

REGULAR MEETING
PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT
9732 Pyramid Hwy #407, Sparks, NV 89441
Thursday, February 16, 2023

MINUTES

Trustee Greg Dennis called the regular meeting of the Palomino Valley General Improvement District (PVGID or GID) to order at 6:00 p.m. Thursday, February 16, 2023 at 21555 Pyramid Highway, Reno, Nevada.

1. **Roll Call:** Trustees present were Greg Dennis, John Patterson, Dan Helton, Don Otto, and Tom Baker. Also present were Shawn Kelly, Operations Manager; Cathy Glatthar, Assistant to the Board (by phone); Vickie DiMambro, Assistant to the Secretary/Bookkeeper; and Patrick Mansfield, Legal Counsel.
2. **Public Comment:**

Pam Roberts stated she had been reviewing the minutes of the recent meetings that she'd been unable to attend and observed that one of the Trustees was describing the potential growth of the SPA (the Specific Plan Area), and that Trustee made the comment that up to 1,500 homes would be using "our Whiskey Springs Road." Implying that the road belongs, she guessed, to the GID. Just a reminder that the Whiskey Springs Road from Pyramid to the eastern edge of the SPA, lies wholly within the SPA. Also, in the unlikelihood that a subdivision is ultimately developed inside the SPA, the developer would be required to either build another access road to Pyramid Highway or to improve Whiskey Springs to County standards to handle the increased traffic. In fact, an interesting point would be, if they were to build a subdivision and they built their own access roads to Pyramid Highway, all the homeowners in that subdivision could apply for an [exclusion, just like the Kellys] did and was granted and make the same argument that they made, which is that they do not use GID roads to get to Pyramid Highway. And, so that \$500 times 500 homes, \$250,000 in taxes, would go to the county and not to the GID. She said she was really tired of the anti-SPA attitudes that seem to keep appearing during these meetings. The residents of the SPA pay just as much taxes as the folks who live outside the SPA. We are all neighbors out here and she was really frustrated with the continuing bad attitude.

Larry Johnson turned over special use permit documentation for the Ironwood well and the Wayside pit office, documentation for reimbursement from FEMA for the 2017/18 floods. He said there was still work that could be done, and some monies that could be recouped from the State if the Board so chose to pursue it. He also handed over copies of construction documents, specifications, and contracts for the road improvement projects dating from 2011, each year to present. Also, there's a couple of copies of development agreements from the SPA and background on the SPA. He said there was some background and history on our two aggregate quarries. The Ironwood pit for example was in private ownership since 1979. The deed says that if the GID uses that pit continually, we have the right to extract material, and if we don't, it reverts to the owner. So that is something that should be reviewed. The pit at Wayside, was originally McCullough and utilized for building the roads throughout the valley, it was sold to Pratt, and then to the GID. It kind of accompanies the special use permit; the County came along and zoned us out of existence, and so we had to apply for a zone change and a special use permit for our existing facilities. He stated all of that documentation is there, and for the record, he had cleaned out his files and turned over the records he had.

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

3. Judicial/Government Affairs:

Patrick Mansfield stated he didn't have any items for possible action. He referred to two handouts (see attached), as follows:

a. Review of Open Meeting Law Statutes:

Mr. Mansfield said he thought that yearly reminders of the Open Meeting Law (OML) were relevant. He mentioned that the Lyon County Board of Commissioners is under violation right now; it's a real thing. The laws are well established and they're there for a reason, so we need to abide by them. He said he thought the matter of subcommittees had been cleaned up with the GID for some time, so he didn't think we needed to review that. The serial communications and walking quorum, was probably one of the biggest, just because it happens so easily, whether it's intended or not. It's when one member of the Board, talks to the other. They make an opinion and then they talk to another Board member, and now you have a walking quorum. We can't do that without public notice and public comment, so he suggested to just veer completely away from making any opinions or really talking about the roads amongst yourselves. He then reviewed comments regarding trustees and/or employees; there's two different standards. If it's regarding an employee and it calls into their character or competency, it's not allowed; we need to call a closed meeting and we'll do that as due process requires; so he'll shut that down or let's just not go there. As for a Trustee, regarding a Trustee's character, misconduct, etc. that would be in an open meeting, however, it would need to be agendaized. He said Mr. Baker, you're on the Board now, so it doesn't apply now, but Board members-elect are subject to these same rules about communications outside of public meetings and walking quorums. The penalties are a misdemeanor, and obviously, the bigger reason is that we don't give the public the adequate opportunity to respond and have comment.

b. Review of Trustees' Responsibilities and Duties of Officers:

Mr. Mansfield stated the trustees' responsibilities are serious and they are very real. Trustees are in an elected position, and the Trustees should take that seriously as to what they are tasked to do and to carry out. The election of the officers is tonight and on the backside of that handout it shows the duties of the officers, as follows:

- President
Prepares agendas and calls special meetings when necessary; conducts and presides over meetings; signs legal documents for and on behalf of the GID; is the primary contact person for the Road Maintenance Operations Manager.
- Vice President
Conducts and presides over meetings when the President is unavailable; assists and supports the President in GID activities.
- Secretary
Maintains minutes, files, and other records of the GID with the assistance of the Assistant to the Secretary; is the contact person for the Registrar of

Voters' Office and the State Records Management Division (for records retention matters).

- Treasurer

Maintains financial records of the GID with the assistance of the Assistant to the Secretary.

Mr. Mansfield said to feel free to call him, or e-mail him if they needed clarification or if they had questions.

Pam Roberts, in the audience, said one of the Secretary's duties is to be the contact person for the Registrar of Voters' Office. She said she was bringing this up because she had an opportunity to ask the current Registrar about the problem that happened this last election where we had three open seats on the GID and the ballot said vote for two. Ms. Roberts reported that the Registrar explained that this GID, and not just this GID, but a couple of other, smaller elected bodies, have failed to keep the Registrar's Office apprised of when someone resigns, which is what we had happen, and then somebody was appointed by the rest of the Board; that that information isn't being relayed to the Registrar of Voters' Office. Ms. Roberts stated she was bringing this up so that whoever is going to be the Secretary, knows that it's important to let the Registrar of Voters' Office know about resignations and appointments.

[Note: The Assistant to the Board, Cathy Glatthar, keeps the Registrar of Voters' Office informed when changes occur with the Board of Trustees. The most recent change to the PVGID Board of Trustees (prior to the 2022 election) that was reported to the Registrar's Office was the resignation of Trustee Chesney, and the appointment of Christopher "Dan" Helton (on June 17, 2021). Proof that the Registrar of Voters' was notified and was aware of the changes to the PVGID's Board was on their own website: the "2022 List of Offices Up for Election" clearly and correctly shows there were "3 Seats" up for election (3 open seats) and clearly shows Christopher "Dan" Helton's appointment and the need for Mr. Helton to run in 2022. The other two open seats up for election were held by incumbents Greg Dennis and Larry Johnson (termed-out).]

4. Election of Officers by Board of Trustees:

The handout provided (see attached) showed the current list of officers, as follows:

President	Greg Dennis
Vice President	John Patterson
Secretary/Treasurer	Vacant

Trustee Patterson made a motion to elect Greg Dennis as President, John Patterson as Vice President, and Don Otto as Secretary/Treasurer. The motion died due to the lack of a second.

Trustee Helton made a motion to elect Tom Baker as President. Trustee Otto seconded the motion. Upon the vote, the motion passed with Trustees Helton, Otto, and Baker in favor, and Trustees Dennis and Patterson opposed.

Trustee Helton made a motion to elect Don Otto as Vice President. Trustee Baker seconded the motion. Upon the vote, the motion passed unanimously.

Trustee Helton made a motion to elect Greg Dennis as Secretary. Trustee Patterson seconded the motion. Upon the vote, the motion passed unanimously.

Trustee Helton made a motion to elect Greg Dennis as Treasurer. Trustee Otto seconded the motion. Upon the vote, the motion passed unanimously.

Trustee Baker, as the newly-elected President, presided over the rest of the meeting.

5. Approval of Minutes - December 21, 2022 Special Meeting:

Trustee Dennis made a motion to approve the December 21, 2022 special meeting minutes as written. Trustee Patterson seconded the motion. Hearing no opposition, the motion passed.

