

## SPECIAL MEETING

PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT

9732 Pyramid Hwy #407, Sparks, NV 89441

Thursday, June 25, 2020

### MINUTES

Trustee Larry Johnson called the special meeting of the Palomino Valley General Improvement District (PVGID or GID) to order at 5:17 p.m. Thursday, June 25, 2020 at 21555 Pyramid Highway, Reno, Nevada.

1. **Roll Call:** Trustees present were Donald Otto (by phone), Greg Dennis (by phone), and Larry Johnson. Trustees Marty Breitmeyer and Jim Currivan were absent. Also present were Shawn Kelly, Operations Manager; Cathy Glatthar, Assistant to the Board; and Louie Test, Legal Counsel.
2. **Public Comment (limited to three minutes per speaker):**  
Trustee Johnson asked if there were any public comments? Hearing no requests, he moved to the next agenda item.
3. **Retire to Closed Session:** Trustee Johnson made a motion to go into a closed session, pursuant to NRS 241.030, to review the performance appraisals of employee Chuck Blower and Operations Manager, Shawn Kelly. No action will be taken and discussion during the closed session is limited to considering the character and professional competence of said employees. Trustee Otto seconded the motion, and hearing no opposition, the Board went into the closed session.

#### **Reconvene for the Open Session of the Special Meeting.**

Trustee Larry Johnson reconvened the special meeting at 6:00 p.m.

1. **Roll Call:** Trustees present were Donald Otto (by phone), Greg Dennis (by phone), and Larry Johnson. Trustees Marty Breitmeyer and Jim Currivan were absent. Also present were Shawn Kelly, Operations Manager; Vickie DiMambro, Assistant to the Secretary/Bookkeeper (left at 6:20 p.m.); Cathy Glatthar, Assistant to the Board; and Louie Test, Legal Counsel.
2. **Public Comment:**  
Trustee Johnson asked if there were any public comments? Hearing no requests, he moved to the next agenda item.
3. **Approval of Minutes – May 21, 2020:** Trustee Otto made a motion to approve the minutes as written. Trustee Dennis seconded the motion. Hearing no opposition, the motion passed.
4. **Payment of Bills and Other Financial Matters:**
  - a. **Transaction Report and Payment of Bills:** Vickie DiMambro reviewed the transaction report (see attached). She stated the total cash in all accounts was \$284,946.80. She said as we expected, our income was lower than normal at \$35,167.14. She explained there were several large payments this month: (1) the 2020/2021 POOL liability and property insurance policy renewal \$8,468.26, (2) Sierra Nevada Construction 2020 pavement edge reinforcement project \$99,090.00, (3) Martin Marietta invoices for material purchased in February, charged at the wrong price, were finally corrected from [\$19,787.17] to \$12,534.77.

Vickie reviewed the Petty Cash account and stated that Shawn did a great job in selling some surplus equipment and used some of the proceeds to purchase some other items, leaving a balance of \$400 in the petty cash account. In answer to Trustee Otto's question, Cathy Glatthar stated the equipment sales totaled \$6,725.00, so far. Shawn read off the list of items sold and stated he used some of the proceeds to purchase a utility bed to replace the dump bed on the Ford F450. He said he also purchased a fuel transfer tank for the F450, which allows them to re-fuel the equipment on site, such as they recently did for the Right Hand Canyon Road work. He said the sander fits in the back of the utility bed, so he no longer needs the dump bed and plans on selling it. Trustee Otto said very good.

Trustee Dennis made a motion to approve the transaction report and pay the bills for June. Trustee Otto seconded the motion, and hearing no opposition, the motion passed.

- b. **Estimated Operating Funds Report:** Cathy Glatthar reviewed the Estimated Operating Funds for Capital Improvements report (see attached). She said with the ongoing COVID-19 situation, we are very uncertain as to what our revenues will be. She stated the estimated net operating funds for road improvements as of August 31, 2020 is \$193,392.

