

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

MINUTES

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

1. **Roll Call:** Trustees present were Tom Baker, Greg Dennis, John Patterson, Dan Helton, and Don Otto. 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:**

Matthew Lambert stated he's been a homeowner in the valley for a little over 4 years. He's made several requests for road maintenance utilizing the GID e-mail and opined that he had yet to receive an adequate response. He opined that the way the Board handled an in-person request by a resident at the December meeting was inadequate. He opined that the GID was failing to do its primary purpose of maintaining roads.

Pam Roberts stated she handed out to the Board, the attorney, and the Operations Manager a request signed by 12 or 13 of the residents that live off of Broken Spur that utilize the unpaved portion of Broken Spur. She added that several residents she spoke with said they preferred to drive the unpaved section and go to Whiskey Springs instead of using Ironwood. She said she agreed with some of Mr. Lambert's comments, and she did not agree with grading not being done on Thursdays because of trash cans in the road; she's driven around our roads today and almost everybody had their trash can off the road.

Susan Ambrose announced a neighborhood meeting regarding the Washoe County Envision 2040 Master Plan and Area Plan Updates on Thursday, March 30th at 6:00 PM in this classroom [Washoe County Shooting Range].

Jim Currivan stated he lives on Axe Handle Canyon Road and said he came here to say what a good job Shawn's doing. He opined that Shawn usually had a substantially good reason why roadwork couldn't be done at that moment. He opined that when someone goes after Shawn, it's a "gotcha" and there seems to be a vendetta, with some of the Board, to get rid of Shawn. He opined that Shawn's got a good attitude and everybody in his area likes Shawn. He added that the Board is representing all of us, not just one little faction in the valley.

Jerry Moyer stated he's been here 20 years now and he said he uses the unpaved portion of Broken Spur Road to Whiskey Springs Road to go out because it's closer than it is to drive all the way around to Ironwood Road. For Broken Spur, he suggested they do something like they did on Amy Road, because they don't have to grade Amy as often.

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

3. Approval of Minutes - February 16, 2023 Meeting:

Public Comments:

Larry Johnson, Quaking Aspen Road, stated he left the last meeting kind of early and said he was dismayed to see the comment and the recommendation by [Trustee] Otto to place surveillance cameras on the fences around the yard by Mr. Otto. He opined that that was far out of line. He addressed Trustee Helton, and asked if Trustee Helton put surveillance cameras watching his people, his drivers? Mr. Johnson said the answer is no, Trustee Helton wouldn't do that. He opined that no employer who values his employees and wants to incentivize and maintain their employees' level of dedication, would ever make such a suggestion. In this particular case, Trustee Otto has repeatedly exercised the personal vendetta against our Operations Manager, as documented in numerous past meeting minutes; this is unacceptable and should not to be tolerated by this Board or by the public.

Larry Chesney stated he agreed wholeheartedly with everything that Larry Johnson just said. He said it's a fact that [Trustee] Otto's had a vendetta against Shawn since Trustee Otto's been on the Board. He opined that Trustee Otto hasn't even bothered to learn the public meeting law rules and he's into his second term.

Matthew Lambert disagreed with the previous public comments; that the statement made at the last meeting was that we want to protect the equipment.

Trustee Patterson made a motion to approve the February 16, 2023 meeting minutes as written. Trustee Helton 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). The total cash in all accounts was \$474,816.18. Income for the month was Ad Valorem \$160.48, Consolidated Tax (CTX) \$48,938.57, and LGTA/Fair Share \$3,848.69.

Vickie reviewed several of the payments: 1) Metal Building Outlet \$43,752.75 for balance due on metal building; 2) Washoe County \$729.98 for maintenance shop building permit; and 3) Superior Tank & Fabrication \$16,523.50 for deposits on two water truck water tanks.

Trustee Patterson made a motion to approve the transaction report for March 16, 2023 and pay the bills. Trustee Helton seconded the motion, and hearing no opposition, the motion passed.

b. Estimated Operating Funds Report:

Cathy Glatthar reported she has decreased the estimated operating funds as of August 31, 2023, for road improvements down to \$275,000. She explained that's mainly because CTX is not coming in as projected.

c. Designation of Auditing Firm for June 30, 2023 Audit and Option for 2024 and 2025:

Cathy stated she sent out requests for proposals for the upcoming audit for June 30, 2023 and options for the 2024 and 2025 annual audits. She reviewed the handout (see attached) showing she received two responses. One response was from Eide

Bailly, who we have used for the last four years. Last year's June 30, 2022 audit cost was \$11,250, and Eide Bailly is proposing \$35,000 for the 2023 audit; that's over a 200% increase. She reported the second proposal was from Silva Sceirine and Associates who proposed \$14,500 for the June 30, 2023 audit with proposed options of \$15,200 for 2024 and \$15,900 for 2025.

Public comment:

Pam Roberts commented that Gretchen Miller, who couldn't be here tonight, had 31 years or more with the National Credit Union Administration (NCUA) as an auditor and other jobs, and the NCUA did not allow the same auditor to audit a credit union more than three years in a row. She thought it's a good habit for this Board to get into; that every three or four years, the Board gets a different company to audit its books.

Trustee Dennis asked Cathy if the \$14,500 for the audit looked reasonable or should we still be looking? He said he realized everything has gone up, and was this just the norm?

Cathy said she wanted to give a little bit of history. We're very limited with auditing firms. We need a local auditing firm because we don't have an office for an auditor come to. We also have to get an auditor who is certified to do government audits.

Trustee Dennis made a motion to designate Silva Sceirine & Associates as the auditing firm for the June 30, 2023 annual audit, and to accept their proposal in the amount of \$14,500 for 2023 with options for 2024 at \$15,200 and 2025 at \$15,900. Trustee Helton seconded the motion, and hearing no opposition, the motion passed.

d. Finalize Tentative Budget for Fiscal Year 2023-2024 (FY24):

Cathy explained the budget worksheet #2 handout (see attached) is identical to last month's worksheet because we haven't gotten new numbers yet. She said next month she will have the final projections for consolidated tax (CTX) and ad valorem. These worksheet #2 numbers would be on the tentative budget that's filed with the State by April 15th.

In response to Trustee Otto's questions about the capital outlay figures, Cathy explained what you see under column (2), Estimated at June 30, 2023, is what we've been carrying forward; the remaining balances from prior year budgets. We project that we'll be spending a total of \$247,000, and that's for the building, water truck, water tanks and all the other items we've already purchased since July 1st of last year. The \$75,000 is what was approved last month for the fiscal year 2023-2024 capital outlay budget.

In response to Trustee Otto's question about changes due to the possible hiring of a new employee (which is up for discussion later on tonight's agenda), Cathy explained we'll work on the final budget next month, so we can change those figures next month, [if necessary].

Trustee Dennis made a motion to approve the tentative budget for fiscal year 2023-2024. Trustee Baker seconded the motion, and hearing no opposition, the motion passed.

5. Road Maintenance Reports:

a. Road Operations and Maintenance Reports:

[Operations Manager's Report - Period 02/13/2023 to 03/12/2023, and Roadwork and Requests Report - Period 01/01/2023 to 03/12/2023 (see attached)]

- Shawn stated that everyone should have the operations report, and asked if anyone had any questions.
- Trustee Otto said he would like to see the actual road requests that come in monthly.

In response to Trustee Dennis' question, Cathy explained the actual road requests are not published on the website, but an "R" is shown on the monthly Road Work and Requests report, which is posted on the website.

Cathy explained that she sends a weekly Road Maintenance Requests Log to the President of the Board and the Operations Manager, and if there are no requests, she states, "no NEW requests."

Trustee Baker asked if Cathy could send the Road Maintenance Requests Log to Trustee Otto, too, or just him?

Trustee Helton asked if all the Board members could get the Road Maintenance Requests Log?

Cathy explained that anything sent to a quorum of the Board has to be shared with the public at the same time.

Patrick Mansfield concurred.

Trustee Dennis recommended that the President keep control of it and deal with it, because that's the President's responsibility.

Trustee Baker said he understands that, but if it's his responsibility and he has to deal with it, then what are the rest of the Board members doing? The rest of the Board members don't have any say in anything, and he can't discuss it except here [in a public meeting]?

Mr. Mansfield added only if the item is on the agenda.

Shawn clarified that he actually plans and facilitates all daily activities and the President can weigh in on something, but the President doesn't direct him on the daily operations.

Mr. Mansfield agreed with Shawn's statement.

Trustee Patterson stated the Road Work and Requests report lists the requests that came in, but it also lists the work that was done to mitigate the request on each road over a long period of time.

In response to Trustee Dennis' question as to when that database was started, Cathy explained she went back to 2018 and all of those reports are on the website.

Trustee Dennis said you can go to the website and you'll have a very good historical record of what was requested and where the work was done and when it was done.

Public comments:

Jerry Moyer asked what happened to requests made weeks ago that had not been handled yet?

Shawn explained that he has a whiteboard in his office and he writes down the roads that need to be graded and the outstanding requests.

Matthew Lambert opined this is why we're failing at grading the roads; there's a single point of failure if all the information is going to one or two people. He thought there had to be more than just two open requests.

Trustee Baker opined that a lot of people complain, but don't actually follow through and contact the GID or contact Shawn. He said he personally thought it was ridiculous that he couldn't talk to [other Board members] about anything.

Pam Roberts reiterated that she submitted a written request from at least 12 or 13 people that would like to have the entire dirt portion of Broken Spur graded. She opined that the road maintenance system was complaint-driven and she didn't understand why. She said she drove some roads recently and opined that Quaking Aspen was really in good condition all the way to Larry Johnson's house. Beyond there, where there was more snow and more rain where she believed [Trustee] Otto lives, she opined that that road was horrible. She opined that there's some issues about how hard it might be to grade, but she thinks there needs to be some priorities given to certain roads in terms of how many are on there and then, how passable those roads are. She opined that it's the president's job, according to your manual, to give direction to the Operations Manager and if the President wants to consult with somebody that's not on the Board, the President is free to do that. She explained that the open meeting law does limit the President, and the President was just going to have to do the best he could and wished him good luck.