6. Payment of Bills and Other Financial Matters:

a. Review January 2023 Transaction Report:

Vickie DiMambro reviewed the transaction report (see attached). The total cash in all accounts was \$462,137.49. Income for the month was Ad Valorem \$6,562.02, Consolidated Tax (CTX) \$46,204.99, LGTA/Fair Share \$5,282.26, and the Washoe County ARPA Subgrant reimbursement of \$250,000.00.

Vickie reported on one payment: Metal Building Outlet \$14,584.25 for the deposit on the metal building.

In response to Trustee Otto's question, Vickie explained the \$250,000 was a subgrant that Trustee Patterson applied for through Washoe County; it was a Federal grant, ARPA, the American Rescue Plan Act. With the subgrant, we were able to rehabilitate the asphalt on Right Hand Canyon, Broken Spur, and Sharrock Roads. We had to pay the contractor and then wait for reimbursement.

Trustee Dennis explained that with this subgrant that Trustee Patterson pursued and got for us, we essentially spent double the amount for [road improvements] this year.

b. Transaction Report and Payment of Bills for February 2023:

Vickie DiMambro reviewed the transaction report (see attached). The total cash in all accounts was \$507,226.86. Income for the month was Ad Valorem \$64,001.77, Consolidated Tax (CTX) \$43,409.06, and LGTA/Fair Share \$3,635.55.

Vickie reviewed several of the payments: 1) Equipment Blades Inc \$4,384.28 for four sets of grader blades; 2) John Ferina \$30,500 for 2000 Peterbilt Water Truck [chassis]; and 3) Western NV Materials/Teichert \$3,371.60 for Type II road base.

Trustee Dennis made a motion to approve the transaction report for February 2023 and pay the bills. Trustee Patterson seconded the motion, and hearing no opposition, the motion passed.

c. Estimated Operating Funds Report:

Cathy Glatthar stated the estimated net operating funds for road improvements as of August 31st, 2023 is \$387,666.00 and it's still a bit early to be looking at the details of this at this point. She said we're still seeing CTX coming in lower than expected, but we'll just keep an eye on that.

Trustee Dennis commented about expenses in general and where they might be heading. We had ups and downs before; the same sheet of OSB board was \$61.00 over a year or two ago, and now it's \$12.60. That's a big reduction in sales taxes which is part of the revenue that we get. So we'll have to be very careful with regards to looking at our revenues into the future, and maybe be a little conservative.

d. Determination of Tax Rate for Fiscal Year 2023-2024 (FY24):

Cathy Glatthar explained the fiscal year begins on July 1, 2023 and ends on June 30, 2024. The tax district, comprised of Washoe County, Truckee Meadows Fire and the PVGID, is currently at the maximum tax rate of 3.66. The GID's current tax rate is .4198 and the Board essentially has two options, to either keep the rate the same, or reduce it.

Gretchen Miller, in the audience, said she would like the Board to give them a break and lower the rate a little.

Trustee Dennis made a motion to keep the rate the same at .4198. Trustee Otto seconded the motion, and hearing no opposition, the motion passed.

e. Capital Outlay Budgets - Remainder of FY23 and Proposed for FY24:

Shawn stated in essence, what we're looking for on capital outlay for the remainder of fiscal year 2023 (FY23) is possibly purchasing a tilt-bed trailer to replace the one we have now and we're estimating the cost at \$30,000. For the fiscal year 2024 (FY24), the proposed capital outlay budget is \$75,000. Also, in FY24 we're looking at possibly purchasing another loader, probably in the price range of \$70,000. We would sell the loader we have now.

In answer to Trustee Dennis' question, Shawn said he thought our existing loader was a 1982 [Note: Existing loader is a 1990].

In answer to Trustee Otto's question, Shawn explained that the amounts for the tilt-bed trailer and the loader have not been reduced by an estimate of what the current trailer and loader would be sold for.

Trustee Otto asked Shawn if there is anything else in the yard that we can sell that we don't use?

Shawn said there were some items that he was looking at.

Matthew Lambert, in the audience, said he would disagree with the purchasing of more equipment, especially since you guys pushed through the building that you want to build. He said he thought maybe we should work with the equipment we have. Yet again, we have two employees and he didn't think we need 15 different pieces of equipment for two employees that are hired to keep the roads graded and maintained. So, on the matter of purchasing more equipment, maybe we should just stick with what we have and try to make do with that at the moment.

In response to Trustee Otto's question about the reasons why the current trailer needs to be replaced, Shawn explained that they've replaced boards on it, it's old, it's not very roadworthy; to replace the entire deck would cost between \$10,000 and \$15,000. Also, the trailer has to be hooked up to the truck before equipment can be loaded onto it and must remain hooked up until the equipment is off loaded, which is inefficient.

After some confusion, Cathy Glatthar interjected and suggested this topic be split up and each of the three items be addressed separately, as follows:

1. Capital outlay for the remainder of fiscal year 2023 (FY23): Pre-approval of the purchase of a tilt-bed trailer to replace the one we have now at an estimated cost of \$30,000.

Cathy explained that the Board approves capital outlay items ahead of time because most of the items we purchase are through auctions and online listing sites and if we have to wait for a regular meeting or a special meeting to be called, we usually lose out on that item. This is the time of year that we approve capital outlay budgets and pre-approve items to be purchased within that fiscal year's budget. The trailer would come out of the remainder of the FY23 capital outlay budget, and yes, tonight we are looking for pre-approval for Shawn to purchase a trailer.

Trustee Patterson made a motion to approve the purchase of a trailer to replace the tilt-bed trailer for an estimated cost of 30,000 within this fiscal year [FY23]. Trustee Otto seconded the motion, and hearing no opposition, the motion passed.

2. Proposed capital outlay budget for fiscal year 2024 (FY24) of \$75,000.

Trustee Patterson stated the capital outlay budget for last year [FY23] was \$125,000. And this [next] year, the Operations Manager has actually pulled back on that by \$50,000, which he appreciated because that's more money in the road fund.

In response to Trustee Patterson's question, Cathy said the Board does need to approve an amount for the capital outlay line item for the FY24 budget.

In response to Trustee Otto's question, Cathy explained that we have to put an amount for capital outlay in the budget. However, we are one fund, so we can move money around within the [four] categories of expenses. We don't have to spend what's allotted in the budget or we can say we need more than what was budgeted and reallocate funds from another expense category to capital outlay.

Trustee Patterson made a motion to approve \$75,000 for the capital outlay budget for fiscal year 2024 (FY24). Trustee Helton seconded the motion, and hearing no opposition, the motion passed.

3. Capital outlay for fiscal year 2024 (FY24): Pre-approval of the purchase of a loader to replace the one we have now at an estimated cost of \$70,000.

In response to Trustee Dennis' comments about waiting to make any capital outlay purchases for FY24 until mid-September, Cathy explained that's because in mid-September, the GID receives the first, and largest, ad valorem installment.

After some discussion, it was decided to postpone the matter of pre-approving the purchase of a loader for another meeting closer to the mid-September time frame.

In response to comments Trustee Dennis made, Cathy Glatthar clarified when the Operations Manager finds a pre-approved capital outlay item and wants to spend the money, the Operations Manager goes to the President and the President makes sure that the funds are available. That's when the President becomes involved, but it's the Board's decision as to what pieces of equipment or capital outlay to approve ahead of time.

f. Preliminary Tentative Budget for Fiscal Year 2023-2024:

Cathy Glatthar stated she wanted to explain the budget process. Again, the fiscal year runs from July 1st to June 30th, and we're working on the 2023/24 fiscal year budget. The annual budget process begins with the tentative budget, which is due to the State Department of Taxation no later than April 15th. We start with the tentative budget in February and we finalize and approve it at the March meeting because the April meeting is usually held after the April 15th deadline. That's why we start so early, so that by the April meeting, we'll have the final, most accurate revenue projections from the Department of Taxation and will work on the final budget. The GID holds a budget hearing during the May meeting, in which the final budget is approved and signed by the Board members. The deadline for the final budget to be submitted to the State is June 1st. She said she put together budget worksheet #1 (see attached). She started with the backside of that worksheet, and explained the first group is the total projected income plus the estimated beginning fund balance equaling \$1,579,257. In the second group, that same 1.579 million has been allocated to the four expense categories that correspond with the State's budget report and the ending fund balance. So that's a summary of what we're looking at for the tentative budget. And again, this is preliminary. She asked that everyone look over this worksheet and at the March meeting we'll discuss this further. She then referred to the front side of the worksheet and explained that the expense categories are broken down by line item. Also, in column one is the final budget for fiscal year 2023, which is our current fiscal year, and then the estimated at June 30th of 2023 is in column two, and then column three is the proposed tentative budget in which she has taken that \$1,579,257 and broken down all these expense categories by line item, and the total at the bottom of the expenses and the ending fund balance equal the same as our total income and beginning fund balance up at the top. Again, because we only have one fund, the budget amounts can be moved around between categories, if need be. During the year if we've got a budget amount in one of these categories that isn't high enough, we can move amounts around by doing an adjustment. She said she didn't need a motion on this tonight, but this is something for everyone to look at and come to the March meeting with any questions or comments, but she will take any questions or comments now, if you have them.