## 5. New Business

- a. **Action on Closed Session:** Trustee Johnson stated there was a recommendation by our Operations Manager to promote Chuck Blower to the position of Equipment Operator, Level 1. He stated Chuck's present position is Road Maintenance Worker. In answer to Trustee Otto's question, Trustee Johnson explained that the Equipment Operator position would pay \$25 an hour and Chuck is presently at \$21 an hour; grader operators receive much more than that. There was some discussion about what the increase in PERS would be. Vickie DiMambro stated PERS is 15.25%. Trustee Johnson did the calculation and stated that amounted to an increase of [61] cents per hour. In answer to Trustee Dennis' question, Trustee Johnson stated the GID does not have pay scales and the GID is a separate entity and not under the purview of the State or any other jurisdiction as far as wage and hiring freezes. Trustee Dennis made a motion to promote Chuck Blower to Equipment Operator position. Trustee Otto seconded the motion, and hearing no opposition, the motion passed.
- b. **Employee Compensation:** Trustee Johnson stated at this time each year, we consider employee raises. He explained in his opinion we owe our employees an annual raise to match the cost of living index. He stated the CPI (Consumer Price Index) is 2.73% which for Shawn, would amount to 92 cents an hour essentially to break even. He recommended we raise Chuck Blower to \$25 an hour from his \$21 an hour. Trustee Dennis made a motion to give Shawn Kelly a \$1 an hour raise and elevate Chuck Blower to \$25 an hour effective with the pay period that includes July 1, 2020. Trustee Otto seconded the motion, and hearing no opposition, the motion passed.

## 6. Road Maintenance Reports:

- a. **Road Reports:** Trustee Johnson stated the crew has been working on improvements to Right Hand Canyon Road. He added that with the dry weather, the focus will be on grading roads with our two-man crew; one on the grader and one in the water truck.

**b. Future Road Improvement Projects:** Trustee Johnson explained at the last meeting, he alluded to the fact that we wanted to do some long-term planning, but that was difficult with our current budget uncertainty, and in the past three years, because of flooding events that are beyond our control. He said he requested that Shawn Kelly work up a list of roads that require improvement and establish priorities. He stated they identified three categories of roadways that have deficient subgrades, as follows:

1. Roads like Roadrunner and Broken Spur that have deep-clay subgrades that become unstable and rut badly when they get wet.
2. Roads like Crossover that have big rocky, knobby areas in the summertime where the rocks become exposed and the road becomes extremely rough and practically impossible to grade.
3. Roads like Bacon Rind that are sandy/DG (decomposed granite) type roads that washboard a week after we grade them; you can't grade them often enough.

Trustee Johnson stated that Shawn has completed most of the work on this list and set priorities as follows:

1. Right Hand Canyon
2. Amy from Ironwood to Wilcox Ranch
3. Bacon Rind north and south
4. Wild Horse from Whiskey Springs to Sharrock
5. Wild Horse from Sharrock to Crossover
6. Twin Springs from Wilcox to Crossover
7. Twin Springs from Crossover to the cul-de-sac
8. Range Land from Peak to Winnemucca Ranch

Trustee Johnson stated the solution is to import a narrow-specified Class E base material. He said he spoke with the manager of Martin Marietta and they are willing to make a special run to produce a three quarter inch nominal base material that has an increased percentage of fines up to approximately 18 to 20 percent; they would build us a stockpile, but this may not happen until September because they have a backlog of orders for the summer.

Trustee Johnson stated Shawn has worked up the trucking and material costs and for the above-stated list of roads, the budget would be roughly \$100,000. He stated this doesn't have to be voted on tonight because Martin Marietta won't have a stockpile until the fall. He said if Martin Marietta has sufficient material stockpiled to do Amy short (Ironwood to Wilcox Ranch), then that needs to be done soon; estimated cost is \$6,000. In answer to Trustee Otto's question, Trustee Johnson stated the material cost is \$5 a ton, which is half the cost of aggregate base.

Shawn Kelly explained that he wanted to add a belly-dump load or so of material at intersections throughout the Valley because the intersections tend to washboard quickly. He said if we follow this system of putting down material that is being proposed, we will eventually go into a watering mode. He said when the moisture comes, we can grade and get the good crowns back in the roads, and what goes into the ditches can be pulled back onto the roads.