- Trustee Baker stated that he, himself, would like to see all of the roads considered of the same importance and have a standardized maintenance schedule where it's ongoing maintenance rather than emergency maintenance when the roads are destroyed, then you go and fix it. Whether that can be done or not, he didn't know, but that's one thing he would like to try to do, so that as the year goes on, you continually work on different roads and treat them all the same.
- Shawn said there was something he keeps forgetting to mention, and explained there are numerous narrow roads that have trees and other vegetation growing too close to, and hanging over the road, and those will cause damage to the blade. He said he can't go into those areas until that vegetation gets taken care of. For instance, on Quaking Aspen, because the overhanging tree limbs on the upper portions of that road would destroy the windows on the grader, his last turnaround has to be Anasari instead of Mountain Aspen.

Trustee Baker said that's something that's going to have to be addressed; we'll have to cut them back or whatever, and make a new turn around area or something, but there has to be a way that it can be done.

Shawn explained that's something that the property owners have to take care of; property owners are responsible for cutting back trees or other vegetation that's overhanging or encroaching on the roadway and causing a hazard.

Shawn further explained you can't squeegee mud around and make people drive on that either; it has to be a dry road. Since about Thanksgiving, we've had a heavy winter and we don't grade frozen roads and we don't grade mud roads; we wait until the roads are dry. Right now on Broken Spur, in the middle of it, as of yesterday, there was water on both sides for about 60 feet; so he can't grade that. He explained he does a road survey in the District and tries to take care of all the roads that need to be graded. He reiterated that it's been a big winter, and on his whiteboard, he has written "All" meaning all roads have to be done.

Trustee Baker said as far as Broken Spur, and many other roads, whatever has to be done to fix the drainage, raise the roads, whatever it needs, has to be scheduled and started.

Shawn stated the Broken Spur [Road improvement project] has been on the agenda for six months.

Trustee Dennis stated he believed we've had an agenda item on Broken Spur since November and we tried to get it fixed, but then nobody showed up to a bunch of meetings, so there you go.

Trustee Baker returned to the discussion back to Quaking Aspen Road and the issue of the trees and vegetation. After confirming the roadway [and public utility] easements are 66-feet wide, he asked if that meant we could clear that [easement] if we're improving the road?

Shawn said no, because the GID doesn't do weeds or trees or vegetation, and we're not improving the road. The road can't be improved unless the property owners pay for that improvement. We can grade the road, but we have to have access to the road.

Trustee Otto opined that we have the authority to do what we need to do within that 66-foot easement to maintain our roads.

Shawn asked Trustee Otto how wide Trustee Otto's road (Quaking Aspen) is up where Trustee Otto lives? It's basically a single-lane wide road, right? We're not going to go 66 feet on that.

Trustee Otto said most of its pretty wide; enough for any truck to come up. He said he's had semis up there; that he's paid to have material brought up there because he couldn't get the GID to do it.

Shawn said he's made it to Anasari.

Trustee Otto stated he's graded Quaking Aspen himself probably eight times.

Shawn spoke about a time when Mr. Otto (before he was a Trustee) was employed to run some of the equipment for the GID and was told not to work on Quaking Aspen and Mr. Otto went to Quaking Aspen anyhow and rolled the grader.

Mr. Mansfield interjected and said the conversation was going off topic.

Public comments:

Ferd Dahms said he's been out here for 25 plus years and he lives in an area that most people don't even know where it is. He said we take care of the road because there are only two GID employees. He said all he hears is whining and

complaining about these roads, and opined that maybe the complainers should move back to the city where they came from. He addressed someone and said, "you don't know what a real bad winter is."

Larry Johnson stated since his name was used [inaudible] here, he wanted to clarify a couple of things. The way this was originally set up, beginning at his western property line (on Quaking Aspen), everything above him (including his property) was a seasonal road, and was to be open from May 15th through October 15th, was not to be maintained at all during the winter months, and was to be open for four-wheel-drive traffic during part of the year. A Board resolution rescinded that definition of seasonal road, but it left that boundary in place from his west property line upward, past [Trustee] Otto's place, and stated that any improvement to that road would be done at the property owners' expense. That is Board policy, in writing, and it applies to a number of roads, including Piute Creek and a few other roads. The fact that the road is in good shape to his driveway, is due to the fact that he personally paid for gravel to surface that [section of road from his western boundary] to his driveway; also in accordance with Board policy. These roads, for the newcomers, are the best they have ever been in the history of the GID, and some sit here ragging on our Operations Manager because we had a bad winter. We live in the country, get used to it.

Jerry Moyer spoke again about Broken Spur Road and said they've done it from Whiskey Springs down seven houses and that's it, and the rest was garbage.

Linda Moyer talked about receiving an e-mail from Shawn, and Shawn explained exactly why he could not grade Broken Spur. She said that communication was important.

Ferd Dahms said he lives on Chantry Flats and he agreed with what another resident said about these roads being the best they have ever been. He opined that it's all because of these two guys [GID crew] who get out there and take care of what they need to take care of; stop hammering on them. Use your own equipment, if you got it, to maintain your sanity.

Shawn said the [GID's legal counsel has advised that property owners don't work on the PVGID-maintained roads due to liability they might expose themselves to]. He said he knows Mr. Dahms' road is in very decent shape right now, even though it was mud. It's been a "sticky" road forever, and we've brought up the standard of that road to where you can drive in and out anytime, even in this heavy winter; you wouldn't have made it home if we hadn't done that.

Trustee Otto said one of the reasons why these roads out here have improved is because the Board that we had the last few years had applied a lot of money towards base material and that's improved a lot of these roads. He thought that the previous operations crew manager was not allowed to put down much base at all, anywhere. A lot of these improvements have been approved by these Boards and we've taken your tax money and put it down on those roads which made them better. He said this Operations Manager we have here, by allowing him to put all of this down, that's a major improvement, and that's why you're seeing a lot of places that don't get so muddy anymore, and we're even squirting on all of this mag-chloride all over the place on this new base which he thought, in general, made some improvements because it dries fast and then it turns into an asphalt-like, smooth surface.

- Trustee Otto said he had a road maintenance request.

Mr. Mansfield said Trustee Otto could not make that request right now; that Trustee Otto had to email his request just like everybody else.

Trustee Otto asked then how come you let Mr. Gunn make that request?

In answer to Mr. Mansfield's question, Vickie DiMambro stated that Mr. Gunn made his request at the meeting in December and it was under public comment.

Mr. Mansfield advised Trustee Otto to make his request under public comment.

Shawn explained that at the December meeting, Mr. Gunn stood next to Shawn and made his request [for grading Amy Road south]. Shawn said he had handed Mr. Gunn a report that showed that Amy Road south was ready to be covered with aggregate. However, the Board failed [to allocate funds for aggregate at the December meeting and the January meeting was cancelled because three Board members] didn't show up for the meeting. Funds for aggregate surfacing were finally allocated at the February meeting, and Amy Road south is on the list and we'll get going as soon as weather conditions allow and we can get trucking. Be aware though, next week we have another atmospheric river coming in, with possible snow, and that's going to hamper things.

- Trustee Otto said Trustee Dennis had requested photos, many times, of where actual problems were so that you knew exactly where they were, and he passed some photos around. He said if anyone had other places out here that look like this we need to get at them right now, but he challenged them to give him pictures that look like these of their road out in front.

Public comment:

Marshall Todd opined that we better be really careful that we don't wind up spending a whole lot of money settling lawsuits rather than working on the roads. He said he agreed with everything Larry Johnson said, and if we're not careful, that's exactly what's going to happen. Shawn's always helpful, Shawn always takes a couple of minutes to answer his questions, Shawn's done a terrific job improving the roads just in the five years he's been out here. And, yes, the Board authorized the expenditure for the road base and Shawn put it down. We've had a horrible winter. Why don't we do positive things and look at what we can do when the weather gets better so that we don't have the problems next year; let's be positive and let's not get us into lawsuits.

- Shawn reported that Grass Valley Road (west) has areas that need to be raised up. There was water over the road in a new area due to the County allowing people to build homes that blocked and diverted Cottonwood Creek; you can see this on satellite views. Shawn explained the natural drainage needs to be restored. He said he called the State, and they directed him to the County. He asked if one of Board members wanted to take this on because the Army Corps of Engineers was needed?
- In response to Trustee Baker's question about the storm water that crosses over Whiskey Springs, Shawn explained, with Tom Pratt's assistance, the land owners are giving the GID permission to do some ditching to redirect the water flow to the existing culverts. He said he has to get the out-of-state owners to sign a right of entry form. All those weeds and overgrowth in that pasture have blocked the water from going to the culverts.

Trustee Dennis cautioned that we're not in the flood maintenance business.

Trustee Baker asked not even when it affects our roads?

b. Chip Seal Rehabilitation Program:

Trustee Patterson said he had a handout (see attached), and stated his proposal was the result of meeting with Mr. Larry Johnson and surveying the roads (some dirt roads, but mostly the asphalt-surfaced roads). He explained the estimated costs were based on similar work done in the Valley last fall. He said he'd like to put a contract together for micro-pave slurry on two miles of Whiskey Springs from Amy to Right Hand Canyon. Due to the damage to our hard surfaces, he'd like to look into having some patching, similar to what we did on Right Hand Canyon last fall, done by a contractor. He said he has asked Shawn to come up with a number for the patching tonnage. He said if anyone had a different idea on the chip seal, to please let him know, and if not, he'd like to put a contract together and advertise for bids.

In answer to Trustee Dennis' question, Trustee Patterson stated Whiskey Springs was approximately two miles at 22-feet wide, and yes, that section of road is existing chip seal that we are maintaining; it's not a new section of chip seal.

Trustee Patterson continued and explained the patching is for multiple areas on Axe Handle, Whiskey Springs and Ironwood.

While there is hot patching being done, Shawn proposed having the bump where the old cattleguard is on Whiskey Springs by the Equestrian Center removed and filled in.

Larry Johnson agreed that the bump on Whiskey Springs Road needs to be addressed.