Gretchen Miller, in the audience, asked where the building costs were in this budget?

Cathy explained the building is not in the FY24 budget; it's in the capital outlay in this current year's budget, this budget that we're working on, is for the next fiscal year that starts July 1st of 2023.

7. Road Maintenance Reports:

a. Road Operations and Maintenance Reports:

[Operations Manager's Reports - Periods 12/12/2022 to 01/15/2023 and 01/16/2023 to 02/12/2023, and Roadwork and Requests Report - Period 01/01/2023 to 02/12/2023 (see attached)]

Shawn said, in essence, we've had lots of freezing weather, lots of wet weather and we've just recently been able to start grading roads again, and that's pretty much where we're at.

Trustee Dennis said he saw a photo by the mailboxes [at Bacon Rind south] and it showed the Class E base and it was just total water and mucked out, and when

things get this wet, the subgrade on a lot of the surfaces, especially on hilly areas, absorbs that moisture and it makes a mess. He said one year we tried to blade all that mud off the road and it really never worked, other than digging the road deeper. We had to let things dry because you couldn't even put a piece of equipment on them, but letting them just dry out sometimes is the smartest thing to do because we're not getting in there and making a mess.

Larry Johnson, Quaking Aspen Road, said he drove Broken Spur a couple of days ago and was disappointed that the condition has deteriorated that badly. Right in the middle of the subdivision, there are very large depressions. The same thing is true in the intermediate section. It needs to be definitely put on the schedule as soon as possible; nobody in the Valley should have to maneuver with such difficulties as that road has. He said he realized you've had freezing temperatures, but when we have huge depressions like that, about the size of your table, a foot deep ... You've got two pits and we need to be filling in that type of stuff.

Mr. Johnson said secondly, the area between Crazy Horse and the Quaking Aspen mailboxes, the Class E turns to real slime. A lot of it is due to the character of that particular material that was placed in that segment. We're kind of at the mercy of the pit and what we get. It is a little fine grained and when we hit it with mag-chloride and it gets wet, it turns to slime and there's not a whole lot that you can do about it other than cover it up with a thin veneer of base material with a little bit more gravel. The other suggestion is we need to be very careful with our application of mag-chloride in that type of roadway. The use of mag-chloride should be done early summer as a dust palliative; you put it on in the fall and you subject it to wet precipitation and you have a tendency to really slim the thing up and it takes two months to get it off your vehicle.

Trustee Baker said he agreed with Mr. Johnson about the roads and hopefully once he got his feet wet here and we get everybody working together, we'll be able to get them much better and continue the work Mr. Johnson has done.

Mr. Johnson replied you're not in four-wheel drive, and foot-deep ruts like we used to be, but at the same time, we're kind of at the mercy of what variation you got out of the pit and it's certainly not the fault of the crew or anything like that. We just need to recognize it when that happens before [inaudible] ... more granular material over the top.

There was some discussion, and Mr. Mansfield interjected and said we needed to keep it to the agenda.

Trustee Otto said he didn't understand where we get to discuss anything that happened on the roads during the last two months.

Trustee Patterson said he thought the best thing, in his opinion, is if you want to talk about a road or a section of a road, put it on the agenda; then all these people know what we're going to talk about and other Board members have a chance to put their eyes on it.

Mr. Mansfield said he made that suggestion a few months ago.

Trustee Baker asked what happens if we have an emergency and we can't wait for a meeting to make decisions and take action?

Trustee Dennis asked Cathy to respond.

Cathy explained if an emergency situation arises like the flood in 2017 when we had a roadway that was washed out and people couldn't get in or out, the President, Larry Johnson at the time, took over and made sure that things were handled and the road crew got out there and things got handled; we didn't have to have a meeting.

i. Equipment Hours:

No one initiated discussion on this item, so Trustee Baker moved to the next item on the agenda.

b. Surfacing Roads with Aggregate Material - Planning, Implementation, and Funding:

Trustee Dennis said funding for material, whether it was Class E base or Type 2 base, was asked for at the December meeting and approval was put off to the January meeting and then there was no quorum and the January meeting was cancelled.

Shawn said he asked for \$100,000 back in December, and that's approximately five miles of road using the Class E material.

Trustee Baker asked what if we were to use the number 2 instead of the E?

Shawn explained we end up losing all of the rocks into the ditch, that's why we went to the Class E.

Trustee Baker said the E turns more into slop, though.

Shawn said the E does cure really fast.

Trustee Baker said he'd agree, that afterwards, those Class E-covered roads dry fast.

Shawn added that it turns into a great product afterwards. As a matter of fact, there were plenty of times when it was really wet, it actually wasn't even tracking behind him. There's a specific time when it does turn to the mush, and it did; we had an above-average winter and so at that time it really turned to mush. I've never seen it turn to mush like that, but it did.

Trustee Baker asked if Shawn would say that there are some roads here that would be better off with the Type 2 base?

Shawn said the only road that he has listed for Type 2 is actually up on Curnow Canyon because there's just too much snow and it'll definitely turn to mush. He said it's been brought up before to use the E to get the build up and then put the thin veneer of Type 2 base on top of that and then pound it in with the compactor.

Trustee Helton said we got to run #2 to run the mag-chloride. He couldn't drive Wild Horse for three days with a fuel truck. You could not physically drive down Wild Horse. If you're going to put E down, you don't put as much mag-chloride, or you don't mag it.

Shawn stated he was only doing a half a shot.

Trustee Helton said he realized Shawn was not applying much mag-chloride.

In response to Trustee Baker's question, Shawn explained Type 2 base wouldn't make it worse; if we can pound it in, it'll give it a good foundation and we aren't going to lose all the rock in the ditch.

Shawn further explained that you have to apply the mag-chloride to make it all work. We ended up going from grading roads like Wild Horse every couple of weeks to almost a year before we touched it, and we've had an exceptionally wet winter.

Shawn said you can't do anything with that now; 90% of the time in the winter time. He said that he needs to water the roads before grading, but he can't dump water because it's freezing. So it's just a tough situation out there. We've had a few very cold months.

Trustee Otto said he thought we need to put on at least four inches of material so that you have something to work with the next time you come in grade, and also it will help prevent the native clay and whatever from pumping up through the base and contaminating the base that you've paid all this money for to put in, and it'll just last a lot, lot longer.

Shawn said we started doing that.

Trustee Otto added that he'd been asking for a long time that they don't push the base out to the edge of the road, yet we got a lot of base blown off in the ditch and he was not pleased about that.

Shawn said, unfortunately, a lot of that was during snow removal, and he can only do so much when he's trying to do the snow removal.

Trustee Otto said this was in the ditch before.

Trustee Dennis said the generalities are really bad. If we had pictures, like the pictures of the muck at the mailboxes, that was great. So that we have specifics and we can discuss how to fix something specific, instead of talking generalities.

Trustee Otto asked if Trustee Dennis was suggesting pictures?

Trustee Dennis said some roads where it's really tough to try to keep gravel on the road, because it comes off of even the Type 2 base or Class E base, and it goes right off and rolls right off way away from the road. And he's seen the crew trying to get the gravel back on the road. Nothing's perfect.

Trustee Otto said when the base was put down on Quaking Aspen it was already pushed right over the sides.

Matthew Lambert, in the audience, said regarding the Wilcox Ranch grading that was just done. If you drive Wilcox Ranch, look on the right and the left side of the road, there's a one inch, at least, a one inch lip that runs on both sides of the road. The entire length of the road. So whatever material is pushed and there's yards of material in the gutter and the ditch on both sides, if there's thousands and thousands of dollars in material that's pushed off the side, and there was no snow removal. There is an issue with gradings and there's a lip, so now what's going to happen if it rains? That water is going to stay right on the road because it cannot go off.