Trustee Johnson clarified that the list of roads proposed tonight are just the start. He said there are 44 roads in the system and we intend to pick off a few a year, and this road system will shine. He said we still need to maintain our existing improvements in the form of the Cape seals. He said his recommendation to the Board for next year is to put at least a four-foot width of chip seal over the top of the transition between the edge reinforcement pavement that was placed last year and this year and the existing Cape seal to restore or protect that transition, because that is where it will deteriorate first.

Trustee Dennis reiterated we have to maintain what we have now. He stated it's critical on roads like Wilcox Ranch and other high traffic areas that we maintain what we have and then we can look at putting down more base elsewhere. He said if we don't maintain what we already have, and we let it go, we'll have to go back and redo those roads and we're not gaining anything.

In response to Trustee Johnson's question, Louie Test stated Board approval is not necessary for putting down material on Amy short because that is normal road maintenance.

Trustee Otto said some the material that was put down on Wilcox Ranch last year was not thick enough and has blown through, exposing the native soil. He opined that we should be putting the material down thicker when it's originally done. He said he had some requests on how the material is put down, but according to what was said at the earlier meeting [closed session], he must run these ideas by the Board because he's not allowed to give Shawn any suggestions on the side.

Trustee Johnson said at the last meeting what he pointed out to Trustee Otto was that Trustee Otto should not to be giving Shawn direction. He said yes, we put down essentially almost a leveling course on Wilcox Ranch, and experience shows us that eventually traffic will wear through in spots and we have to "sweeten it up" in areas.

Shawn mentioned they had rain storms the day they were putting that material down and there were 17 trucks bringing material in and the trucks were peeling some of those sections up. He agreed that they needed to go back and cover up those areas. He said as for this new material, his plan is for a minimum of 2/10ths thick. He said he realizes that's not sufficient, but we're trying to stay within our budget and get an initial layer and eventually get another 2/10ths layer down; then we'll be building it up.

Trustee Otto said it really helps to get that second 2/10ths, but it's going to be hard to fill in those potholes and make them compact. He said he didn't think the potholes filled with loose dirt would hold up.

Trustee Johnson said what this Board needs to weigh is the alternates of laying down 2/10ths of aggregate and sweetening bare spots a year and two years later versus putting on a thicker layer initially. He said the ramifications of that are if you initially put down four inches, yes it's a better product, and six inches is even a better product, but with four inches we get half the roadways done, with six inches we get a third of the roadways done. He asked what is the prudent approach? He said over 100 [homes], so about 200 to 300 people benefited from that leveling course we put on Wilcox Ranch last year. He said if we had thickened that up to two or three times that, we would have only been able to accomplish a half or a third of that work. He said he was open to discussion; where do we get the biggest bang for the buck?

Trustee Dennis said he looked at the numbers in the past and thought it was something like 10 miles a year with four inches, and that's something to consider. He said he would like to look at that further and come back to the Board with his analysis.

Trustee Johnson said he thought that would be a very valid discussion.

Trustee Otto said if you initially put down a thicker layer of material, you won't have to go back and try to fight it later. He said Shawn would have to turn over the material on Wilcox Ranch; get down to the native, turn it over, and compact it evenly; that effort costs money. He opined that Wilcox Ranch was looking pretty shabby and it's going to be difficult for Shawn to get those bad spots out. He said he was a firm believer in doing less, correctly the first time.

Shawn explained that Wilcox Ranch was kind of a quagmire because they had base and different types of Class E come in. He said they concluded that base has too much three-quarter inch rock and we need more of the fines. He said we've learned that on this system and if we could start getting this, this thin layer, the mileage we could get is one of those that even when he goes to tie it in, he believed he could tie it in without contaminating it that bad.

Trustee Johnson said the other point he wanted everybody to consider was if they had put down four inches instead of 2/10ths on Wilcox Ranch, they would have gotten from Amy to Crazy Horse. He said he would not have been able to improve the segment from Crazy Horse to Quaking Aspen which is a real quagmire in a wet winter. He said as it is, we created a very good riding surface for that entire segment of roadway for 100 residences, 300 people. He said there are tradeoffs and pros and cons, and he said he did not disagree with anything Trustee Otto said, but we would have had 300 people driving through mud for that mile and a half that we would not have had the money to surface. He said it's a point of discussion. He said he would like to have Shawn rehab Wilcox Ranch and see how it goes.