Mr. Johnson talked about how he got with Trustee Patterson and gave him some technical recommendations. He reviewed the timeline for such projects that he followed in the past and stated the Board's approval would be needed tonight in order to proceed with the preparation of the contract documents and advertising for bids.

In response to Trustee Helton's question about some of the soft spots on Ironwood that need to be dug out and base material added before being patched, Trustee Patterson said that would be done as part of the patching.

Mr. Johnson stated he gave Trustee Patterson cross-section detail for doing that and it would be an alternate bid item on that project.

Shawn mentioned on the section of Whiskey Springs from Amy to Right Hand Canyon there are a few areas that need to be dug out, based, and patched before the micro-paving is done.

Trustee Dennis said he had discussed subgrades with Mr. Johnson quite a bit, and when the ground gets wet, we all know it turns into "oozo gozo." He said he has a road just like the one in Trustee Otto's photos, but within a day or two, when it dries out, it's hard as a rock and it's in beautiful shape, and he has witnesses here [tonight] who can testify to that. His concern about the chip seal is what's underneath the chip seal; if it goes bad, if it gets wet, it will mush out. He voiced his concerns about the area of chip seal on Ironwood Road in from the highway and water getting to the subgrade and causing the chip seal to fail. He said the subgrade needed to be fixed,

and what they did on Range Land Road made it bullet proof. On Range Land they covered the Cape seal with Class E and raised the road up to where the water isn't getting to it and it's working really nice right now. He suggested putting down six inches of aggregate material; the road needed to be raised. He opined that the Board needs to figure this out before they spend money on patching it, because even if it's excavated, it's still too low.

Trustee Patterson said he thought the drainage could be corrected a little bit on the south side of that first mile.

Trustee Helton mentioned there's clay pockets in there and they're absorbing the water.

Mr. Johnson reiterated that he gave details on how to prepare those areas before patching. He said one of the reasons those areas are failing is we have clay subgrades that are moisture sensitive and lose strength when they are moistened. The second reason is those drainage swales on the south side of the road are not being adequately cleaned to full depth; however those sections can be fixed.

Trustee Otto said we talked about this two or three years ago about moving that ditch farther away from the edge of the asphalt and he opined that all that was done was to run a grader along there and it didn't really move the ditch. We discussed renting an excavator, and working on top, pull it and cast it and move that ditch over. We need to get that flow line six (6) feet away from the edge of the [asphalt]. We might be able to accomplish both of these things at the same time; dig that 12 inches out, right there at the same time with the excavator, throw in the base and then pave over that.

Trustee Dennis said it's not a bad idea and they did discuss that and the question then becomes, what is the most efficient and least cost way of doing it? Just like on Range Land, the Board discussed the options, and the board finally went with his suggestion, where they took the Class E base and raised the road up; it was the most cost effective thing they could do - they estimated about \$60,000 and it was done for about \$40,000. He said that kind of an analysis is what needs to be done for Ironwood Road.

There was back and forth discussion about what was discussed in the past as to how to provide the drainage on the south side of Ironwood Road, and whether the use of an excavator or a dozer was talked about in the past.

Trustee Dennis reiterated that what he was talking about was figuring out the longest [lasting], best and most cost-effective way to do a project, and we're not there yet.

Trustee Patterson said he wasn't looking to spend any money tonight, and asked that someone please give him a motion so he can put a contract together.

Trustee Dennis made a motion to have Trustee Patterson develop construction/bid documents and advertise for bids for a Chip Seal Rehabilitation Program and return to this Board at the next meeting for review of the bids and possible approval of the asphalt rehabilitation program for this year. Trustee Baker seconded the motion, and upon a vote, the motion passed unanimously.

Public comment:

Mr. Dahms talked about the use of lava rock because of its porous nature.

c. Broken Spur Road Improvement Project:

Trustee Patterson stated he had a plan for the dirt section of Broken Spur from Morgan Ranch Court to Whiskey Springs. For the mile from Morgan Ranch Court north, pull the material out of the easement and put all that back on the road, and the rest of the road, up to Whiskey Springs, as Trustee Otto mentioned last month, use material from our pit to raise the road, and as Shawn has stated previously, put in a culvert at the Whiskey Springs intersection. He said he would go further and would cap as much of that road as possible with some kind of gravel. He asked the Board to allot \$38,000 to this project.

Trustee Dennis said we've had a lot of road requests for Broken Spur and the only way we can fix it is to do a pretty decent job of getting that road raised up so we don't have water on the road. He asked Trustee Patterson if he thought \$38,000 is going to solve this problem?

Trustee Patterson opined that nothing's going to solve the GID road problems, but what we can do is mitigate it somewhat for our taxpayers who live in that area.

Trustee Dennis talked about importing material to raise the road versus using material from our pit, which is free, but processing that material takes time to dig it up, screen it, moisture condition it etc.; sometimes it's just cheaper to import material and you get the job done four times as fast. So if you just buy \$38,000 worth of Class E, you can probably make a bigger dent in what you need to do than by doing it with material out of the Wayside pit.

There was some more discussion about the cost to produce the material from the Wayside pit versus strictly importing aggregate, and the suitability of Class E and the Wayside pit material.

Trustee Helton said the Wayside pit material was used to build the roads out here and he hauled out of that pit from 1983 on.

Trustee Helton said Broken Spur is only half a mile away from the Wayside pit. If you pile up material with that belly dump at a rate of a foot and a half through the wet place where people live, put four pieces of pipe in there so that the water can transit between those two areas because it's flat there, you will fix that road quickly.

Shawn stated that normal maintenance grading of Broken Spur would be done before this project is done. He said he wanted to make it clear that he was not going to wait for this project.

After some further discussion, the consensus was to put down the Wayside pit material and re-evaluate the need for imported aggregate to cap-off the pit material.

Public comments:

Lynda and Jerry Moyer talked about existing culverts that have been buried over the years.

Trustee Helton reiterated that he would suggest installing culverts in four places.

Shawn explained for anybody who drives on dirt roads, if you're looking in your mirror and you're seeing dust, that is your road leaving your road. That's happened over 50 years and that's why the roads keep going down. That dust is your fines that keep blowing away; that's why we are left with a lot of rocky roads and the clay.

Trustee Patterson made a motion to approve \$38,000 for improvements to Broken Spur Road, from Morgan Ranch Court north to Whiskey Springs Road. Trustee Helton seconded the motion, and hearing no opposition, the motion passed.

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

Trustee Patterson stated for a surveillance system in the maintenance yard, he thought the GID's opened up, at that point, to the Nevada Public Records Act; to where citizens, any citizen without any cause or reason, could request any of that footage from any date and time period. He asked how are we going to do that? Who's going to do it? Who's going to pay to do it? He said he was concerned that somebody could just come and inundate the GID with this kind of request, and there's a cost factor involved to compiling this information and giving it back to the citizen based on their request, and we can't charge them.

Trustee Baker asked wouldn't someone have to have a valid reason? So somebody off the street can just come in and make a request? That's ridiculous.

Trustee Patterson said yes, it's in the Nevada Public Records Act, and we have to comply because we're a public entity. They don't need a reason, they don't need a cause, and it doesn't have to be someone in Palomino Valley; any citizen can request this information, and there's a cost associated with that. He said that concerns him because it could inundate us with a cost we didn't know about.

Public comment:

Marshall Todd said he just wondered where all this crime is out here. This place is pretty safe, and he didn't know that we need a surveillance system.

Trustee Baker said he somewhat agreed with that because you can't drive down Pyramid Highway without being on camera, you can't go in a store without being on camera; it's just the way it is nowadays. I'd rather have no cameras anywhere, but as far as insurance and other things, there are some reasons to have them now.

Trustee Patterson said some of what he heard in the audience and agreed with, it's almost like we're looking to spend money on looking for a solution to a problem we don't have. He said that concerns him, because honestly, our position here in his mind is we're here to spend taxpayer money, and his primary function here is to guard that money for the folks who elect us. If there were a lot of things happening at the yard, if we had multiple police reports, if we had multiple employee injuries, then we'd have a problem we're trying to mitigate, but right now he didn't see a problem to where we should expend GID funds on it.

Trustee Baker opined that you could look at it as being proactive; this is something that may prevent future problems.

Shawn explained they've also installed a barricade and a gate in the front for \$57 instead of \$10,000. Also, they lock the gates to the equipment yard when they leave for a job and they put a lock at the fill station of our diesel tank, so nobody can take diesel. The well isn't accessible to anybody unless they are brazen enough to do that during the middle of the day, while we're going in and out.

Trustee Otto asked why did the discussion for the gate come up this fall in the first place?

Shawn responded because one person took water, but they can't do that anymore; after hours, the well is turned off and the entry is barricaded and cable-gated.

Trustee Dennis opined that it's not a big issue, and without major issues, he just couldn't see spending the money.

Trustee Otto talked about working for Campbell construction, for instance, and they've had jobsite Conex containers broken into and batteries stolen out of equipment. He opined that the GID's Wayside yard was secluded and vulnerable.

Shawn interjected and said the Wayside yard is not secluded; there are buildings around.

Trustee Otto opined that a security system would provide security against theft, might be a benefit for workman's comp, law enforcement could look at the recordings, and it might aid in legal claims and fraud. He said he contacted our insurance company, the POOL/PACT and [risk management grant] requests for helping pay for camera systems [if awarded], are usually 75% they'll pay for and 25% by the entity. He explained the bids that he got for this came in under \$6,000. These are commercial camera systems and would be secure inside of a metal case. He opined that even if the insurance company turned down the grant request ... this is a permanent setup for Boards to use in the future.

Jerry Moyer said since Trustee Otto checked with the insurance company, would the insurance company give the GID a better rate on the insurance?

Trustee Otto said he didn't ask the insurance company that question.

Matthew Lambert opined that it would be negligence to not have some kind of way to know what's going on with our equipment if something were to happen.

Trustee Helton said he was curious why everybody thought this might be an attack on Shawn, because to him, it's an idea based on what could happen to us.

Shawn asked who has access to the video?

Trustee Otto said the President.

