and Larry asked Jim to take care of the willows problem that was up higher on Quaking Aspen. He said Larry had a list of stuff that Larry wanted taken care of and Jim said when do you want that taken care of and Larry said right away. He said after Larry left, Jim said I'm not going to do that, and he said he was flabbergasted with that because it was direction, and that did not get done for some months. He said the whole thing with the windrows, we've been drawing that on the board for two and a half years he has been coming to these meetings. He said and getting a five percent crown; look at the north end of Amy from the end of the Cape Seal, there's hardly a two percent crown, and that should have a five percent crown. He said Larry has given the instructions for a five percent crown and it's never happened on a lot of these roads, most of them to be exact.

Larry said he needs this Board to address the issue with a motion. Marty addressed Larry and said he doesn't disagree that things are not done ... and him saying write it down is not telling you that it is deficient in what you are directing; it's the layout of date and time when this was done. He said you're right, this has been drawn numerous times and he's not arguing with the crowns, or the swales, or the windrows. Larry said he's put so many hours into this endeavor; hundreds and hundreds of hours a year, on a volunteer basis. He said Jim Hicks' suggestion is that he not be involved in it. Jim Currivan said that's not satisfactory at all. Marty said that's not an option, we're all involved in it, that's our job description. Larry said that reflects the attitude though. Jim C. asked how can we change that? Larry said he thought there needed to be a probationary period and direction given in writing and some of the Board members need to get more involved in making sure and auditing if those items are carried out in accordance with those written instructions and a future personnel session, no more than three months down the road, with an additional personnel session to evaluate performance. Marty said that was where he was headed with what he was trying to get across. Larry said he knows how he would handle it in his own private company. Greg Dennis said you want a verifiable audit of performance. Larry and Marty both agreed. Mitch said as it currently stands, we don't know what's happening in the field until after it's happened and the meeting is going on, so we don't have any real means to audit the projects. Marty said he did not want Larry's removal of involvement. Larry said he has a decision to make in the next seven days on whether, remotely, to put his name in for re-election; Jim H. may have his wish and let him go back to an unsupervised condition.

Jim Robotham asked who's Jim's boss? Mitch replied the Board as a whole. Mr. Robotham said he knows Mitch doesn't want to hire anybody new, and Jim's going to continue what he's doing. He said he knows they don't want to train somebody new, he understands. He said you've talked about everything, about cutting out the washout, and you weren't here at the meeting when I brought it up on Amy, just like Don Otto brought up, Larry said you didn't do it and Jim admitted, probably not. He asked if anybody fixed that? He said we spent the whole day on doing Amy there. He asked who tells Jim what to do? He said like recently we just did Ironwood, we cut trenching, correct? Larry said we actually shouldered Ironwood. Mr. Robotham said okay, we shouldered Ironwood, we patched the edges; did anyone go by after Jim was done tearing up most of the

patching on the side of the road with his grader and it's all torn up after we paid all this money for the patching. He asked Jim how he got the dirt off the road, with the grader, yet he said he was told last year after the flooding that they couldn't use the grader to get the dirt off the road, but he just scraped the dirt off the Cape Seal?

Marty said he wanted to make a motion that we put this in writing and in two months time the Board as a whole is going to evaluate these written items to their completion and their satisfaction of completion and in two months we are going to re-meet again in a session and from that session decide if these items were hit or not hit, and if direction was not followed, action will be taken. Mitch asked to amend the motion a bit and asked if they could get a daily journal of work activities; task one started this time, task one ended at this time, and so on? He said that way if ten special projects were assigned and no grading was able to get done, we have that record as well; if we are going to have a list of things to be done and ways to do it, we need to know what time was put into it. Marty said he thought he was a little misunderstood in the start of this; that his written list is not just Larry writing down direction, but documentation on Jim's part as to what was done in response, then we, the Board members, can go through this Valley off of that list and verify it or not verify it and at the end of this period, we will have another meeting and we will make a decision based off of ... Larry said the weakness of that approach is it's often very difficult to define what needs to be done. He said for example, on Wild Horse, he would have never in his wildest imagination dreamed that it would have been left with two foot boulders immediately off the edge of the travel way. Marty said that's unacceptable to our standards. Larry said he would have not thought to have put that in writing when the instructions were grade that to shoulders, swale, and shoulders out to original ground, but he said he would have never thought, oh by the way don't leave it for two weeks with two foot boulders at the edge of the travel way.