Trustee Dennis commented that yes, some of the roads are actually canals right now because we have never imported enough material on them to bring them back up. Trustee Helton has brought that up more than once, and keeping the road high enough and putting enough material on it so that natural drainage takes place is an important thing. He said he understood what Mr. Lambert was saying and thanked him.

The discussion turned to the possibility of putting aggregate material on Broken Spur, and Cathy interjected and said they were getting off the agenda. She said for agenda item 7.b., Shawn is asking for \$100,000, and Broken Spur is a separate item (7.c.).

Trustee Dennis said his intention was to come back to the Board and get material whether it be Class E or Type 2 base so that we can keep some funds available for putting them in road surface improvements.

Shawn mentioned the Type 2 base product costs twice as much as the Class E product.

Pam Roberts, in the audience, said it sounds like there's about \$100,000 that can be used to purchase aggregate, whether it's Class E or Type 2 base, and normally, the Board does give some direction to the Operations Manager in terms of what roads they believe need it the most. She suggested combining this agenda item with the Broken Spur Road improvement project item because those two are very closely connected. She thought that if this Board were to have a motion to spend \$100,000 on this agenda item, and then go to the Broken Spur agenda item, there's not going to be any money for Broken Spur unless you have discussed that Broken Spur is perhaps one of the roads you would like the Operations Manager to focus on.

Cathy explained the reason why Broken Spur is a separate item is because Broken Spur needs more than just covering with aggregate, drainage needs to be addressed. It's kind of like the special project we did on Range Land, so that's why it's a separate, standalone item.

Trustee Patterson asked what roads are going to be covered with that material?

Shawn said they were going to finish Wild Horse, cover Crossover (between Wild Horse and Twin Springs), Amy (from Wilcox Ranch to south end), and Twin Springs (from Crossover to cul-de-sac), if possible. He said he still needs to go over and redo all of Right Hand Canyon, but that's not going to be enough money.

Trustee Patterson explained because the cost of the Type 2 base is twice as much as the Class E, if a combination of the two products was used, you would not get five miles of coverage.

Shawn agreed.

Trustee Helton said it is very easy to mix the two, and then you'll get a substantial roadway that will hold up with the mag because the mag, the reason the mag doesn't work is because E has so many fines that it turns fluid and without that aggregate underneath to drive on to support you when it's wet, it just keeps going down to the bottom. The Type 2 is designed for the mag. If you're going to use E, you don't usually use mag except in the summer during dusting.

Trustee Otto made a motion to allocate \$100,000 for the import of material. Trustee Dennis seconded the motion, and hearing no opposition, the motion passed.

c. Broken Spur Road Improvement Project:

Trustee Patterson said we've had Broken Spur on the agenda for a few months. He didn't know if the other Board members have had a chance to look at it. If not, he would appreciate if they did and we'll come back next month with it. He saw that north of Morgan Ranch, about 3/4 of a mile to almost a mile, there's a lot of material

on the side of that road that looks like it can be put back on the road. He thought on that first half mile, you might have to import some material. He thought for a minimal cost, we can make that road better. Also, any kind of moisture sits on the road and it's not anybody on the crew's fault or the GID's fault, it's just the way it is, and his goal is for the Board to somehow approve, if not this month, next month after the Board has looked at it, some funding, so we can just make it better. There's a lot of homes there, a lot of permits, with a lot of construction going on, so he thought it's in our interest to do that for those taxpayers.

Trustee Otto said he agreed that there was material on the sides of the road in that one area that needs to be brought in because it's a big bowl. We need to put a ton of work into that. The other part, in the northern end, it obviously needs to be raised. He said he was hoping that we can use some of our own pit material, and he'd like to use our own pit material a lot more out here, rather than buying and trucking and continuing to do that. We do have two pits, and it takes a little work to get the material out of them, but we can build up roads that don't have any material along the edge like Broken Spur on the north end. We can use that material to build it up and then cap it off with the base afterwards, but raise the road ahead of time. He said he'd like to see the results of the grading that's done with the material that's already there before we start buying and trucking in any import; he'd like to see what it looks like.

Trustee Dennis said if we bring in pit run from the Wayside yard or the Ironwood pit, it has to be wetted up, compacted and put down; which one's cheaper? He said when he did Range Land Road, the material that was brought in was already preconditioned; we laid it out and bladed it and compacted and it went extremely fast and it saved tons of labor and tons of equipment time. And if you factor in what it takes to go dig the stuff out of the earth, get the rippers out, get it through the screen, and finally get it on a truck, you darn near sometimes got the same cost as buying the Class E. All he did with Range Land was put down a foot of Class E and it is bulletproof, it's really good.

Shawn added that the drainage took care of itself.

In response to Trustee Otto's question about processing material from the Wayside pit, Shawn said it takes a lot longer to process the material.

Trustee Otto asked then why don't we use the material out of the Ironwood pit where we don't have to do so much effort into it and just use pit run right out of that pit?

Shawn answered because there's some pretty big rocks in there.

Trustee Otto said just weed those few rocks out and you can put down a foot of material before we ever put base on.

Trustee Patterson reiterated that he wanted all the Board members to, separately, take a look at Broken Spur and bring some opinions next month. He said he kind of agrees with what Trustee Otto's saying; there's a lot of material off the sides of the roads that can be used. Shawn will be grading Broken Spur next week, and next month we can maybe come up with a plan.

Shawn said that Broken Spur will be graded next week; that the mud that was on the sides has finally dried up. He clarified that it would just be graded, that he's not pulling any material. He explained that the grading has been going actually a little bit

speedy because he was just trying to get everybody on a decent road; that's all he's been doing. Let's revisit it next month and try to come up with a long term plan.

d. Whiskey Springs Road Flood Damage Mitigation Proposal:

Shawn explained that we have seen throughout the years that there's been diversions of [Cottonwood] Creek. You go to Ironwood and look at the berm that the turf farm has built up, and they pushed the water and then it goes into Tom Pratt's fields and Mr. Pratt has now moved it, and then you go down the line and you can see where the County has allowed people to put houses right in the floodplain, and now it's backing up. Ninety percent of the water that came out of this last storm through Cottonwood Creek barely made it to the culverts. Instead, the water ran over Whiskey Springs Road, 400 feet wide, and we almost lost that edge again. He said he's talked to Mr. Pratt and they're going to try and get a dozer so they can put a ditch through there, to hopefully capture some of that water. He said where the culverts are, needs to be opened up. He said he has been looking at trailers, flatbeds and we would have to do some concrete embankments and abutments, but that would open that up a little more to allow that water to flow. He said this was just something that he was looking at. He saw trailers on Craigslist for \$5,000 apiece. To get a culvert to make that work, you're talking way more money. He said it was just a thought because we keep ending up losing that road in a lot of big major floods. Thankfully, this time it only lasted one day. He said it's just a thought; something for the future. It's just something that he thought we can even get the County in on because they've allowed all these houses to get put in.

Trustee Baker said that's crazy. They shouldn't be building in the floodplain.

Trustee Dennis wanted to know about the cost; that we'd be putting in a bridge.

Shawn said he was looking at three trailers, flat bed trailers, and you can get those for around \$5,000 a piece. Obviously there's a lot that goes into this.

Trustee Dennis said we'd have to have it designed by an engineer.

Shawn said he looked at the concrete culverts, and you're talking \$100,000 for something that's going to have the width that we need.

Trustee Dennis asked if Shawn can bring us back some more ideas?

Shawn said he's looking, and he's considering grants. He said he approached Trustee Patterson about grants. Again, he thought we should approach the County for help because they've allowed these homes.

Trustee Baker said once you get the County involved in one thing, you may never get rid of it.

Shawn said the County was actually involved this past fall on a major project, that included improvements to Trustee Baker's road and a couple of other roads. That grant was \$250,000.

Trustee Baker asked to keep this item on the agenda for next month.

e. Discuss Installation of a Surveillance System for the Maintenance Yard:

Trustee Dennis said historically, we've had no theft. We did have somebody try to maybe steal some water and instead of spending \$15,000 on a gate and fence, Shawn has come up with an excellent idea of using some concrete and a chain and that solves it.

Trustee Baker said would a surveillance system lower insurance costs or anything like that?

Trustee Dennis said he couldn't say, but he doubted it.

Pam Roberts, in the audience, said you have several places: you have the Ironwood [well site], you have the Ironwood pit, you have the Wayside water and pit over there. She said just today, she saw two water trucks that were not ours taking the water.