Trustee Otto requested that when the crew lays the base down, to try and not spread it out to the edge because the traffic will push it out to the edge all on its own.

Trustee Johnson asked if there was any public comment on these items? Hearing none, he moved on to the next agenda item.

- c. Operations Manager's Report - Including Surplus Equipment/Vehicles, and Capital Outlay:** Shawn Kelly stated his list of capital outlay items for the balance of the current fiscal year ending on June 30, 2020 and for the next fiscal year beginning on July 1, 2020, was reviewed at the May 21, 2020 meeting. He asked that the Board approve the list (see attached) at tonight's meeting. With clarification from Cathy Glatthar, Shawn explained that if he finds a deal on an item or items on the list, he will check with the President of the Board, Trustee Johnson, who will ensure that the funds are available before authorizing any purchase(s). He said the rollover budget for capital outlay should be \$15,156 and next year's capital outlay budget is \$75,000 which was approved during the budgeting process finalized at the May 21, 2020 meeting. He said this pre-approval policy was set up so that a special meeting did not have to be called whenever a capital outlay item was to be purchased; the GID has lost out in the past because they were unable to act quickly enough.

In answer to Trustee Otto's question, Shawn stated the International water truck is not built for our roads. He said the brakes failed on it earlier this week, it has plastic

parts that keep breaking due to the rough road conditions, the tank has been welded and still needs more welding, and other issues. He said if he had the water truck detailed for about \$2,000, he would list it for \$50,000. He said he has done some research, and a replacement water truck would cost between \$40,000 and \$50,000. He said his goal is for the difference between the cost of the replacement and sale of the existing water truck to be \$10,000 to \$20,000. Trustee Otto said he didn't have a problem with that. Shawn stated his goal is to try and get the best deal he can for the GID.

Trustee Dennis said it can be hard to decide whether to buy more base material or buy equipment, but we can't be without a working water truck, especially during the summer.

Trustee Dennis made a motion to approve the list of capital outlay items and allow Shawn Kelly to purchase items on the pre-approved list subject to the availability of funds and the authorization from the President of the Board to make the purchase. Trustee Otto seconded the motion, and hearing no opposition, the motion passed.

**7. Old Business:**

- a. Discussion and Possible First Reading of Resolution F20-R1 Roads Accepted for Maintenance and Level of Maintenance Designations, Including Possible Changes to LOM Designations and Changing Quaking Aspen End of Maintenance to Mountain Aspen Road:** Trustee Johnson said for items 7. a. and b., he has proposed wording for both of these resolutions, but it is not typed up. He said he wanted to postpone both items until the next meeting when draft resolutions will be available.
- b. Amend Snow Removal Resolutions - May Combine with Resolution F20-R1 or Keep Separate:** Addressed above with 7. a.

**8. Judicial/Government Affairs:**

Louie Test reported Washoe County denied our request to join the County's employee health insurance program. He said he thought the main reason for the denial was that the County would be opening the door to all the other general improvement districts wanting to join the County's health plan.

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

- Our next meeting is July 16th
- By August 1, 2020, request from Washoe County Planning a 5-year review of the Wayside aggregate pit. Cathy said she would put together a draft based on the prior 5-year review and get it to Trustee Johnson for his approval.

**10. Correspondence:**

Cathy Glatthar reported receiving a letter from the State Department of Taxation stating our final budget was in compliance.

**11. Public Comment:**

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

**12. Board Member and Staff Items:**

- Trustee Dennis stated he wanted to discuss prioritization: maintaining the existing roads, backing up a little bit, looking at the Cape seal maintenance, looking at the Class E base we need to put down to maintain the existing roads, and then see what we have left and what we can do for the list of roads delineated earlier.

Trustee Johnson said the agenda item “Future Road Improvement Projects” is broad enough, so we will definitely get that discussed.

- 13. Adjournment:** Trustee Dennis made a motion to adjourn the meeting. Trustee Otto seconded the motion, and hearing no opposition, the meeting adjourned at 7:01 p.m.

**PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT**

**TRANSACTION REPORT**

As of June 25, 2020

<b>Total of all Bank Accounts:</b>	<b>Balance as of June 25, 2020 - Almost CD #5010</b>	<b>267,096.82</b>
	<b>Balance as of June 25, 2020 - A/P / General Ckg #4179</b>	<b>449.98</b>
	<b>Balance as of June 25, 2020 - Payroll #4430</b>	<b>17,000.00</b>
	<b>Balance as of June 25, 2020 - Petty Cash</b>	<b>400.00</b>
	<b>Total Cash In All Accounts</b>	<b>284,946.80</b>

<b><u>Wells Fargo - Almost CD #5010</u></b>	<b>Balance as of May 21, 2020</b>	<b>377,182.35</b>
Income for the Month		
Ad Valorem/Property Tax	16.46	
Consolidated Tax (CTX)	32,726.94	
LGTA/Fair Share	2,423.74	
Other Income	0.00	
<b>TOTAL</b>	<b>35,167.14</b>	
Interest Income	3.19	35,170.33
Transfer to Wells Fargo #4179	(113,500.00)	
Transfer to Wells Fargo #4430	(31,755.86)	(145,255.86)
	<b>Balance as of June 25, 2020</b>	<b>267,096.82</b>

<b><u>Wells Fargo - A/P / General Ckg #4179</u></b>	<b>Balance as of May 21, 2020</b>	<b>378.97</b>
Transfer from Wells Fargo #5010	113,500.00	
Interest Income	0.18	113,500.18

NAME	CK #	AMOUNT	DESCRIPTION	
A&H Insurance	9803	8,468.26	20/21 POOL Liability & Property Insurance Policy	
Catherine Glatthar	9807	1,951.21	Secretarial Services \$1,236.00, Accounting \$411.25, Office Supplies \$31.88, Public Relations - Website \$272.08	
Flyers Energy	9808	1,166.26	Fuel	
Granite Construction	9804	778.50	9 Tons of Asphalt Hot Mix Patching Material @ \$86.50 per ton	
Granite Construction	9809	250.20	Road Maintenance - Striping paint & glass beads \$196.32, Shop supplies \$53.88	
Hoffman & Test	9810	400.00	Monthly retainer	
Napa	9811	123.06	F450 parts \$33.75, Shop supplies \$89.31	
NV Energy	9805	103.49	Utilities - Electric	
Pyramid Business Services	9812	1,012.70	Monthly Bookkeeping, Payroll	
Sierra Nevada Construction	9802	99,010.00	2020 Pavement Edge Reinforcement Project	
Sonsray Machinery LLC	9806	165.49	Emergency Brake Cable for Loader	
<b>TOTAL</b>		<b>113,429.17</b>		<b>(113,429.17)</b>
			<b>Balance as of June 25, 2020</b>	<b>449.98</b>

**PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT**

**TRANSACTION REPORT**

As of June 25, 2020

<u>Wells Fargo - Payroll #4430</u>		Balance as of May 21, 2020	17,000.00
Transfer from Wells Fargo #5010		31,755.86	
Transfer from Petty Cash		282.48	
Interest		0.10	32,038.44
Net Payroll		10,694.06	Net Payroll
Petty Cash		380.00	ATM withdrawal for Petty Cash
LJ's BECC 6/3/2020 Stmt			
Costco	LJ's CC	60.00	Annual Membership
Sani-Hut	LJ's CC	129.87	Monthly restroom bill
Prominence	LJ's CC	2,902.71	Health Insurance
Wells Fargo	LJ's CC	(259.11)	Cash Back Credit
LJ's BECC 7/3/2020 Stmt			
Silver State Barricade & Sign	LJ's CC	606.94	Striping machine \$79.50, Operating supplies \$150.40, Road Maint Striping Paint \$227.84, Signs \$149.20
Martin Marietta Materials	LJ's CC	12,534.77	February 2020 - Wilcox Ranch Rd (QA to Mid) Aggregate: 2,802.59 Tons @ \$4.50 per ton
SK's BECC 6/3/2020 Stmt			
O'Reilly Auto Parts	SK's CC	56.97	Seat covers for F-450 \$39.99, Shop supplies \$16.98
Velocity Truck Centers	SK's CC	90.99	Repair part for '92 Freightliner Dump Truck
Waste Management	SK's CC	30.40	Monthly bill
Autozone	SK's CC	27.99	Pull broom parts
Auto Truck and Electric	SK's CC	175.00	Pull broom starter
Alhambra (aka DS Services)	SK's CC	49.60	Monthly office water
SK's BECC 7/3/2020 Stmt			
Home Depot	SK's CC	363.05	Supplies/parts for F-450 & all vehicles \$45.59, tools & parts for shop/stock \$317.46
Alhambra (aka DS Services)	SK's CC	12.25	Monthly office water
Verizon	SK's CC	34.92	Monthly cell phone bill
Waste Management	SK's CC	30.40	Monthly bill
Home Depot	SK's CC	22.41	Operating supplies \$18.41, F-450 parts \$4.00
Businessline Line of Credit	BLLOC	175.00	Annual fee for Businessline Line of Credit
Jason Steele	1051	700.00	3 Cattle guard sections
PERS	5928	2,616.00	PERS Monthly Payment
Federal 941 Payment	EFTPS	604.22	Payroll Taxes
		<u><u>\$32,038.44</u></u>	<u><u>(\$32,038.44)</u></u>
		Balance as of June 25, 2020	<u><u>17,000.00</u></u>

**PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT**

**TRANSACTION REPORT**

As of June 25, 2020

<u>Wells Fargo - Petty Cash</u>	<b>Balance as of May 21, 2020</b>	<b>32.48</b>
Transfer from Wells Fargo #4430	380.00	380.00

	AMOUNT	DESCRIPTION	
	(3,000.00)	Sold 1981 Dynapac, 66" Double, Steel-Drum Roller	
	(400.00)	Sold 1991 Chevrolet 1500 Pickup Truck	
	(1,500.00)	Sold Salt/Sand Spreader	
	(300.00)	Sold Galion P3500A Pneumatic, 9-wheel Roller	
	(100.00)	Sold 1971 Sullair Compressor, VIN 7435	
	(225.00)	Sold 12" Backhoe Bucket (Came with, but didn't fit the new backhoe)	
	5.00	Car wash	
	225.00	Tires for '02 End Dump Trailer	
	4,300.00	Utility Bed for Ford F450	
	350.00	Seats & Console for Ford F450	
	375.00	Fuel Transfer Tank for Ford F450	
	5.00	Cash remaining from 6/6/20 ATM Withdrawal deposited back into Wells Fargo Payroll #4430	
	277.48	Deposit made to Wells Fargo Payroll #4430	
<b>TOTAL</b>	12.48		(12.48)
		<b>Balance as of June 25, 2020</b>	<b>400.00</b>

Reviewed by Cathy Glatthar, Assistant to the Board:           *CAG*                     6/22/2020

**ESTIMATED OPERATING FUNDS FOR ROAD IMPROVEMENTS**

**ATTACHMENT - 06/25/2020 Meeting - Agenda Item 4.b.**

Total Cash in all Bank Accounts as of June 25, 2020	284,947		
Additional Revenue Expected Through August 31, 2020	73,602		
<b>ESTIMATED OPERATING FUNDS THROUGH AUGUST 31, 2020</b>		<b>358,548</b>	
<b>LESS</b> Average Monthly Expenses (\$30,000) x 2 Months	-60,000		
<b>LESS:</b> Capital Outlay (\$17,000 + \$6,725 - \$8,569 = \$15,156); Unexpected Repairs (\$5,000/mo x 2 months)	-25,156		
<b>LESS</b> Reserve Funds (= Ending Fund Balance per Budget)	-80,000		
<b>ESTIMATED EXPENSES &amp; RESERVES THROUGH AUGUST 31, 2020</b>		<b>-165,156</b>	
<b>ESTIMATED NET OPERATING FUNDS FOR ROAD IMPROVEMENTS AS OF AUGUST 31, 2020</b>		<b>193,392</b>	
<b>Additional Revenue Expected Through August 31, 2020:</b>			
From 2019/2020 <u>Final Budget</u>	Figures Used for <u>Est Op Funds Rpt</u>		
285,324	285,000	Ad Valorem	
492,091	432,000	CTX*	
35,000	31,360	LGTA*	
<b>812,415</b>	<b>748,360</b>		
		July '20 thru Aug '20	
		30,000 x 2	
		2,000 x 2	
		9,602	
		60,000	
		4,000	
		<b>73,602</b>	
<b>* Note: Due to COVID-19, May thru August CTX &amp; LGTA Expected Revenues Were Reduced</b>			
<b>MONTHLY EXPENSES:</b>			
	Average	Actual	Difference
Payroll	17,000	16,817	183
Other (non Road Maint)	13,000	15,216	-2,216
	30,000	32,033	-2,033
			A/P Acct Exps
			113,429
			P/R Acct Exps
			32,038
Road Maintenance		113,447	Petty Cash Exps
			12
	<b>TOTAL EXPENSES</b>	<b>145,480</b>	<b>145,480</b>