Trustee Helton said there's a video camera out at the beginning of Pyramid Highway where the tractor is parked; that's a State pit that has got a camera there. He opined that he didn't think they have people, like Trustee Patterson brought up, that have to see, at different times, what's there.

Chuck Blower said he heard the words, "for the Board to use," so he was wondering why [the Board] wants to use this system, what benefit to [the Board] is this system? For somebody who's working there, he felt like he was being spied on. Why did they use those words, "Board to use?"

Trustee Helton said most of the people that he knows out in the valley have cameras at their driveways.

Mr. Blower said he didn't care about anybody else; he wanted to know why [some of the Board members] were so insistent on having it? We have not been ripped off, we don't have an issue.

Trustee Helton asked Mr. Blower why he didn't want it?

Mr. Blower said because he didn't want them spying on him.

Trustee Dennis said that's one of the things that he saw in Trustee Otto's verbiage; that Trustee Otto said we can watch what equipment goes out and what equipment doesn't. He said his idea is to put this off and think about it later.

Trustee Baker asked is it not our responsibility to protect this equipment and this business?

Trustee Dennis said that's what we have insurance for, and he didn't really see an advantage.

Mr. Blower opined that you're still going to get ripped off, so the cameras might show you who stole something, but the cameras are not going to keep anybody out; so the cameras are not a deterrent.

Trustee Patterson said if we decide to move forward and have a vote on this, he'd feel more comfortable if he knew more about the Nevada Public Records Act and if the President of the board has access that tells him that the President is going to honor every request from a citizen and find that footage and give it to the citizen. He said he needed to know who's going to pay for it, who's going to fulfill those requests, because that will happen at some point once the public knows that we have a camera up and they have every right to ask for the footage, and I don't fault them for it, but somebody's got to be responsible to provide that information.

Larry Chesney said he publishes a website and all the issues on his website are backed up by public record. If he asked for weekly footage, all he'd have to do is put in a written request, and the GID would have to give him everything.

Mr. Chesney said the second point is Trustee Otto brought this issue to the Board, and it's appropriate when somebody brings an issue to the Board that they've done their homework. That they know exactly what the cost is for installation. Is the insurance company in fact going to pay for 75% of it or not? Bring the proposal and make a motion based on facts; whether it be a spreadsheet, estimate, whatever.

Matthew Lambert said some stuff he did was with security stuff and cameras and with some of these newer systems, you could send out a digital file to fulfill a records request. He opined that the pushback didn't make sense.

Jim Currivan opined that maybe hidden in this pushback and nobody's saying it, there's been this "gotcha" that's always prevalent it seems in the last couple of years. It just is not good for morale being spied on; he wouldn't care for it, and he's an honest person. If you want to have a camera that frightens people away, get one of those \$50.00 "make-believes" and put a couple of them around and call it good.

Marshall Todd opined that they should wait until the [maintenance] building was up because then you'll know where you're going to be putting your equipment and all that other stuff.

Larry Johnson said he may have misinterpreted this in his comments under public comment earlier, and this may answer Trustee Helton's questions and maybe not. When part of the reasoning given for this by Trustee Otto is we can watch what equipment ... he wasn't here during last month's meeting when this was discussed, but it was put to him as a surveillance of employee issues and that's why he made the statements he did, and maybe he jumped to that conclusion, but quite frankly knowing the behavior of the Trustee Otto over the past couple of years, that's an easy conclusion to jump to.

Trustee Baker opined that anybody that's an employee anywhere that is doing their job and doing what they're supposed to do, shouldn't have any problem with it, because there's nothing to hide, and virtually any business in this state or any state,

it's cameras everywhere. You can't walk into any store, gas station, drive down the street, at the stop lights, there's cameras. If you think you're getting spied on, well, you're getting it most of the time you're anywhere in public.

Shawn said there's still a proper protocol to pursuing it.

Trustee Dennis opined that he thought a couple of salient things came out of this, one was nailing down the actual cost and having a written proposal from someone that gives us the cost. Who's going to deal with the information systems? What type of system is it going to be and how is it going to operate? He suggested bringing this back.

Trustee Otto said he had four proposals, so that's taken care of already and so we know that on the outside ...

Trustee Dennis interjected and said the problem is, we as Trustees haven't seen it, so we don't know what we're getting into. We have a fiduciary responsibility with regards to how the thing gets managed. There are so many things to think about when you put a system together. What's this guy giving you for \$6,000?

Trustee Otto said it's not just one guy; they're all professionals.

Shawn said [Matthew Lambert is] one of them. Do we have names of all these "professionals?"

Trustee Dennis said he wasn't sure we needed a surveillance system because if we have the right locks on the building ...

Trustee Otto said he was OK with waiting to find out what the attorney finds out about having to front all of this video-on-request, and we'll wait for next month. He said he'd make a bunch of copies of these bids and what they got to you so you can see them and see if you can understand that gobbledygook of them all. He said he'd spent a heck of a lot of time trying to make sure that we were getting our money's worth on the equipment and what they're capable of, where they're going to be put, what the cable's going to be, everything, because he knew that that would be requested eventually.

Lynda Moyer commented about this being premature with the building not yet erected and opined that they might incur additional costs if they had to move equipment after the building was put up.

Trustee Baker said this item would be tabled to next month.

e. Status of Grubbing on the Ditches:

In answer to Trustee Dennis' question about defining "grubbing," Trustee Otto said he could describe grubbing. With a new jobsite that has weeds and vegetation on it, they remove 80% or so off of the surface before they start using the material for a structural purpose or building on top of it.

Trustee Dennis said, so we're saying that we want to remove weeds and rubbish from drainage ways?

Trustee Otto said just that, pulling out all the sagebrush out of the ditches and out from the ends of culverts and making it clear so that water can flow. Also so that if a vehicle pulls over there with a hot catalytic converter, he's not going to light the place up on fire or if there's a rollover or accident right there everybody, including first

responders, aren't wading through sage brush; there's just a whole bunch of reasons why. If you have trouble with your vehicle on that one lane roads out here and you want to, you got to pull over and wait for somebody to help you and try to get it so somebody can pass, you got to pull over in this stuff and if it's gone, it's a heck of a lot easier for you to move around. We're not on roads that are paved and that are 22- or 24-foot wide; we're on back roads here.

Trustee Dennis said and that's the way it is out here, that's the problem, people don't realize that's the way it is.

Trustee Otto said well, how come Jim Hicks was doing it? Jim always had it all cleared out.

Trustee Dennis said he disagreed with Trustee Otto; that the sagebrush was not touched. Besides, if we go touching it, huge amounts of [noxious, invasive] weeds will grow in the place of the native vegetation and will become a bigger fire hazard and a bigger problem, and unless you have a pre-emergent put down along every piece of road, it just doesn't work.

Trustee Helton said it's a hard discussion; the County came out here [in the 1980s] and showed us their pictures of how we were supposed to maintain our roads. It's not about money, it's the amount of time spent to do it. He said when he started doing it in the 80s, they hadn't been done in years.

Because there is overlap, Trustee Dennis asked to have agenda items 5.e. and 5.g. combined.

After a brief discussion, Mr. Mansfield said with the grubbing and the weed control on the ditches, there's a resolution (F22-R1, attached) passed by the Board, so the Board could make a motion, if they'd like, to rescind it. He said that he thought we should keep these two agenda items separate. He suggested the Board discuss the issue of this resolution before moving on. He stated he agreed with prior counsel when prior counsel stated the GID was going to have to be concerned about liability, homeowners liability, property liability, as soon as the GID assumes weeding on their property, then, where does the liability start and stop for us? If something is to happen, what if the weeds aren't caught up on, and there is a fire, they're going to point the finger at us because they said that you guys did it in the past; that's an issue. So the liability that we open ourselves up to, from veering off of maintaining roads, needs to be considered.

There was some confusion about the extent of what was being discussed as far as grubbing and removing the weeds in the roadside drainage ditches.

Trustee Helton thought all we're talking about is pulling the rocks leftover from grading and setting them on the back slopes. He then asked Mr. Mansfield about the trees that stop the crew from grading. We have to grade and maintain a safe roadway as a GID ... the fact that we no longer grade a roadway because the trees are there from the homeowner, do we have responsibility and do we have liability because we didn't make the roads safe?

Mr. Mansfield said no, because the tree is the homeowner's personal property that they take care of.

Trustee Helton said the tree is in our easement, and asked if we have responsibility to create a safe roadway?

Mr. Mansfield said he didn't believe so; the property owner has to take some assumption of liability by letting their trees and other vegetation grow.

Trustee Helton said he would make a motion to nullify that resolution and make the verbiage more correct.

Trustee Dennis said he thought we do have the verbiage correct; there's nothing stopping us right now from maintaining the drainage ditches.

Trustee Helton said what he was getting at was that the correct way to grade that road is to do the service to the road, do the ditches and pull the back slopes out. He clarified that we want to take the slough, from where we've graded, that's in the ditch line - big rock that comes out of the base - and we want to pull it out and pull it off the back slope so that's not in the area where people drive or in the ditch where people can hit it.

Mr. Mansfield said he thought they were covered by what the resolution says.

Trustee Otto referred to the resolution and read the second paragraph, which states:

“Whereas, this resolution does not pertain to clearing of ditches, escapes, and culverts in order to maintain drainage ways.”

After a brief discussion, the consensus was that the resolution does, indeed, allow the GID to maintain drainage ways by removing weeds and vegetation if water flow is being impeded.

Matthew Lambert commented that he informed his insurance company that the GID was not going to clear ditches of growth and brush.

f. Status of Request for Grading or Placement of Material on Amy Road (South):

In response to Trustee Patterson's comment, Shawn clarified that he has the funding for aggregate surfacing.

Trustee Otto said he would like to use our own material instead of import.

Trustee Helton said he would like to cover that with DG from the Ironwood pit until Shawn can get the Class E brought in.

Shawn explained there's nothing to do with the road right now; it's hardly even corrugated because of all the water we've gotten. Anything that is pulled from the sides, which is just all sand and rocks, will just corrugate quickly with the way those people drive on that road. He thought the best thing to do would be to cover it in Class E and it'll be done.