Shawn explained those were County water trucks and they had permission, and no, the County is not paying for the water; they are helping us with our water rights and usage.

Ms. Roberts said for \$400.00 from Costco we have RO cameras at our house and it's a very inexpensive way to monitor an area.

Matthew Lambert, in the audience, said he thought it's a great idea, especially with these purchases and this money going for extra or for new equipment, everything else, it's a smart idea to have visibility or even if it's just the Trustees or whoever has visibility on the equipment, because if stuff starts coming up missing or if there's an accident, he thought it's smart to have some kind of visual.

Trustee Baker said he thought that it's a good idea. Only in the fact of the way this world is going now; it's getting worse and worse. Just because there's never been anybody out here doing anything before doesn't mean it's not going to happen in the future.

Trustee Otto said he thought this is a great way for us all to have a record of anybody that's coming in that yard; when the equipment leaves, the gate stays open. Anybody can drive in there. We can watch that, we can watch what equipment goes and what doesn't, anybody that's trying to take water, whatever, we'll have that picture of their vehicles. If somebody falls in the yard and you've got a workman's comp situation, the cameras will show it. It will help everyone.

Trustee Otto said he was the one that requested this be put on the agenda, and consequently, he did look at a bunch of them; they're all over the place and cost anywhere from \$200 to \$10,000. It just depends on how fancy a system you want, and he would bring more information to the next meeting.

Trustee Baker asked to keep this on the agenda for next month.

Chuck Blower, in the audience, said he actually works for the GID, and he thought something that needs to be taken into consideration with this system is who's going to monitor it because, as an employee, he's going to care about who's watching him. He said he thought that there needs to be some more than just the cost; that there's going to have to be some procedure on who gets to see it and who doesn't get to see it because of our personal rights from a legal standpoint.

Trustee Otto said he envisioned that the Board members would have access to this and not past the board.

Trustee Dennis said he kind of wondered, are we doing this for security or are we doing it so we can watch people?

Trustee Otto said he didn't see that there's a big problem with it, either way.

Trustee Helton said he didn't think you look at it, unless there's a problem, somebody slipped and fell, or if something's missing, or the gate was open and somebody went

in there and got hurt. Something happens and that's the only time you'd look. Just like a camera at an intersection.

Trustee Dennis said the road manager would then watch the tapes and the road manager would be responsible for the security system.

Trustee Helton said probably so, yes, when somebody comes in and gets hurt ...

Trustee Baker interjected and said or if something is stolen, then the Operations Manager can look at the footage.

Trustee Otto stated a majority of the businesses in town have security systems and surveillance. Every grocery store in town, for instance, has surveillance in the parking lot, and for people coming in. Any of the management gets to look at it, the owners get to look at it, and the GID is the owner.

Mr. Mansfield stated the GID is not private.

Trustee Otto said even in government facilities, they have cameras.

Mr. Mansfield said but not in the offices. He said he was not disagreeing and he was not agreeing. He said if we're going to do cameras, we have to do it for the right purpose; we have to make sure where they're at, and the right system.

Trustee Baker said a system could protect everybody or protect employees. It'll protect the GID, if something's stolen or broken or vandalized.

Mr. Mansfield said he agreed if it's done right.

Trustee Baker added that Shawn would have the footage of who did it and nobody could say Shawn did it.

Trustee Dennis added that in the entire time the GID's been in existence, we had one incident to his knowledge where somebody wanted to get some water for a water truck, so he was still trying to figure out what the need is when there's been no case history that justifies what we're considering here.

Shawn said it's pretty simple, we can shut and lock the gate, because the water is outside.

Trustee Baker asked to keep this item on the agenda for next month.

8. Old Business:

a. Update on the First American Rescue Plan Act (ARPA) Subgrant from Washoe County and Possible Second Subgrant Request:

Trustee Patterson read into the record an email dated January 9th that he sent to a few people at the County, but it was mainly to Dave Solaro, the Assistant County Manager, as follows:

Hello Mr. Solaro,

Over the last several months the County Commissioners have voted to increase ARPA allocation funding on various, previously approved projects in Washoe County. Due to this generosity by our Commissioners and the responsibility I have to represent the good folks in Palomino Valley, would it be possible to adjust/increase the PVGID subgrant to cover the contractual cost of our two approved projects? Attached is the ARPA reimbursement

packet that includes the SNC contract and shows the additional \$35,502.00 that was paid with PVGID funds.

Any help with this request would be greatly appreciated by the taxpayers in Palomino Valley.

Thanks and have a great new year!

Respectfully,

John Patterson
PVGID Trustee

Trustee Patterson stated Mr. Solaro did get back to him and there was no appetite at the County to allocate any more funding to the GIDs.

Several attendees thanked Trustee Patterson for his efforts.

Trustee Patterson then talked about the previously mentioned Federal Lands Act grant for Range Land Road that he said he would keep looking into. He explained the grant was supposed to open for projects early this year. He said it was updated in February, and they put Nevada off now till 2024. So early in 2024, he'll look again and if we can put something in for it, we'll try.

9. New Business: None

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

- Next month's meeting will be on March 16th.
- By February 21st, she will be notifying the Department of Taxation that our tax rate is to remain the same.
- The next agenda will have the designation of the auditor or auditing firm.
- The next agenda will have the finalization of the tentative budget.
- Also, the items mentioned tonight to keep on the agenda, will be on next month's agenda.

Mr. Mansfield said he had a question about the calendar. He said he was not sure that he could attend the next meeting because his wife was due around that time. He asked if the Board wanted him to send another attorney from his office? He said he might be able to attend by phone.

11. Correspondence:

- Cathy Glatthar stated we received a letter from the State Department of Taxation regarding their review of our annual audit for fiscal year 2021/22. They have completed their review of our audit report and, "no violations of statute and/or regulations were noted."

12. Public Comment:

Pam Roberts said it was her understanding that there's no longer a road committee per se, and that the Operations Manager reports to the President, who's now Mr. Baker, and/or the President's designee. So if Mr. Baker were not available, Mr. Baker could designate another one of the Board Members to handle that particular duty.

Ms. Roberts said she thought it's been very helpful to have Mr. Mansfield to assist the Board. She said she knows that the open meeting law can be a real hassle sometimes, but it is very important that the Board follows it. Over the years that she's come to the meetings, she is often someone who's a stickler about that. She did spend two years at the Attorney General's Office providing legal counsel to boards and commissions, and so she was very familiar with it, so she will expect the Board to comply with it. She asked them to please read the information that your attorney has given you. She said she was very much concerned about the walking quorum; one person can't talk about Broken Spur and then talk to another person about Broken Spur or another person about Broken Spur - that a walking quorum. You have to bring it back to this meeting so that the public has an opportunity to share in what you're talking about; it's very important, it's called transparency. Governments need to be more transparent and this GID is the local government out here. She said she also wanted to acknowledge that the Board members don't get paid; a lot of people don't realize that. She added that whether she agreed with the one decision of any one of you members or whatever, she wanted to tell them that she does appreciate the fact that the Trustees volunteered to donate their time to the service of this community, thank you.

Marshall Todd said there's a training that he took. He's the chairman of the CAB out here and there's a training that's available through Washoe County on the Open Meeting Laws, and it's worthwhile to get in there. It takes about an hour and a half and it kind of clears a lot of questions up and stuff if you haven't done that before.

Matthew Lambert said since there's new leadership, he'd ask to put forth a recommendation or whatever to revisit this building, to see if we can reallocate those funds to road work or to whatever else.

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

13. Board Member and Staff Items:

- Trustee Patterson asked to have the chip seal rehabilitation [program] on the agenda for next month. He said his plan is to do a survey with the my good friend Larry Johnson and come up with a game plan and bring recommendations to the board next month and see if we want to move forward on some of that this year. He asked to take with him tonight the stack of contracts and the FEMA paperwork that Larry Johnson brought in.

- Trustee Otto asked if Trustee Baker had gotten his manual?

Trustee Baker said he didn't have a manual.

Trustee Dennis stated he has the old manuals. He said Cathy sent us an electronic copy.

Trustee Otto asked what happened to Larry Johnson's manual?

Trustee Dennis said it was in his workshop with the rest of the old manuals. He said he would give Larry's manual to Tom.

- Trustee Otto said he has some things he'd like to have agendized, as follows:
 - Discussion about hiring a mechanic
 - Status of the grubbing on the ditches

He explained he was talking about de-brushing (weeding) of ditches and edges of roadways, intersections, curves; all that, get the grub back so the water can flow.