Cydney Harding said she does not understand what is not getting through. She said it is not the chores that need to be done, it is how they are not done right. She said the work that is being done in three months or the past ten years, what difference does it make? She said it's not getting done right, period; we can all see that. Larry asked what did she suggest? She said what Don said last time, get rid of him; and now he's going to train another guy to do the work he does?

Marty said he fears for the interim between; finding someone. Larry said he has somebody who could start Monday; 52 years old with 30 years of grader experience. Larry said while he agrees, Louie Test reigned him in today, because we are in a public employee situation in which steps are necessary to dismiss anyone without having legal action back against the District at great cost. He said we need to go through the necessary steps. He said the steps have been outlined: written directions, two-month evaluation period, another personnel session, and if it's not satisfactory at the end of two months, then action will be taken. Jim Currivan seconded the motion, and hearing no opposition, the motion passed.

Larry said another item he proposes to put in writing to Jim is supervision of subordinates. He said he wants to see Jim's subordinate out of that water truck rolling rocks out of the ditch, picking rocks off the roadway; he sits in the water

truck waiting to make another pass down the road, a fifty dollar pair of walkie talkies in Jim's hand, Jim can say he needs another pass with the truck. Larry said in the meantime, he doesn't want to see the subordinate sitting in the truck, he wants him working on grade. He said if a 73 year old guy can go down his road with a rake and kick off oversized rocks, our paid employee should be able to do the same duty.

Marty said that brings up something and he's not sure where that should be brought up, but with the water truck we could pull a trailer. He asked if it would behoove us to have a smaller piece of equipment that would run on said trailer that could be used to do this side work such as cleaning inlets and everything else, such as a skid steer or something because there is this down period, but a guy can run along and move a lot of material out of the way with a little machine and when they are all done, load it up and take it back with them. Larry said that is true and we need to look at efficiencies. He agreed that we don't have something like that. He said after his road is graded he goes out with his shovel and fixes the two inlets into his two culverts. Marty said with a tracked skid steer, Jim's subordinate could follow the grader and do all of them as he goes down the road. Marty asked that this be put on next month's agenda.

Larry commented to the audience that there are a number of people in the Valley who do that sort of thing. He commended Don Otto for the work he has done on his own. He said it would help if more people would pitch in and do a little bit in front of their property.

- c. Review and Potential Changes to Employee Job Descriptions:** Larry Johnson said they already discussed this, however, on the operations manager's description, on item 10, we need to replace "grader operator" with "equipment operator" and replace "may" with "shall."

8. Judicial/Government Affairs:

None

9. Calendar Review: Cathy Glatthar reviewed the upcoming items:

- The Road Committee needs to schedule annual culvert maintenance; which in this case is actually the FEMA culvert work
- Publish Spring Newsletter
- Maureen Sidley needs to notify the Department of Taxation of the Auditor designation by March 30th
- Maureen needs to file the tentative budget with the Department of Taxation by April 16th
- Next month we will work on the final budget - the budget hearing will be in May
- Also for next month, we will agendaize the Capital Improvement Plan - We will apply for a Public Works Project identifying number in case we need it [if our project exceeds \$250,000]
- Tax rate & budget hearing information is due to the Treasurer in April

10. Correspondence:

Maureen said there was a letter from [the State of Nevada stating our request for an extension of time for our water rights was approved.]

11. Public Comment:

Donald Otto said a couple of months ago he asked about a hitch on the water truck to pull a trailer with the roller on the back and he was told there was no hitch on the water truck; is that right?

Marty Breitmeyer said there is no hitch, but we can have one installed.

Larry Johnson asked if there were any further public comments? Hearing no requests, he moved to the next agenda item.

12. Board Member and Staff Items:

- Larry Johnson said if you want to be re-elected, you have to file with the County Registrar of Voters by next Friday, March 16th. Cathy Glatthar said there are four open seats.

13. Adjournment: Greg Dennis made a motion to adjourn the meeting. Jim Currivan seconded the motion, and hearing no opposition, the meeting adjourned at 7:58 p.m.

PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT

BANK & DISBURSEMENT RECONCILIATION

@ March 8, 2018

Total of all Bank Accounts:

Balance'@ March 8, 2018 - Money Market - #5010	228,938.17
Balance'@ March 8, 2018- Savings - #4658	2,000.95
Balance'@ March 8, 2018 - PR/Petty Csh - #4430	17,000.00
Balance'@ March 8, 2018 - General Ckng - #4179	341.74
	<u>248,280.86</u>
<i>Total Cash IN All Accounts</i>	<u>248,280.86</u>

WELLS FARGO-ALMOST CD #5010

Balance '@ February 15, 2018 211,767.80

Income for the Month			
Consolidated Tax	33,201.26		
Ad Valorem	0.00		
LGTA	<u>2,872.21</u>		
Total Income	36,073.47		36,078.32
Interest Income	4.85		
Transfer to Wells Fargo #4430	(11,607.95)		
Transfer to Wells Fargo #4658	0.00		
Transfer to Wells Fargo #4179	(7,300.00)		
		Balance'@ March 8, 2018	<u>228,938.17</u>

WELLS FARGO-SAVINGS #4658

Balance '@ February 15, 2018 2,000.90

Transfer from Wells Fargo #5010	0.00		
Transfer to Wells Fargo #4179	0.00		
Interest Income	0.05		
		Balance'@ March 8, 2018	<u>2,000.95</u>

Wells Fargo - PettyCsh/P/R Acct#4430

Balance '@ February 15, 2018 17,000.00

Transfer from Wells Fargo #5010	11,607.95	Deposit	11,607.95
Net Payroll	6,665.09	Net Payroll	
Wells Fargo - 941 Pmt	EFTPS 1,942.40	Mo. 941 deposit - February	
PERS	5767 2,736.04	PERS - February	
Sierra Freightliner	1035 190.26		
Sierra Freightliner	1036 35.20		
Office Depot	1037 38.96		
	<u>\$11,607.95</u>		<u>(\$11,607.95)</u>
		Balance'@ March 8, 2018	<u>17,000.00</u>

**PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT
BANK & DISBURSEMENT RECONCILIATION
@ March 8, 2018**

NAME	CK #	DESCRIPTION	
<u>NELLS FARGO-GENERAL #4179</u>		Balance '@ February 15, 2018	273.34
Transfer from W.F.#5010	7,300.00		
			7,300.00
PUBLIC WORKS			
Alhambra & Sierra Springs	9390	23.18 Est. Monthly Water	
AT&T - Cell	9389	98.85 Est. Cell Phone	
Catherine Glatthar	9388	1,208.46 Monthly Work	
Flyers Energy	9387	1,792.07 Fuel	
Granite Construction	9386	1,053.01 Patch	
Hoffman, Test	9385	435.00 Monthly Fee	
Humana	9384	258.02 Health Insurance	
Humana	9377	91.10 Health Insurance	
Maureen Sidley	9391	543.00 Monthly Bookkeeping Work, Copies- Tenative Budget	
Napa	9383	458.77 Misc. auto parts	
Nv Energy	9282	261.79 Est. Office Utilities	
Prominence Health	9381	784.66 Health Insurance	
Sani Hut	9380	129.87 Monthly Charge	
Silver State Barricade & Signs	9379	62.00 Signs	
Waste Management	9378	31.82 Waste Removal	
TOTAL		7,231.60	(7,231.60)
		Balance '@ March 8, 2018	341.74

PVGID OPERATIONS REPORT
Report Period 02-12-2018 to 03-08-2018

ATTACHMENT: 03/08/2018 Meeting Agenda Item 5. c.

ROADS GRADED:

Right Hand Canyon
Grass Valley (W)
Range Land (Gray Van - Rebel Cause)
Rebel Cause
Gray Van
Grass Valley (E)

OTHER ROAD WORK:

Shoulder & reshape roadbed (Pasture View)
Snow removal
Clean Culvert inlets & outlets
Shoulders Wild Horse
Install Culvert (Vicinity of 6600 Quaking Aspen)

OTHER:

None

EQUIPMENT:

None