In response Trustee Helton's question about applying mag-chloride after the Class E is put down, Shawn explained any Class E that we put down, whether it was sprayed with mag-chloride or not, will do the same thing it does now. He explained some of the challenges of getting "clean" Class E, and most of that depends on the loader operator at the pit and the material being produced. He said he was at the pit a few weeks ago, and the material had balls of clay in it, and he wouldn't want that, but they are producing more material and bringing it down the hill as we speak, and hopefully, it would be better material.

In response to Trustee Helton's comment, Shawn explained that the Class E with mag-chloride on it does firm up very quick in the sun; if it gets about six hours of sun on it, it hardens.

Trustee Otto said we needed to get in and work the Ironwood pit or we're going to lose our access to it.

Cathy said she didn't have the information in front of her, but we do have a [deeded easement] to the Ironwood pit and we do not have to "continually use it, or lose it." The wording is more that if the GID no longer wants to utilize the pit, it would revert to the current owner, but the GID would still have to do reclamation of the pit.

Larry Johnson agreed that we have the rights to use the pit and when we're through with it, we have to restore it and it reverts back to the [current] owner. He said the one thing that we have to keep in mind, in use of that pit, is that material has to be processed; it doesn't come out as a clean DG. There are processing costs and somebody needs to do an economic analysis and compare the cost to import Class E versus the processing costs in that pit, and make the business decision accordingly.

Trustee Otto opined that with the moisture, right now is a great time to process material in the Ironwood pit.

Mr. Mansfield stopped the discussion because it was getting off the agenda topic.

g. Discussion of "Road Grading and Maintenance Standard Instructions to All Operations Employees and Contractors":

Trustee Patterson explained this new list of standards that Trustee Otto handed out (see attached) are similar to the list of [guidelines] that were approved in August of 2021.

In response to Trustee Otto's comment, Trustee Dennis confirmed that the August 2021 list of guidelines was approved and instead of making it a black and white law for the GID, we had a note that was given to the Road Committee to consider all the items that Trustee Otto had put together, and he thanked Trustee Otto for his work, but it wasn't an enforcement action that specified, "you will do this no matter what," and there's where he was going to get into the issues with Trustee Otto on that.

Trustee Patterson interjected and explained that from representing labor for almost two decades at a public entity, he has a lot of experience with HR policy issues, discipline, wage structures, wage analysis; a lot of different things. He said he had no problem with this except the line at the bottom because dismissal from an employer is for things like gross misconduct, theft, sexual harassment, work place violence. This type of standard, it's subjective, somewhat vague in some areas; he didn't have a problem with having a standard, but if there's an issue with how something's accomplished on this list, this is where you manage employees through progressive discipline. You talk to employees, you counsel them, you go through a process. We only have two employees now, and according to this, if they both only have 79 hours on a grader, are they both dismissed, and we have no employees left? He said he didn't think any discipline language should be attached to this at all.

Trustee Baker said we're considered the employer, and suppose we get rid of that line on the bottom, how do we enforce this?

Trustee Patterson said you enforce it through management and the President discusses any issue with the employee working under the President; that discussion is meant to change behavior. You can do all that without having that clause on the bottom.

In answer to Trustee Baker's question, Trustee Patterson explained the operations manager reports directly to the President of the GID. He would recommend that the President document every conversation you have when you're trying to mitigate something or change a behavior in an employee, but you don't put, "you're fired." There's a right way and a wrong way to deal with issues with employees, and that line doesn't work for him and it doesn't work for a public entity.

In response Trustee Baker's question, Trustee Patterson said there's no problem with an employer having policies for employees. He said maybe he and Cathy will come up with something to bring to this Board, where it's more of an employee handbook that will deal with discipline issues, similar to Washoe County or the POOL/PACT's example (our insurance company). We could lay this out in a standard where it's more understandable and clear, and have a road map, if you will.

Trustee Baker asked Trustee Patterson if he wanted to take this and clear up some things?

In response to Trustee Otto's question, Trustee Patterson stated his first idea is going to almost mirror what was just approved in Washoe County for discipline measures for employees in December of 2022. He explained he's already started working on employee policies, the wage structure for our current positions, and how PERS should work here at the GID for our employees. He said he just needed some time and he'll bring it.

There was some discussion about Trustee Otto's item number 16, which states:

"40 hour work weeks should be the standard unless otherwise directed during weather events or emergencies."

Vickie DiMambro explained our two, full-time employees work 40 hours per week and when there is overtime, like Shawn gets for attending these monthly meeting, it is usually taken as comp time, we almost never pay out overtime.

Shawn added that he was going to reach the maximum comp time eventually, and then he'll have to get paid for any overtime.

Trustee Dennis referred to Trustee Otto's item number 1, which states, in part:

"Raise and widen roads to at least original width using the previously graded off material adjacent to roadway."

Trustee Dennis opined that if this is to be standard operating procedure right now, you've got a reconstruction-type thing going on with the roads, and that takes a lot more time than just grading and cutting. He said he looked at this and came up with about 45 miles of road that we need to raise. He said he did some quick calculations, and assuming that we imported 75% of the material to raise and widen these roads, it would cost about \$92,000 a mile. We're really making the road new by bringing it up and getting the drainage to work. We're reconstructing the roads and what are the costs involved to do it and we really should be very careful about setting rules that we can't afford; we don't have 5.6 million to do those 45 miles of roads. He added that he didn't even include the cost to top the roads off with Class E base.

Trustee Baker said there is a simple fix for that, get rid of "at least original width" and just have "raise and widen roads using previously graded off material."

Trustee Dennis said but it can be a big project because by the time you take one of these roads where the last 30 years has been off graded and we got sagebrush on it, we got to grub it, it's going to take time and effort and every time we do one of these special projects, it costs money and takes time away from the normal grading.

Trustee Helton said once you get them back, they'll be easier the next time.

Trustee Otto addressed his item number 1, and said you're doing this work with using the previously graded off material adjacent to the road; that he didn't say anything about import.

Trustee Dennis interjected that it could be a big project depending upon your definition of "previously off graded material."

Trustee Otto said the last sentence on there, "Prioritize pulling good material back into the roadway as a standard method." He conceded that in some places we have poor, rocky material that we don't want to pull back into the roads, but there's plenty of roads out here where there's not a bunch of rocks in it and you can see where the original slope used to be on the road and over time the operations crew was allowed to keep grading off, because it's quick and dirty, and they just kept pushing this material off and stacking it there, and the road become narrower and narrower. He opined that while the grader's there, each time you take some more of it off and bring it in, and if you've got to pick one road at a time every four months and do this to, you go and knock it out and it isn't that terribly hard to do. Where the material's good, pull it in and get it done, and then we're back to our original roadway width.

Shawn said the problem is not the width, it's the height.

Trustee Otto said he's had a lot of people mention to him these roads are narrower than they used to be.

Shawn stated he's only been here five years and he hasn't done that.

Trustee Dennis said we specify the width of the roads, and he didn't think we're that out of spec on any of the roads.

Public comments:

Jerry Moyer said on Broken Spur you can see where the road is and it's a foot and a half to two feet in from the culvert.

Trustee Otto opined that there's a lot of that situation, and Broken Spur is a perfect example.

Larry Johnson said his comments on the overall document are that much of this is already being done throughout the roadway system; you can find exceptions to practically everything here, if you want to. For example, on upper Twin Springs, because we have close junipers, no, you don't have 20 feet. Large sections of Piute Creek, no, we don't have 20 feet. So rather than "standard instructions," these should be "guidelines." There is a whole bunch of judgment that goes into each one of these items. He referred to item number 1, "Raise and widen roads to at least original width," and stated they have made a concerted effort to pick off two or three roads a year; we've done so on Range Land, we've done some on Wilcox Ranch, where we pulled the material off the side of the road, put it back on, built it up, and got good drainage. You need to understand that major efforts go into a bunch of these, like Range Land. We've used both contractor and our in-house crews that

have spent weeks doing these special projects, at which point the rest of the system doesn't get graded and gets neglected. He said he would recommend that they continue that program. He opined that since these last two storms, two roads jump out at him: Broken Spur and Grass Valley west (where the section he had raised years ago, is the only portion that's working well). To make this "standard instructions," and if you don't do this, we're going to fire you; what are you thinking of? You're going to open this District to litigation that could far out shadow the good we're doing. Each one of these items, there are exceptions to, and some of them have an exclamation mark at the at the end of the sentence; these are guidelines, they're not shouting points. Whatever the terrain allows, there's a whole bunch of areas where vegetation doesn't allow 20 foot roads. There's a whole bunch of these areas where these roads are the same Jeep trails they were when McCulloch Oil turned this over to the GID all those years ago. Most of these things need to be qualified, most of these things, he believed, the intent is good, common sense type things, that in general should be done, and Trustee Otto was correct there. He opined that they need to be refined, they need to be guidelines, and you surely need to get rid of the last sentence.

Marshall Todd opined that this is micromanagement and what you get with micromanagement is resentment. He referred to the job descriptions for the [employees] out here, and said there were three job descriptions and only two [employees]. Just make these guidelines and don't ever threaten to fire somebody if they don't do this, that's not leadership, that's just being a jerk.

Mr. Johnson stated the Board has specific procedures, and if an employee's behavior, performance, etc. is not up to your standards, you call for a [closed] personnel session, at which the entire Board sits down with that employee. Grievances are aired and give the employee instructions on how to improve his performance with the caveat that it is going to be monitored, and if the employee continues at that, you have grounds for termination, etc. Again, the Board has specific policies for how all of that is to be handled.

Larry Chesney stated in your manuals, which you finally got tonight, there is a job description for each and every one of you [Board members], there's a job description for the road manager, there's a job description for the equipment operator. He suggested that you read all of those and understand them before you make these judgments. The other thing that you need to do, is learn the Open Meeting Law (OML). You're elected officials and the OML is a State law and you should familiarize yourself with it.

Mr. Todd stated there's an OML training video on the [Attorney General's] website that could be helpful.