Patrick Mansfield asked Cathy to send all the Trustees the weed abatement resolution, Resolution #F22-R1, please?

Cathy said she would.

- In December, Mr. Gunn requested and in person here at the top of Amy be graded, and at this point, it hasn't been graded yet, he wanted to agendaize that, that it's getting taken care of.

Shawn said he needed to cover that road; it's got lots of rock and the shoulders are sand and gravel that have washed down throughout the years.

Trustee Otto said we'll go through that next month.

14. **Adjournment:** Trustee Dennis made a motion to adjourn the meeting. Trustee Patterson seconded the motion, and hearing no opposition, the meeting adjourned at 8:00 p.m.

OPEN MEETING LAW HANDOUT

Compiled by Cathy Glatthar, Assistant to the Board
Contents Reviewed by Patrick Mansfield, Legal Counsel

ATTACHMENT: 02/16/2023 Meeting Agenda Item 3.a.

1. Subcommittees appointed by the Board of Trustees

New legislation passed in the 2019 legislative session, as follows (in part):

*Assembly Bill No. 70 [80th Session (2019)]
Committee on Government Affairs*

AN ACT relating to meetings of public bodies; making various changes relating to meetings of public bodies; providing a penalty; and providing other matters properly relating thereto.

Section 5 requires, under certain circumstances, a subcommittee or working group of a public body to comply with the provisions of the Open Meeting Law.

Therefore, Board-appointed subcommittees are no longer recommended because of OML compliance issues. Two Trustees on a subcommittee could deliberate and that would be a violation. Also, there could simply be the *perception* that deliberation took place, and with only one person, there can't be deliberation.

[Office of the Attorney General - OAG File No.: 13897-315 - Skyland General Improvement District - OML Complaint regarding an appointed subcommittee/working group - OAG determined there was a violation of the OML.]

2. Serial Communications/Walking Quorum

*Open Meeting Law Training
Rosalie Bordelove, Chief Deputy Attorney General
Boards and Open Government - 2019 Training*

Serial communications or "walking quorums" can constitute a constructive meeting.

A constructive quorum can exist with less than a quorum speaking together at any given time if opinions are relayed between members.

Email pitfalls – "Reply all" email chains can constitute a meeting.

Example of a constructive quorum: Two members of a five member public body discuss how they intend to vote on an issue and why. One of those members then has that same discussion with a third member, including how both the first two members intend to vote and why. A quorum (three members) has deliberated on an issue outside of a meeting.

Simply put, phone calls, texts, emails, in-person communications amongst three or more Trustees outside of a publicly-noticed meeting are NOT allowed.

3. Comments Regarding an Employee's Character and Competency

NOT allowed in an open meeting. Must request a Closed Session to be held at a later date (preferably just prior to the next Board meeting in order to comply with noticing requirements and use of the Range classroom).

NRS 241.030 Exceptions to requirement for open and public meetings; waiver of closure of meeting by certain persons.

1. *Except as otherwise provided in this section and NRS 241.031 and 241.033, a public body may hold a closed meeting to:*

(a) *Consider the character, alleged misconduct, professional competence, or physical or mental health of a person.*

4. Comments Regarding a Trustees' (Elected Official's) Character, Alleged Misconduct, or Professional Competence

Specifically NOT allowed to be handled in a *closed* session, must be conducted in the open session of a properly noticed public meeting.

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;*

5. Board Members-elect Are Subject to OML

*Nevada Open Meeting Law Manual
Dated: March 3, 2019*

§ 2.06 Members-elect of public bodies

*Although the literal language of the Open Meeting Law appears to limit its application to actual members of a public body, the Office of the Attorney General believes the better view is set forth in Hough v. Stembridge, 278 So. 2d 288 (Fla. Dist. Ct. App. 1973), where the court held that **members-elect of boards and commissions are within the scope of an open meeting law.** [emphasis added] Otherwise, members-elect could gather with impunity behind closed doors and make decisions on matters soon to come before them, in clear violation of the purpose, intent, and spirit of our Open Meeting Law. Application of the provisions of the statute to members-elect of public bodies is consistent with the liberal interpretation mandated for the Open Meeting Law. See OML 99-06 (March 19, 1999) and AG File Nos. 01-003, 01-008 (April 12, 2001).*

6. Penalties for Violations of the Open Meeting Law

*Assembly Bill No. 70 [80th Session (2019)]
Committee on Government Affairs*

AN ACT relating to meetings of public bodies; making various changes relating to meetings of public bodies; providing a penalty; and providing other matters properly relating thereto.

Existing law makes each member of a public body who attends a meeting where action is taken in violation of the Open Meeting Law with knowledge of the fact that the meeting is in violation guilty of a misdemeanor and subject to a civil penalty of \$500. (NRS 241.040) Section 12 of this bill provides instead that each member of a public body who: (1) attends a meeting where any violation of the Open Meeting Law occurs; (2) has knowledge of the violation; and (3) participates in the violation, is guilty of a misdemeanor and subject to an administrative fine, the amount of which is graduated for multiple offenses.

Sources:

- Open Meeting Law
Nevada Office of the Attorney General link: <https://ag.nv.gov/>
Open Meeting Law website page:
https://ag.nv.gov/About/Governmental_Affairs/OML/
- Open Meeting Law Complaint Example Cited
Office of the Attorney General -
OAG File No.: 13897-315 - Skyland General Improvement District link:
https://ag.nv.gov/uploadedFiles/agnv.gov/Content/About/Governmental_Affairs/13897_315.pdf
- Open Meeting Law Manual
Open Meeting Law Manual (always check website for most current edition)
[Twelfth Edition, January 2016 - Updated 3/26/2019]:
https://ag.nv.gov/uploadedFiles/agnv.gov/Content/About/Governmental_Affairs/2019-03-26_OML_12TH_AGOMANUAL.pdf
- Open Meeting Law Training
Rosalie Bordelove, Chief Deputy Attorney General
Boards and Open Government - 2019 Training
https://ag.nv.gov/uploadedFiles/agnv.gov/Content/Issues/Open%20Meeting%20Law%20Training%20with%20Leg%20Update%208-22-2019_RMB.pdf
- Nevada Revised Statutes (NRS) Chapter 241 - Meetings of State and Local Agencies
<https://www.leg.state.nv.us/NRS/NRS-241.html?msckid=5f509abfb88711ec902ff594a1e748c3>

TRUSTEE RESPONSIBILITIES AND DUTIES OF OFFICERS

Compiled by Cathy Glatthar, Assistant to the Board
Contents Reviewed by Patrick Mansfield, Legal Counsel

ATTACHMENT: 02/16/2023 Meeting Agenda Item 3.b.

Trustee Responsibilities

- Trustees are responsible for attending all regular and special GID meetings. A trustee should notify the President of the Board in advance of a meeting if the trustee will be unable to attend (the more notice, the better).
- Trustees are responsible for setting and carrying out the policies related to the basic power(s) granted to the District (as modified in October 1975): operation, maintenance and repair of roads.
- The trustees, as a group, are responsible for the general direction of the GID; not the day-to-day operations.
- General direction policies are established through an affirmative vote of no less than a quorum of the Board (three trustees) during a public, open meeting.
- Trustees who are contacted by property owners with road maintenance concerns or complaints, can either report the matter on the property owner's behalf or have the property owner submit their a request on their own. In either case, the trustee or the property owner should make such a request by following the road maintenance request procedure:

Road Maintenance Requests:

To notify the PVGID of road maintenance needs, please send an email to palvalgid@gmail.com. Please include "Road Maintenance Request" in the subject line, and include the name of the road, the approximate location, and a brief description of the problem. These requests will be compiled into a weekly report.

Urgent requests:

The palvalgid@gmail.com email account is not necessarily monitored on a daily basis. To notify the PVGID of an urgent problem, please call the Operations Manager at 775-848-6788.

- Trustees who are approached by constituents requesting special road maintenance or a road improvement project, shall inform the constituent that their project request must be agendized for discussion and consideration by the Board, which will include public comments, if any, on the matter.
- Trustees, when communicating with the public, need to thoroughly explain the policies and procedures which pertain to the particular situation. Trustees should be sure the constituent is fully aware of and understands their responsibilities in the process.

Election of Officers

The officers are nominated and elected annually by the Board during the January meeting. The officers are as follows: President, Vice President, Secretary, and Treasurer. (Note: the Secretary and Treasurer can be the same trustee.)