**REVENUE - ACTUAL AND ESTIMATED**

NOTE: As of 06/25/2020 Actual Revenue Exceeds Estimated By:

**\$19,953.64**

<b>AD VALOREM</b>				
Date	Estimated	Actual	Difference	YTD Difference
at 09/19/19 (35%)	99,750.00	108,753.21	9,003.21	9,003.21
at 10/17/19	0.00	6,410.74	6,410.74	15,413.95
at 11/21/19 (21%)	59,850.00	47,481.08	-12,368.92	3,045.03
at 12/19/19	0.00	6,251.36	6,251.36	9,296.39
at 01/16/20	0.00	77.09	77.09	9,373.48
at 02/20/20 (21%)	59,850.00	59,245.88	-604.12	8,769.36
at 03/19/20	0.00	178.84	178.84	8,948.20
at 04/16/20 (21%)	59,850.00	46,418.64	-13,431.36	-4,483.16
at 05/21/20	0.00	565.05	565.05	-3,918.11
at 06/25/20	0.00	16.46	16.46	-3,901.65
July (2%)	5,700.00			
August	0.00			
	<b>285,000.00</b>	<b>275,398.35</b>	<b>-9,601.65</b>	
<b>CTX</b>				
Date	Estimated	Actual	Difference	YTD Difference
at 09/19/19	36,000.00	37,881.70	1,881.70	1,881.70
at 10/17/19	36,000.00	36,664.07	664.07	2,545.77
at 11/21/19	36,000.00	38,015.61	2,015.61	4,561.38
at 12/19/19	36,000.00	37,934.26	1,934.26	6,495.64
at 01/16/20	36,000.00	37,277.90	1,277.90	7,773.54
at 02/20/20	36,000.00	35,715.05	-284.95	7,488.59
at 03/19/20	36,000.00	42,305.79	6,305.79	13,794.38
at 04/16/20	36,000.00	35,660.65	-339.35	13,455.03
at 05/21/20	30,000.00	32,652.71	2,652.71	16,107.74
at 06/25/20	30,000.00	32,726.94	2,726.94	18,834.68
July	30,000.00			
August	30,000.00			
	<b>432,000.00</b>	<b>366,834.68</b>	<b>-65,165.32</b>	
<b>LGTA</b>				
Date	Estimated	Actual	Difference	YTD Difference
at 09/19/19	2,920.00	2,871.61	-48.39	-48.39
at 10/17/19	2,920.00	3,147.83	227.83	179.44
at 11/21/19	2,920.00	3,120.95	200.95	380.39
at 12/19/19	2,920.00	4,181.99	1,261.99	1,642.38
at 01/16/20	2,920.00	0.00	-2,920.00	-1,277.62
at 02/20/20	2,920.00	5,751.23	2,831.23	1,553.61
at 03/19/20	2,920.00	4,686.50	1,766.50	3,320.11
at 04/16/20	2,920.00	0.00	-2,920.00	400.11
at 05/21/20	2,000.00	6,196.76	4,196.76	4,596.87
at 06/25/20	2,000.00	2,423.74	423.74	5,020.61
July	2,000.00			
August	2,000.00			
	<b>31,360.00</b>	<b>32,380.61</b>	<b>1,020.61</b>	



SHAWN KELLY  
HOURLY PAY RAISE SCENARIOS

Scenario 1 - 2.5% pay raise:

Hourly Rate	34.00
Hourly Rate Increase (34 x 0.025)	<u>0.85</u>
New Hourly Rate	34.85

Scenario 2 - 3% pay raise:

Hourly Rate	34.00
Hourly Rate Increase (34 x 0.03)	<u>1.02</u>
New Hourly Rate	35.02

Scenario 3 - \$1/hour pay raise:

Hourly Rate	34.00
Hourly Rate Increase (\$1)	<u>1.00</u>
New Hourly Rate	35.00

Scenario 4 - \$2/hour pay raise:

Hourly Rate	34.00
Hourly Rate Increase (\$2)	<u>2.00</u>
New Hourly Rate	36.00

History:

Hired as Equipment Operator: April 9, 2018 at \$28/hour (w/benefits)  
Promoted to Operations Manager: May 21, 2018 at \$33/hour (w/benefits)  
Operations Manager: July 1, 2019 \$1/hour raise to \$34/hour (w/benefits)

CHUCK BLOWER  
HOURLY PAY RAISE SCENARIOS

Scenario 1 - 2.5% pay raise:

Hourly Rate	21.00
Hourly Rate Increase (21 x 0.025)	<u>0.53</u>
New Hourly Rate	21.53

Scenario 2 - 3% pay raise:

Hourly Rate	21.00
Hourly Rate Increase (21 x 0.03)	<u>0.63</u>
New Hourly Rate	21.63

Scenario 3 - \$1/hour pay raise:

Hourly Rate	21.00
Hourly Rate Increase (\$1)	<u>1.00</u>
New Hourly Rate	22.00

Scenario 4 - \$4/hour pay raise:

Hourly Rate	21.00
Hourly Rate Increase (\$4)	<u>4.00</u>
New Hourly Rate	25.00

History:

Hired as Seasonal Laborer (patch crew): Oct 17, 2017 at \$20/hour (no benefits)  
Promoted to Road Maintenance Worker: Feb 4, 2019 at \$20/hour (w/benefits)  
Road Maintenance Worker: July 1, 2019 \$1/hour raise to \$21/hour (w/benefits)

## PVGID OPERATIONS REPORT

Report Period: 5/18/2020 to 6/21/2020

ATTACHMENT: 6/25/2020 Meeting Agenda Item 6. c.

Note: The crew was off for Memorial Day, May 25th and on vacation May 26th, 27th and 28th.

### ROADS GRADED AND/OR COMPACTED:

[Grader Hours: 770 Grader = 60 hours; 670 Grader = 0 hours]

1. Bacon Rind S: Axe Handle – Sky Ranch
2. Bacon Rind N
3. Broken Spur: Whiskey Springs – Tumbleweed
4. Hockberry: Ironwood – Pony Springs
5. Grass Valley W: All
6. Amy Short (Ironwood – Wilcox Ranch)
7. Right Hand Cyn: Near 2655 to Block house Spread 686 tons of Class E and topped with 4000 gal treated water. Block house to Wrangler knock the bumps out while waiting for aggregate trucks

### OTHER ROAD WORK:

1. Ironwood & Whiskey Springs: Sweep ahead of edge paver
2. Whiskey Springs: Near 2200 Spread with grader 12 tons left over AC. Next day had left over tac oil on road spread 9 tons AC
3. Whiskey Springs: Pull shoulder backing to new edging Slope ditches Patch .23 ton cold mix
4. Ironwood: Pull shoulder backing to new edging, Slope ditches. Patch 1 ton cold mix
5. Ironwood: Pyramid – Amy Stripe center line
6. Whiskey Springs: Pyramid – Grass Valley Stripe center line

### OTHER:

None

### EQUIPMENT:

1. '92 10-Wheel dump truck: Air leak in dash, Heater control bad R&R
2. 580 Backhoe: Complete service, Change oil & filter, Hyd filter, lube
3. Loader: Emergency brake cable broke R&R
4. Waldon pull broom: Starter bad R&R Starter & solenoid and new switch
5. '88 Int'l Patch truck: Rework screed
6. '05 International water truck: Tank had cracks, Welded up

## CAPITAL OUTLAY ITEMS FOR FISCAL YEAR 2020-2021

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)