Pam Roberts opined that it's very important to distinguish between this document and discipline. This document should say something more like "guidelines," not this, and it should not be a tool that the Board uses to discipline your employees. It's supposed to be guidelines for the employees to know what direction the Board wants; it's not supposed to be about discipline. She also stated she agreed with another public comment that discussions about job performance needed to be held in a closed session. She said she's been here five years and she's come to a lot of meetings and didn't always agree with everything everybody said or did, but she did think when she read this [list], this is pretty much what Shawn has been trying to do,

and what the employees have been trying to do, most of this is common sense, but then to put it like that and say, "if you don't do it, you're going to be dismissed." That didn't sound good to her at all, and if that's where this group really wants to go, then you better have a closed session. She said we've talked over and over about how we only have two employees and she thought they worked hard, and if there's some places where there's improvement needed, then that's the President's job. For [eleven of his twelve] years, Larry Johnson was the President, and he was the one who gave the direction to the Operations Manager. Now it's the new Trustee's responsibility.

Susan Ambrose said she would be curious about Washoe County, Gerlach, and other places that have road maintenance divisions or crews, do they have standards like this or are these standards not commonly used? She opined that this seems more like something an engineer might draft if you're rebuilding roads.

Trustee Otto said he didn't have a clue whether or not Washoe County, Gerlach or others have standards like these. He said what he was aiming at with this, was so that we have standards or guidelines for our employees to follow. He said this is the way he thought for us to have something to refer to and talk about if we do ever have to have a special meeting and discuss performance by our employees. He said as for that last line, we don't need to have that.

Trustee Dennis said one of the things Trustee Baker needed to think about was when Trustee Baker is out there as the supervisor, this document, if it becomes the Bible for you, you have to do it. For everything that comes down the road, because you made this black and white, and now you're responsible for it because you carry out, specifically as the President, everything this Board approves, that's your goal. So it's your responsibility to do so. You don't want this. You want this to be an advisory thing because there is so much stuff that comes down the road that you need to be able to tell that supervisor and make changes or do things. We're still doing the basis of this, but you don't want it as something that's on your back all the time. You're going to be the one that's going to suffer

Trustee Baker said according to this right here, this handbook, my day-to-day job is not to give Shawn or whoever the road manager is, what he does every day. It's not my job to hand out a worksheet saying this is what you're doing today; that's the road manager's job.

Trustee Dennis said but if Trustee Baker has this, you then become culpable because you didn't do this. You're supposed to follow through and do everything that this Board says you're to do, and if this becomes black and white, that's your Bible. You're done with it.

Trustee Baker said everything he's heard here tonight is that nothing can be done about anything; the roads can't be fixed, we can't do anything and nothing can be changed, it's what it is. He addressed Trustee Patterson and said if we change, "Raise and widen roads to at least the original width" to "Raise and widen roads where possible" and eliminate the, "Non-compliance with above instructions are grounds for dismissal," would that pass with Trustee Patterson?

Trustee Patterson said yes, that's perfect, but ultimately he works for the people and all he's heard from a lot of community leaders here tonight, is they want that to say, "guidelines." He said he answers to the people.

Jim Currivan said he also thought Shawn is trying to do all these things and doing the best job he can within the time that's allowed and the machinery that's working at the time. We hired him because he's got good judgment, so let him do his job. When you have problems with it, let's talk about. Otherwise, he'd table this thing or get rid of it; it's a morale killer to start with.

Trustee Otto said he was OK with changing that to "guidelines" and removing that "dismissal" line.

Trustee Patterson reiterated that we're approving what we approved before [in August 2021 (see attached)].

Trustee Dennis agreed and said it's the exact same thing, and we spent a day arguing about it.

Trustee Baker asked if he should make a motion to pass this with the changes?

Trustee Dennis said to let Trustee Patterson wordsmith it first.

Trustee Patterson suggested they put the changes on it and bring it back next month and make a motion when we're looking at the actual document. He addressed Trustee Otto and asked, "make your changes that we discussed, right?"

Trustee Otto said it's simple, erase one line ["dismissal" line at end], and put in "Guidelines" up there [in the title], and "where possible" [throughout the document].

Trustee Otto asked where does this go in the book?

Trustee Patterson said to maybe talk to Cathy about that at a later date?

Trustee Otto said what about Appendix E - Personnel, under personnel guidelines - their instructions?

Trustee Dennis said it's not "instructions."

Several people said it's "guidelines."

Trustee Otto said it's "guidelines," OK and he would bring it next month with those changes.

6. Old Business: None

7. New Business:

a. Discussion About Hiring a Mechanic or a New Equipment Operator:

Trustee Helton opined that we need another employee; it wouldn't hurt to have another grader operator like Shawn.

Trustee Dennis said we need to know what it will cost and where does it come from; an economic analysis is needed.

Trustee Helton agreed that we need to figure out if we can afford it.

Trustee Dennis asked if we can have the President and Shawn talk about this?

Shawn said we have and what he discussed with Trustee Baker was that out of the five years that he's been here, in the winter we don't need a third person, and in the summer, you'd need two more employees, because to run two graders, you'd need two water truck drivers because we don't grade dry roads.

Trustee Helton said that would be the job for the brushing and doing the other jobs; he graded dry roads out here from the beginning of it.

In answer to Mr. Johnson's question, Shawn stated last year's cost per mile for Class E surfacing was [an average of] \$20,000 a mile.

Mr. Johnson opined that another grader operator, with benefits, is going to cost you \$100,000, so what you need to balance with that is, do you surface five miles of road, or do you put on the third employee? It needs to be carefully looked at.

The discussion turned to the \$20,000 a mile for Class E surfacing. Shawn explained that was an average; there are many variables such as road width, thickness of application (they have been putting down a thicker layer of material than they used to), distance from material pit to the road being surfaced, and how much of the trucking is done "in-house."

Trustee Helton opined that you had to consider how long that aggregate surfacing is going to last before you have to cover a road again; if it's going to last four years or five years, that's value. You could put in another operator, because yearly the operator would cost "this," but you wouldn't pay the \$20,000 per mile every single year; it wouldn't be part of the budget, because that road's really going to hold up that long.

Shawn said the Board generally authorizes \$100,000 a season for aggregate surfacing, and when we started, it was at \$12,000 to \$13,000 a mile, but trucking companies have raised their rates; our biggest expense is trucking.

Shawn mentioned the Board had approved an increase to the capital outlay budget to purchase a belly-dump train. He explained he got the pup, but unexpected equipment and vehicle repairs used up the capital outlay budget. He said he needs that 40-foot semi to tow that pup, and he's going to need to ask for a little more capital outlay budget. He said he believed he had a trucking company willing to sell a good semi, belly-dump trailer for about \$15,000.

Trustee Helton said we need another driver for that.

Shawn explained they could do what they've done in the past, like when they did Amy. Chuck trucked in the material, and Shawn did the rest of it himself: he spread the material, then he jumped in the water truck, then he moved the water truck, and did the rolling. That's why everything was coming in less expensive. He said he liked keeping the work in house, but sometimes it's not feasible, especially when he's running big quantities.

Trustee Baker asked what if we were to look into part time employees?

Shawn explained he and Cathy have looked into part time and unfortunately people want the benefits, they want the hours; they don't want part time.

Trustee Baker said it's something we could try.

Shawn said absolutely, you put an ad in wherever you want, and have the applicants come talk to him.

Trustee Otto opined that what's going to happen, an experienced, journeyman road grader operator either has a job already or he's retired. That grader operator doesn't want to go and collect part time pay, he wants a full time job or he's going to retire. He said six out of seven operators operate everything but a grader; there's only about a dozen of those operators around for us to get applications from, and they're not going to want part time work.

Trustee Otto opined that there's a lot of work that can be done in the winter time. He said there's a lot of these roads that are blown out, like Broken Spur, there's the back slopes to be laid back, there's dirt in the pits that can be pushed down and stacked up.

Shawn said your problem is they have to have a CDL, our insurance company requires it; they have to be able to work anywhere he needs them; if he needs them in a truck, they have to have a CDL.

Trustee Otto said his suggestion is don't put them in a truck.

Shawn said he has an equipment operator now and he's not going to take his operator out and hire some part-timer.

Trustee Otto said the current equipment operator is not a journeyman operator.

Trustee Dennis interjected and said we're getting into logistics; we need to look at our budget and then decide what we might be able to do. He said Trustee Otto wanted this discussion, and they've talked about an operator, and you talked about a mechanic, and we haven't even got close to thinking about all these things so let's put it off.

Trustee Baker said we need to find out where the money is going to come from.

Trustee Patterson said there's a good cheat sheet right there, the budget for next year, and he honestly didn't see where you're going to find \$100,000 [for another employee] and still maintain the roads we have. He said he's concerned when the CTX is coming down, and he didn't know what this economy is doing. He said he would probably lean towards the truck driver position, more than, maybe a lower paid position where that person would be trained to be an operator by the manager, and then make his way into that position, and then you start paying less, but you have a person who can drive the water truck and help the employees who are out there grading.

Cathy interjected and referred back to her Estimated Operating Funds for Road Improvements report and said the Estimated Operating Funds for Road Improvements as of August 31, 2023 is \$275,000; just think about having to take this new employee's wages out of that number.

Trustee Dennis said there went the chip seal.

Cathy said that was her point.

Trustee Patterson said there's a lot of money invested in that chip seal over a decade.

Trustee Dennis said and there goes the chip seal; if you don't have enough money to maintain the chip seal, and that's a decision that the Board has made, to try and make sure that that chip seal and those asphalt-surfaced roads are maintained because that's been the best improvements we've had so far.

Trustee Baker suggested tabling this item until somebody finds out where the money could possibly come from. Others voiced agreement and the item was tabled.

8. Judicial/Government Affairs:

Mr. Mansfield explained that everything he did have can wait till next month.

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

- Next month's meeting will be on April 20, 2023.
- By March 30, 2023, she will be notifying the Department of Taxation of the auditing firm designated for the June 30, 2023 audit.
- By April 15, 2023, Vickie will mail two hardcopies of the tentative budget to the Department of Taxation.
- Work on the final budget will be on the next agenda.