Duties of Officers

- President

Prepares agendas and calls special meetings when necessary; conducts and presides over meetings; signs legal documents for and on behalf of the GID; is the primary contact person for the Road Maintenance Operations Manager.

- Vice President

Conducts and presides over meetings when the President is unavailable; assists and supports the President in GID activities.

- Secretary

Maintains minutes, files, and other records of the GID with the assistance of the Assistant to the Secretary; is the contact person for the Registrar of Voters' Office and the State Records Management Division (for records retention matters).

- Treasurer

Maintains financial records of the GID with the assistance of the Assistant to the Secretary.

CURRENT LIST OF OFFICERS AS OF FEBRUARY 16, 2023

President	Greg Dennis
Vice President	John Patterson
Secretary/Treasurer	Vacant

ELECTION OF OFFICERS FEBRUARY 16, 2023

President	_____
Vice President	_____
Secretary/Treasurer	_____

*** OR ***

President	_____
Vice President	_____
Secretary	_____
Treasurer	_____

PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT

TRANSACTION REPORT AS OF January 16, 2023

Submitted by Vickie DiMambro, Bookkeeper

Total of all Bank Accounts:	Balance as of January 16, 2023 - Almost CD #5010	441,400.22
	Balance as of January 16, 2023 - A/P / General Ckg #4179	737.27
	Balance as of January 16, 2023 - Payroll #4430	20,000.00
	Balance as of January 16, 2023 - Petty Cash	0.00
	Total Cash In All Accounts	462,137.49

<u>Wells Fargo - Almost CD #5010</u>	Balance as of December 12, 2022	172,109.25
Income for the Month		
Ad Valorem/Property Tax	6,562.02	
Consolidated Tax (CTX)	46,204.99	
LGTA/Fair Share	5,282.26	
Other Income	250,000.00	(Washoe County ARPA Subgrant)
TOTAL	308,049.27	
Interest Income	27.43	308,076.70
Transfer to Wells Fargo #4179	(16,250.00)	
Transfer to Wells Fargo #4430	(22,535.73)	(38,785.73)
	Balance as of January 16, 2023	441,400.22

<u>Wells Fargo - A/P / General Ckg #4179</u>	Balance as of December 12, 2022	723.67
Transfer from Wells Fargo #5010	16,250.00	
Interest Income	1.05	16,251.05

NAME	CK #	AMOUNT	DESCRIPTION	
Metal Building Outlet	10022	14,584.25	Deposit for Metal Building	
Flyers Energy	10023	1,262.09	Fuel	
Powerplan/Pape	10024	38.27	770 Grader seal	
Western Nevada Supply	10025	352.84	Wayside well parts	
TOTAL		16,237.45		(16,237.45)
			Balance as of January 16, 2023	737.27

PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT

TRANSACTION REPORT AS OF February 13, 2023

Submitted by Vickie DiMambro, Bookkeeper

Total of all Bank Accounts:	Balance as of February 13, 2023 - Almost CD #5010	485,952.39
	Balance as of February 13, 2023 - A/P / General Ckg #4179	924.47
	Balance as of February 13, 2023 - Payroll #4430	20,000.00
	Balance as of February 13, 2023 - Petty Cash	350.00
	Total Cash In All Accounts	507,226.86

<u>Wells Fargo - Almost CD #5010</u>	Balance as of January 16, 2023	441,400.22
Income for the Month		
Ad Valorem/Property Tax	64,001.77	
Consolidated Tax (CTX)	43,409.06	
LGTA/Fair Share	3,635.55	
Other Income	0.00	
TOTAL	111,046.38	
Interest Income	37.57	111,083.95
Transfer to Wells Fargo #4179	(2,000.00)	
Transfer to Wells Fargo #4430	(64,531.78)	(66,531.78)
	Balance as of February 13, 2023	485,952.39

<u>Wells Fargo - A/P / General Ckg #4179</u>	Balance as of January 16, 2023	737.27	
Transfer from Wells Fargo #5010	2,000.00		
Interest Income	0.06	2,000.06	
NAME	CK #	AMOUNT	DESCRIPTION
Flyers Energy		1,812.86	Fuel
TOTAL		1,812.86	(1,812.86)
	Balance as of February 13, 2023	924.47	

ESTIMATED NET OPERATING FUNDS FOR ROAD IMPROVEMENTS

Submitted by Cathy Glatthar, Assistant to the Board

ATTACHMENT - 02/16/2023 Meeting - Agenda Item 6.b.

Total Cash in all Bank Accounts as of February 13, 2023		507,227	
Additional Revenue Expected Through August 31, 2023		458,749	
ESTIMATED OPERATING FUNDS THROUGH AUGUST 31, 2023			965,976
LESS Average Monthly Expenses (\$35,000) x 6.5 Months		-227,500	
LESS:			
Capital Outlay FY21&22 Carryover + FY23 \$221,164*; [*\$5,000 for 2 Pickup Trucks from TMFire (Pending)];			
Unexpected Repairs (\$5,000/mo x 6.5 mos); Mag \$19,000;			
Workers' Comp \$1,728 (May) & \$2,000 (Aug);			
Insurance \$12,000 (July); Aggregate Surfacing \$2,418		-290,810	
LESS Reserve Funds (= Ending Fund Balance per Budget)		-60,000	
ESTIMATED EXPENSES & RESERVES THROUGH AUGUST 31, 2023			-578,310
ESTIMATED NET OPERATING FUNDS FOR ROAD IMPROVEMENTS AS OF AUGUST 31, 2023			387,666
Additional Revenue Expected Through AUGUST 31, 2023:			
From 2022/2023	Figures Used for		
<u>Final Budget</u>	<u>Est Op Funds Rpt</u>		
340,854	340,000	Ad Valorem	Mar '23 thru Aug '23
645,531	615,000	CTX	51,250 x 7
40,000	42,000	LGTA	3,500 x 7
1,026,385	997,000		458,749
	-29,385	Difference between Budget and Estimated Operating Funds Report Projected Revenues	
MONTHLY EXPENSES:			
	Average	Actual	Difference
Payroll	18,000	19,257	-1,257
Other (non Road Maint)	17,000	12,929	4,071
	35,000	32,185	2,815
			A/P Acct Exps
Capital Outlay		30,500	P/R Acct Exps
Road Maintenance		3,660	Petty Cash Exps
	TOTAL EXPENSES	66,345	66,345

REVENUE - ACTUAL AND ESTIMATED

NOTE: As of 2/13/2023, Actual Revenue was LESS Than YTD Estimated By: **-\$22,247.53**

AD VALOREM (Normally received around the 10th of the month)

Payment Posted Date	Estimated	Actual	Difference	YTD Difference
at 09/12/22 (35%)	119,000.00	0.00	-119,000.00	-119,000.00
9/15 and 10/13/22	0.00	129,562.84	129,562.84	10,562.84
11/07/22 (21%)	71,400.00	64,374.03	-7,025.97	3,536.87
at 12/12/22	0.00	0.00	0.00	3,536.87
12/15/22 & 1/12/23	0.00	6,562.02	6,562.02	10,098.89
02/10/2023 (21%)	71,400.00	64,001.77	-7,398.23	2,700.66
March	0.00			
April (21%)	71,400.00			
May	0.00			
June	0.00			
July (2%)	6,800.00			
August	0.00			
	340,000.00	264,500.66	-75,499.34	

CTX (Normally received at the end of the month)

Payment Posted Date	Estimated	Actual	Difference	YTD Difference
9/28/2022	51,250.00	45,936.66	-5,313.34	-5,313.34
10/26/2022	51,250.00	47,237.89	-4,012.11	-9,325.45
11/28/2022	51,250.00	46,585.40	-4,664.60	-13,990.05
12/28/2022	51,250.00	46,204.99	-5,045.01	-19,035.06
1/27/2023	51,250.00	43,409.06	-7,840.94	-26,876.00
February	51,250.00			
March	51,250.00			
April	51,250.00			
May	51,250.00			
June	51,250.00			
July	51,250.00			
August	51,250.00			
	615,000.00	229,374.00	-385,626.00	

LGTA (Normally received mid-month)

Payment Posted Date	Estimated	Actual	Difference	YTD Difference
9/16/2022	3,500.00	377.00	-3,123.00	-3,123.00
10/18/2022	3,500.00	6,016.96	2,516.96	-606.04
11/16/2022	3,500.00	4,116.04	616.04	10.00
12/16/2022	3,500.00	5,282.26	1,782.26	1,792.26
1/17/2023	3,500.00	3,635.55	135.55	1,927.81
February	3,500.00			
March	3,500.00			
April	3,500.00			
May	3,500.00			
June	3,500.00			
July	3,500.00			
August	3,500.00			
	42,000.00	19,427.81	-22,572.19	

PALOMINO VALLEY GID BUDGET WORKSHEET FY2023-2024 (FY24)

#1 - February 16, 2023 Meeting

By Cathy Glatthar, Assistant to the Board

	(1)	(2)	(3)
	Final Budget FY23*	Estimated at 6/30/2023	Proposed Tentative Budget FY24
Beginning Fund Balance	440,690	635,760	465,832
		<small>(Actual at 7/1/2022 = Ending Fund Bal from 6/30/2022 Audit)</small>	<small>[Est Ending Fund Balance at 6/30/2023 - from below in col (2)]</small>
Income			
Ad Valorem	340,854	340,854	386,700
CTX Consolidated Tax	645,531	645,531	664,625
LGTA (Fair Share)	40,000	40,000	42,000
Interest Income	100	100	100
Other Income-FEMA Reimbursement	20,000	20,000	20,000
Other Income - WC ARPA Subgrant	250,000 *	250,000	0
Total Income	1,296,485	1,296,485	1,113,425
TOTAL INCOME & FUND BALANCE	1,737,175	1,932,245	1,579,257
Expenses - Public Works			
Salaries & Wages			
Employee Compliance Expenses	100	5	100
Insurance-Workers' Comp	6,500	7,500	8,500
Payroll Direct Deposit Fees	600	0	0
Payroll Taxes	3,500	2,700	3,500
Salaries & Wages/Regular	150,000	150,000	160,000
Salaries & Wages/Seasonal	25,000	3,500	25,000
Total Salaries & Wages	185,700	163,705	197,100
Employee Benefits			
Insurance-Employee/Medical	40,000	44,000	55,000
PERS Employer Paid Expense	36,000	35,000	44,000
Total Employee Benefits	76,000	79,000	99,000
Services, Supplies, Other Chgs			
Accounting Services	22,000	25,000	30,000
Advertising	500	500	600
Audit	11,500	11,378	25,000
Bank Service Charges	0	-42	60
Casual Labor	0	550	1,000
Equipment Maintenance Expense	30,000	40,000	30,000
Equipment Non-Depreciable	2,000	0	2,000
Equipment Rental	5,000	882	5,000
Fuel & Oil	40,000	35,000	45,000
Insurance-Liability/Auto/Equip	12,000	12,000	15,000
Legal Fees	8,000	7,000	8,000
Licenses and Permits	1,000	400	500
Office Supplies	1,500	2,000	2,000
Operating Supplies	5,000	3,500	5,000
Payroll Processing Service	0	800	800
Public Relations	250	250	250
Road Maintenance	1,125,250 *	810,000	943,972
Secretarial Services	20,000	20,000	25,000
Signs	1,000	900	1,000
Telephone	1,500	1,300	1,500
Utilities			
Electric	3,400	4,500	5,500
Waste Removal	1,000	400	500
Website Maintenance	0	900	900
Subtotal Servs, Supps, Oth Chgs	1,290,900	977,218	1,148,582
Other Income/Expense			
Other Income			
Cash Rewards	500	1,000	1,000
Total Other Income	500	1,000	500
Other Expense			
Cash Rewards Annual Fee	75	75	75
Total Other Expense	75	75	75
NET OTHER INCOME	425	925	425
Total Servs, Supps, Oth Chgs	1,290,475	976,293	1,148,157
Capital Outlay	125,000	247,415	75,000
TOTAL EXPENSES - PUBLIC WORKS	1,677,175	1,466,413	1,519,257
NET ORDINARY INCOME	60,000	465,832	60,000
Ending Fund Balance	60,000	465,832	60,000
	1,737,175		1,579,257

* Adjusted for ARPA Subgrant of \$250,000

Tentative
Budget FY24

Beginning Fund Balance	465,832
Ad Valorem	386,700
CTX Consolidated Tax	664,625
LGTA Special (Fair Share)	42,000
Interest Income	100
Other Income-FEMA Reimbursement	20,000
TOTAL INCOME & BEGINNING FUND BALANCE	<u>1,579,257</u>
Salaries & Wages	197,100
Employee Benefits	99,000
Servs, Supps, Oth Chgs	1,148,157
Capital Outlay	75,000
Ending Fund Balance	60,000
TOTAL EXPENSES & ENDING FUND BALANCE	<u>1,579,257</u>

PVGID OPERATIONS MANAGER'S REPORT

Report Period 12/12/2022 to 1/15/2023

ATTACHMENT: 2/16/2023 Meeting Agenda Item 7.a.

ROADS GRADED AND/OR COMPACTED:

1. Wild Horse: Crossover to Silver Horse
2. Silver Horse

OTHER ROAD WORK:

1. Install miscellaneous sign decals throughout the valley
2. Axe Handle: Snow removal
3. Wilcox Ranch: Snow removal
4. Mid Road: Snow removal
5. Curnow Cyn: Snow removal
6. Whiskey Springs - Pyramid to End: Snow removal
7. Right Hand Cyn: Snow removal
8. Piute Creek: Snow removal
9. Amy - Whiskey Springs to end: Snow removal
10. Sharrock - Amy to Grass Valley: Snow removal
11. Broken Spur - Sharrock to Whiskey Springs: Snow removal
12. Grass Valley - Sharrock N to End: Snow removal
13. Pony Springs: Snow removal
14. Hockberry: Snow removal
15. Morning Dove: Snow removal
16. Crazy Horse: Snow removal
17. Yellow Tail: Snow removal
18. Chantry Flats: Snow removal
19. Quaking Aspen - Wilcox Ranch to O'Hara: Snow removal
20. Twin Springs: Snow removal
21. Various storm damage repairs throughout the valley

OTHER:

1. Office work
2. Attend Meeting
3. Post Agenda
4. Road Surveys, Storm damage assessment
5. Town for parts
6. Misc. Yard work
7. Monthly Vehicle hours / mileage and well readings
8. Holidays
9. Employees on Medical leave

EQUIPMENT:

1. Office Trailer: Breaker for the heater/AC kept tripping. Pulled the cover off the panel, found that a bird had built a nest and it started to heat things up, causing the heat/AC breaker to fail. Pulled out the nest and sealed the hole under the panel, cleaned up wires and replaced 60-Amp breaker.
2. 02 Pete: Installed mud flaps, Repair or replace miscellaneous lights
3. 92 Freightliner: R&R left mud flap
4. 770 Grader: Steering wheel hydraulic seal leaking, R&R

PVGID OPERATIONS MANAGER'S REPORT

Report Period 1/16/2023 to 2/12/2023

ATTACHMENT: 2/16/2023 Meeting Agenda Item 7.a.

ROADS GRADED AND/OR COMPACTED:

1. Amy Short: Ironwood to Wilcox Ranch
2. Wilcox Ranch: Amy to Mid
3. Right Hand Canyon: End of pavement to 3577 RHC

Temperatures below freezing and excessive moisture did not allow for very many roads to be graded at this time

OTHER ROAD WORK:

1. Axe Handle: Patch potholes with .09 tons of hydro patch
2. Ironwood: Patch potholes with .65 tons of hydro patch
3. Whiskey Springs: Patch potholes with 1.844 tons of hydro patch
4. Grass Valley (W): Take 3 yards of Class E material to washout area and repair
5. Amy (Near 4500): Patch pothole with .09 tons of hydro patch

OTHER:

1. Office work
2. Attend Meeting
3. Post Agenda
4. Road Surveys
5. Town for parts
6. Misc. Yard work
7. Monthly Vehicle hours / mileage and well readings
8. Haul 300 tons of base to yard

EQUIPMENT:

1. 2000 Pete 379 Water Truck Chassis: Drive to Santa Rosa, Inspect and test drive, Purchase truck, drive back to Reno yard. Inspect and prep truck for 4000 gallon water tank.
2. '88 6.2 Mini Dump: Transmission is still having issues, took back to transmission shop, had to order a part. Also, the vacuum pump was not functioning properly, R&R pump.
3. '95 Pete Water Truck: R&R air filter, top off oil, and inspect truck.