10. Correspondence:

- Trustee Otto said he talked to the POOL/PACT people, and they are willing to come out to our meeting and give us a little class on what we can do and what we can't do, what we can say and what we can't say. We can also make our gripes about the way the Nevada Revised Statutes (NRSs) are set up regarding open meeting laws and how these GIDs are ran; we can give them feedback and they take that feedback to the legislature. We can ask, they're willing to come out and talk to us and present guidance.

Mr. Mansfield stated that's what he is here for.

Trustee Otto said the POOL/PACT is free and if the Board wants him to follow any further along those lines, he will.

Several Board members thought it was a good idea.

Mr. Mansfield said if the Board has questions about the open meeting law, to call him. He said he knew it's frustrating, but he really is here to help them.

11. Public Comment:

- Marshall Todd mentioned there's going to be a community meeting here on March 30th at 6:00 p.m., because it's a community meeting and not a CAB meeting, the open meeting law doesn't apply. He said two of the GID Trustees can get together, but three of you can't.

Trustee Dennis explained two Trustees cannot deliberate on an item, so we have to be careful.

Mr. Mansfield said two [Trustees] can, but three [Trustees] can't because three is a quorum.

Trustee Dennis asked Cathy to put out a notice of possible quorum.

- Trustee Otto made a formal request that some spots on upper Quaking Aspen get some material put on them after it dries up.

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

12. Board Member and Staff Items:

- Trustee Dennis said one of the issues we're going to have is to properly agendize what we just talked about. It started out about hiring a mechanic or a new equipment operator, but what it really amounts to is looking at the budget and determining whether or not we have sufficient funds and how we're going to deal with it, if we're going to do anything at all, and then looking at the logistics of the whole operation; it

gets rather detailed. We've had long, lengthy discussions on this kind of stuff because it's hard to absorb all that information. So there'll be an item that includes discussion and logistics with regards to personnel and operations and expenses.

Cathy said she'll have to talk more about that with Trustee Dennis.

Trustee Dennis said we did it once about a year or so ago. So that would be an item that would be inclusive of all that. He didn't know if we can figure out the wording, but it'll be there.

- Trustee Otto talked about future agenda items and said he'd like to make sure a couple of them are on there. We talked about the level of management, the LOM, and that we might make changes on that.

Cathy asked Trustee Otto if he was talking about the level of maintenance (LOM), from the Roads Accepted for Maintenance and Level of Maintenance Designations resolution?

Trustee Baker said we tabled it till next month.

Cathy said that's something totally different.

Trustee Patterson asked if Trustee Otto was talking about the guidelines?

Shawn clarified it's level of maintenance of roads; the "1, 2, 3" designations.

Trustee Dennis asked if we had to go through that again?

Cathy explained that's the resolution and all the level of maintenance talks about is primary, secondary and tertiary. She asked if Trustee Otto was proposing to change the level of maintenance designations that are in that resolution?

Trustee Baker said what he thought they want to do is change it to all roads are considered the same.

In answer to Cathy's question if the agenda item would be to amend the existing resolution, Trustee Baker replied yes.

- Trustee Otto said he also wanted an item regarding the maintenance building and how it's progressing.

Cathy said that could be addressed under road operations and maintenance reports because that is part of operations.

Shawn added you just have to ask.

13. **Adjournment:** Trustee Patterson made a motion to adjourn the meeting. Trustee Dennis seconded the motion, and hearing no opposition, the meeting adjourned at 9:30 p.m.

PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT

TRANSACTION REPORT AS OF March 13, 2023

Submitted by Vickie DiMambro, Bookkeeper

Total of all Bank Accounts:	Balance as of March 13, 2023 - Almost CD #5010	453,913.66
	Balance as of March 13, 2023 - A/P / General Ckg #4179	552.52
	Balance as of March 13, 2023 - Payroll #4430	20,000.00
	Balance as of March 13, 2023 - Petty Cash	350.00
	Total Cash In All Accounts	474,816.18

<u>Wells Fargo - Almost CD #5010</u>	Balance as of February 13, 2023	485,952.39
Income for the Month		
Ad Valorem/Property Tax	160.48	
Consolidated Tax (CTX)	48,938.57	
LGTA/Fair Share	3,848.69	
Other Income	0.00	
TOTAL	52,947.74	
Interest Income	36.57	52,984.31
Transfer to Wells Fargo #4179	(700.00)	
Transfer to Wells Fargo #4430	(84,323.04)	(85,023.04)
	Balance as of March 13, 2023	453,913.66

<u>Wells Fargo - A/P / General Ckg #4179</u>	Balance as of February 13, 2023	924.47
Transfer from Wells Fargo #5010	700.00	
Interest Income	0.06	700.06

NAME	CK #	AMOUNT	DESCRIPTION	
Flyers Energy	10027	1,072.01	Fuel	
TOTAL		1,072.01		(1,072.01)
			Balance as of March 13, 2023	552.52

PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT
TRANSACTION REPORT AS OF March 13, 2023

<u>Wells Fargo - Payroll #4430</u>		Balance as of February 13, 2023	20,000.00
Transfer from Wells Fargo #5010		\$84,323.04	
Interest		0.34	84,323.38
<hr/>			
Net Payroll		9,463.17	Net Payroll
Catherine Glatthar	Patriot	1,722.50	Secretarial \$1,027.50, Accounting \$620.00, Website Maintenance \$75.00
Catherine Glatthar	Patriot	11.04	Office Supplies
Vickie DiMambro	Patriot	1,527.50	Bookkeeping
Vickie DiMambro	Patriot	143.98	Office Supplies \$84.13, Patriot Payroll Service \$59.85
Humana Insurance Co	Bill pay	197.41	Monthly Vision and Dental Insurance
United Healthcare	Bill pay	3,446.74	Monthly Health Insurance
Metal Building Outlet	Wire Trsf	25,000.00	Payment towards Metal Building
Metal Building Outlet	Wire Trsf	18,752.75	Balance due on Metal Building
Wells Fargo	Wire Trsf	30.00	Wire Transfer Fee
Wells Fargo	Wire Trsf	30.00	Wire Transfer Fee
SK's BECC 3/3/23 Stmt			
Washoe County	SK's CC	729.98	Building Permit Fees for Metal Building \$715.42, Convenience Fee \$14.56
Pack N Post	SK's CC	45.22	Postage to Superior Tank & Fabrication
The Wave Car Wash	SK's CC	11.00	F450 Truck Wash
Waste Management	SK's CC	33.00	Monthly Waste Removal
SK's BECC 4/3/23 Stmt			
Amazon.com	SK's CC	61.48	Shop Supplies \$29.20, Office Supplies \$32.28
Home Depot	SK's CC	217.82	Shop Supplies \$161.60, Cable "Gate" Supplies \$56.22
White Cap	SK's CC	157.50	Metal Building Supplies
Home Depot	SK's CC	222.88	Metal Building Supplies \$148.00, Shop Supplies \$74.88
LJ's BECC 3/3/23 Stmt			
Walther Law Offices PLLC	LJ's CC	540.00	Additional Work
Motorola	LJ's CC	70.00	Monthly Two-way Radio Bill
Wells Fargo	LJ's CC	(180.24)	Cash Back Rewards
GD's BECC 4/3/23 Stmt			
Verizon	GD's CC	34.44	Monthly Telephone Bill
Walther Law Offices PLLC	GD's CC	400.00	February 2023 Retainer
NV Energy	Bill pay	518.07	Monthly Electric Bill
DMV	debit	35.25	Title for 2000 Peterbilt 379 Water Truck
Alhambra	EFT	12.25	Monthly Office Water
Superior Tank & Fabrication	5994	16,523.50	Deposit for Water Truck #1 Tank \$8,377.25, Deposit for Water Truck #2 Tank \$8,146.25
Granite Construction	Bill pay	144.14	HydroPatch .89 Tons @ \$160.00/ton: Whiskey Springs .4 tons, Ironwood .4 tons, Amy .09 tons, Energy Surcharge \$1.74
PERS	Bill pay	3,433.40	PERS Monthly Payment
Payroll Taxes - Patriot Payroll	EFT	988.60	Payroll taxes (941, NV Unemployment)
		<u>\$84,323.38</u>	<u>(\$84,323.38)</u>
		Balance as of March 13, 2023	<u>20,000.00</u>
<hr/>			
<u>Wells Fargo - Petty Cash</u>		Balance as of February 13, 2023	350.00
		Balance as of March 13, 2023	350.00

ESTIMATED NET OPERATING FUNDS FOR ROAD IMPROVEMENTS

Submitted by Cathy Glatthar, Assistant to the Board

ATTACHMENT - 03/16/2023 Meeting - Agenda Item 4.b.

Total Cash in all Bank Accounts as of March 13, 2023					474,914	
Additional Revenue Expected Through August 31, 2023					403,839	
ESTIMATED OPERATING FUNDS THROUGH AUGUST 31, 2023					878,753	
LESS Average Monthly Expenses (\$35,000) x 5.5 Months					-192,500	
LESS:						
Capital Outlay FY21&22 Carryover + FY23 \$159,747*; [*\$5,000 for 2 Pickup Trucks from TMFire (Pending)];						
Unexpected Repairs (\$5,000/mo x 5.5 mos); Mag \$19,000;						
Workers' Comp \$1,728 (May) & \$2,000 (Aug);						
Insurance \$12,000 (July); Aggregate Surfacing \$102,418					-329,393	
LESS Reserve Funds (= Ending Fund Balance per Budget)					-60,000	
ESTIMATED EXPENSES & RESERVES THROUGH AUGUST 31, 2023					-581,893	
ESTIMATED NET OPERATING FUNDS FOR ROAD IMPROVEMENTS AS OF AUGUST 31, 2023					296,860	
					275,000	
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	Apr '23 thru Aug '23		75,339	
645,531	615,000	CTX	51,250 x 6		307,500	
40,000	42,000	LGTA	3,500 x 6		21,000	
1,026,385	997,000				403,839	
	-29,385	Difference between Budget and Estimated Operating Funds Report Projected Revenues				
MONTHLY EXPENSES:						
	Average	Actual	Difference			
Payroll	18,000	17,529	471			
Other (non Road Maint)	17,000	6,305	10,695			
	35,000	23,834	11,166			
			A/P Acct Exps	1,072		
Capital Outlay		61,417	P/R Acct Exps	84,323		
Road Maintenance		144	Petty Cash Exps	0		
TOTAL EXPENSES		85,395		85,395		

REVENUE - ACTUAL AND ESTIMATED

NOTE: As of 3/13/2023, Actual Revenue was LESS Than YTD Estimated By: **-\$24,049.79**

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
3/10/2023	0.00	160.48	160.48	2,861.14
April (21%)	71,400.00			
May	0.00			
June	0.00			
July (2%)	6,800.00			
August	0.00			
	340,000.00	264,661.14	-75,338.86	

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
2/24/2023	51,250.00	48,938.57	-2,311.43	-29,187.43
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	278,312.57	-336,687.43	

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
2/17/2023	3,500.00	3,848.69	348.69	2,276.50
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	23,276.50	-18,723.50	

RESULTS OF AUDIT REQUEST FOR PROPOSALS

Attachment: March 16, 2023 Meeting - Item 4.c.

Auditor/Auditing Firm	Actual	Proposed		
	2022	2023	2024	2025
Barnard Vogler & Co.	N/A	Not Sending a Proposal		
Eide Bailly LLP	\$ 11,250	\$ 35,000	\$ 37,500	\$ 40,000
Grant Thornton LLP	N/A	No Response		
Silva Sceirine & Assoc.	N/A	\$ 14,500	\$ 15,200	\$ 15,900

Recommended motion: I make a motion to designate Silva Sceirine & Associates as the auditing firm for the June 30, 2023 annual audit, and to accept their proposal in the amount of \$14,500 for 2023 with options for 2024 at \$15,200 and 2025 at \$15,900.

PALOMINO VALLEY GID BUDGET WORKSHEET FY2023-2024 (FY24)
#2 - March 16, 2023 Meeting - NO CHANGE FROM February 16, 2023

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	<u>20,000</u>
TOTAL INCOME & BEGINNING FUND BALANCE	1,579,257
Salaries & Wages	197,100
Employee Benefits	99,000
Servs, Supps, Oth Chgs	1,148,157
Capital Outlay	75,000
Ending Fund Balance	<u>60,000</u>
TOTAL EXPENSES & ENDING FUND BALANCE	1,579,257

PVGID OPERATIONS MANAGER'S REPORT
Report Period: 2/13/2023 to 3/12/2023
ATTACHMENT: 3/16/2023 Meeting Agenda Item 5.a.

ROADS GRADED AND/OR COMPACTED:

1. Amy: Whiskey Springs to James Ranch
2. Sharrock: Amy to Wild Horse
3. Range Land: Pyramid Highway to Winnemucca Ranch
4. Curnow Canyon: Axe Handle to end of maintenance

Note: Weather not conducive to grading roads

OTHER ROAD WORK:

1. Inspected culverts and cleared debris from entrances/exits, and repaired culvert markers in the valley

OTHER:

1. Wayside yard:
 - Install barricade and cable "gate" at entrance
 - Build and install locking fuel nozzle holder
 - Preparation of pad for metal building
2. Office work
3. Attend Meetings
4. Post Agenda
5. Road Surveys
6. Town for parts
7. Miscellaneous yard work
8. Metal building permit work
9. DMV for 2000 Peterbilt Water Truck

EQUIPMENT:

1. 772 Grader: Cut crown out of cutting edges
2. 2000 Peterbilt Water Truck: Miscellaneous prep work
3. 2005 IR Roller: Repair hydraulic leak

Submitted by Trustee John Patterson

Palomino Valley General Improvement District

PVGID 2023 PAVEMENT REHABILITATION (PROPOSED)

I. Micro-Pave Slurry Seal Whiskey Springs

- Scope: Whiskey Springs from Amy to Right Hand Canyon
 - a) Whiskey Springs - 22 ft x 2.0 miles 232,320 sq ft
 - b) Type 3 micro-pave slurry seal

- Cost - \$0.53/sq ft
 - a) Whiskey Springs \$123,000

II. Type 3 Asphalt Concrete Patching

- Scope: Axe Handle, Ironwood, Whiskey Springs
 - a) Multiple locations on Axe Handle, Ironwood, and Whiskey Springs
 - b) Approximately 100 tons of Type 3 plantmix asphalt

- Cost - \$300/per ton (Labor, Equipment, Materials)
 - a) Axe Handle, Ironwood, Whiskey Springs \$30,000

III. Approximate Total Cost \$153,000

*PVGID may add/subtract from these amounts based on contractual costs/budget.

Second Reading and Adoption
Regular Meeting
January 20, 2022

PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT

RESOLUTION NO. F22-R1

POLICY TO STANDARDIZE WEED CONTROL WITHIN
ROADWAY EASEMENTS MAINTAINED BY THE PVGID

WHEREAS, THE PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT (the "District"), maintains approximately 92 miles of roadway within the District, and does not fully maintain portions of the public access easements for weed or brush control, the District hereby determines that this clarification is required;

WHEREAS, this resolution does not pertain to the clearing of ditches, escapes, and culverts in order to maintain drainageways;

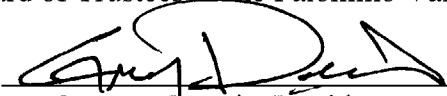
NOW, THEREFORE, be it RESOLVED, that portions of roadway easements that are not used for vehicular traffic, and not part of PVGID-maintained surfaced or graded roadways, are the responsibility of the landowner should weed or brush maintenance be needed or desired.

Upon a motion by Trustee Patterson, seconded by Trustee Otto, the foregoing Resolution was passed and adopted this 20th day of January, 2022 by the following vote:

AYES: Trustee Dennis, Trustee Patterson, and Trustee Otto
NAYS: Trustee Helton
ABSENT: Trustee Johnson
ABSTAIN: None

Board of Trustees of the Palomino Valley General Improvement District

By: _____


Gregory Dennis, President

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

PVGID MINUTES AUGUST 19, 2021

ATTACHMENT - Agenda Item #5.c. - Discussion of General Road Grading

Approved by the Board of Trustees, as follows:

“Trustee Johnson ... made a motion to change the title of Trustee Otto’s revised list to ‘General Road Grading Guidelines’ and that those guidelines be included in this month’s minutes to be considered, where appropriate, by the Road Committee for implementation. Upon a vote, the motion passed with Trustees Johnson, Patterson, Otto, and Helton in favor, and Trustee Dennis opposed.”

General Road Grading Guidelines

1. Maintain 5% crown wherever possible, unless full slope to one side is needed.
2. Attempt to minimize the use high volume ditches, but if operationally necessary, prefer flat bottom widening. Swales are preferred. Minimize use of small v-ditches.
3. Water escape flow lines should be cut in lower than the ditch flow lines to force water into the escape. Slope escape entrance to force water outward and clean out regularly.
4. Daylight road shoulders where adjacent grade is level with or sloping away from roadway. Fill in existing ditches.
5. Attempt to raise and widen roads to original width using previously graded material adjacent to roadway. Operational needs would facilitate this type of work as a Road Committee designated project, in most cases. Progress of this work to be noted by the Road Committee and reported at the Board meetings.
6. Special attention made to cut washboard surfaces to full depth of depressions using water and roller compaction if the operational schedule allows.
7. Attempt to leave existing material on roadway and pulling material from road edges should be a priority.
8. Widen and maintain 20 ft road width at hill crests and curves wherever terrain allows.
9. Attempt to maintain current travel width of roadways.
10. Periodically remove roadside vegetation, giving attention to blind curves and narrow hill crests.
11. Place imported gravel on roadways leaving uncovered native space along road edge.
12. Transition grade driveways and road intersections smoothly.
13. Shoulder up hard surfaced road edges when needed.
14. Cross street culvert installation should use adequate length to reach natural slope.

Palomino Valley General Improvement District

Road Grading and Maintenance Standard Instructions
to Operations Crew and grading contractors
Submitted by Trustee Don Otto

1. Raise and widen roads to at least original width using the previously graded off material adjacent to roadway. (Ignore this if roadway has imported gravel or paving placed on it). Grading good material off roads is not acceptable. Prioritize pulling good material back into the roadway as a standard method.
2. Maintain 4% slope to crown grading, unless full slope to one side is needed for watershed.
3. Minimize high volume, deep ditches. Alternatively, if operationally possible, prefer flat bottom widening. Swales are preferred to help prevent traffic rollover accidents and vehicle damage. Minimize small, and steep V-ditches also!
4. Water escape's flow elevations should be cut in lower than ditch flow line to force water outward. Build and slope the escape entrance also to force water outward.
5. Fill in ditches wherever water can sheet drain away from roads. Road hill crests do not need ditches and should be filled (if present), to promote roadway widening. Preferably 20' width or more for obvious vehicle accident concerns.
6. Special attention to grade to full depth of washboarded areas of roadways to prevent them from developing again quickly.
7. Wherever terrain allows, widen curves to 20' minimum width.
8. Brush should be graded out of ditches and back slopes regularly to prevent accidental fires, to increase sight distance on curves, and to prevent ditch damming.
9. When placing imported gravel on roadway, keep this new material approximately 2 feet away from road edges unless road is very narrow. Do not push good import materials over the edges.
10. Transition roadway edges smoothly into driveways and road intersections.
11. 'Re-shoulder' hard surfaced roadway edges when needed.
12. Cross street culvert installation should be adequate length to at least reach the ditch flow line.
13. Keep road crossing culverts clear and operational, and grade ditches to ends of driveway culverts.

14. Board trustee inspection of roadway 'shaping' should take place on large projects prior to applying purchased materials.

15. A monthly minimum 80 grader hours per operation's employee should be achieved.

16. 40 hour work weeks should be the standard unless otherwise directed during weather events or emergencies

Non-compliance with above instructions are grounds for dismissal.

Advise board President of training needs and any questions.