

## REGULAR MEETING

PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT  
9732 Pyramid Hwy #407, Sparks, NV 89441

Thursday, July 20, 2023

### MINUTES

Trustee Tom Baker called the regular meeting of the Palomino Valley General Improvement District (PVGID or GID) to order at 6:03 p.m. Thursday, July 20, 2023 at 21555 Pyramid Highway, Reno, Nevada.

1. **Roll Call:** Trustees present were Tom Baker, John Patterson, Greg Dennis, Dan Helton (by phone), and Don Otto. Also present were Cathy Glatthar, Assistant to the Board (by phone); and Frank Flaherty, Legal Counsel (by phone).

2. **Public Comment:**

- Jan Mortensen thanked whoever graded Yellow Tail Road today.

Trustee Otto said, "You're welcome."

- Minnie Kujac, Bacon Rind Road, commented about a substance put on the road a couple of years ago, and when it gets wet, it's like a gummy cement and it gets up underneath your wheel wells and your tires, and you can't wash it off.

Trustee Baker explained we are short-handed right now, but once we get out there to regrade, that material will get mixed in with the sub-base of the road.

- Maxine Obacka, 4655 Juniper Saddle Drive, requested that the section of Bacon Rind Road (north of Axe Handle) from the cul-de-sac to the dead end where the trashcans are, be graded.

Cathy Glatthar said she could look at the maps and research where the end of maintenance is on the north end of Bacon Rind and get that information mailed to Mrs. Obacka.

Susan Ambrose mentioned that Juniper Saddle is a road within the District.

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

3. **Judicial/Government Affairs:**

a. **Reaffirm That the Operations Manager is Subject to NRS 241.030 and a Closed Session is Held for Personnel Matters, Including Annual Performance Appraisals:**

Cathy Glatthar referred to a handout (see attached) that included organization charts for the PVGID, Washoe County, and the City of Sparks. She explained that personnel sessions for our Operations Manager (OM), by long standing practice and documented policy in both the Board Member's Handbook and the Employees Handbook, have been done in a closed session according to NRS 241.030. Our new attorney sent us an e-mail stating that the OM's performance appraisal being in a closed session was contrary to a different statute, NRS 241.031(1)(b). That statute states, in part, "... a public body shall not hold a closed meeting to consider the character, alleged misconduct or professional competence of ... a person who is an appointed public officer or who serves at the pleasure of a public body as a chief

executive or administrative officer ...” such as a County Manager or a City Manager. Our OM oversees road maintenance operations and not all the affairs of the District. She reviewed the three organization charts, and pointed out the differences between the PVGID’s chart and those of Sparks and Washoe County. The PVGID’s chart shows that there is no position between the five-member Board and the rest of the staff (the OM, the Assistant to the Board, the Assistant to the Secretary/Bookkeeper, and the Legal Counsel), whereas Sparks and Washoe County have a position, City Manager and County Manager, respectively, between the elected officials and the rest of the employees. She asked that the Board reaffirms that the PVGID’s Operations Manager is subject to NRS 241.030 and that a closed session is held for personnel matters, including annual performance appraisals.

Frank Flaherty stated that it doesn't really matter how long-standing the practice has been or the fact that you have a documented policy. Neither the District’s practice nor the District’s policy can contravene the Nevada Revised Statutes. He said when he’s giving the Board legal advice, he’s going to be conservative and err on the side of caution to avoid violating the Open Meeting Law. He said he thought that Trustee Baker could ask for an Attorney General’s opinion. However, if a GID Trustee can’t ask for such an opinion, maybe the County Commissioner for District [5] could ask on our behalf. If the Attorney General says they like Cathy's analysis, then you have cover. If you don’t have that, it’s a risk. Remember, there was nothing in the statute that ever requires you to have a closed session, but the [two] handbooks say you're going to do the Operations Manager’s performance appraisal in a closed session; but as he said, that's subordinate to the statute.

In answer to Trustee Dennis’ question, Cathy explained that NRS 241.030 does allow for a closed session. She said what this whole matter gets down to is whether or not our Operations Manager is in a comparable position to a chief executive or administrative officer, such as a County Manager or a City Manager. She read what the Sparks and Reno City Charters state, as follows:

***Sparks City Charter: Sec. 3.020 City Manager: Duties; residence.***

*1. The City Manager is responsible to the Council for the efficient administration of all the affairs of the City. [Emphasis added]*

***Reno City Charter: Sec. 3.020 City Manager: Duties; compensation; residency; vacancy.***

*1. The City Manager is the Chief Executive and Administrative Officer of the City ... He or she is responsible to the City Council for the proper administration of all affairs of the City. [Emphasis added]*

Cathy said her contention is that we have been properly conducting a closed session for the OM because the OM position is not to the level of a City or County Manager. Also, our OM is paid an hourly wage and is eligible for overtime pay; whereas City Managers and County Managers are salaried employees.

Trustee Patterson asked Cathy if she reached out to the Attorney General and tried to get an opinion as the Assistant to the Board, and if so, what was their response?

Cathy said she did, and the AG’s office said they do not represent the PVGID and could not give us legal advice.

Trustee Patterson said they kind of left it at our disposal.

Trustee Dennis asked if we could assume, for the time being, that a closed session is appropriate and continue to request from the Attorney General's Office the specific answer to our question?

Mr. Flaherty opined that the safer approach would be to assume an open session is required and then making the inquiry.

Trustee Dennis said we've been doing it for 14 years, so he didn't think stopping now is the problem.

Cathy said we've been doing it since 1988.

Mr. Flaherty reiterated the [Board Member's] Handbook is really old, and the statute was amended in 2005 to add this provision he's talking about.

Cathy clarified that our handbook was written in 2010 and [parts of it have] been updated since then.

Discussion ensued with support for and against Mr. Flaherty's position on the matter and whether or not to conduct the OM's performance appraisal in an open session this time while waiting on an opinion, or holding a closed session this time, and attempt to get an opinion afterwards. Mr. Flaherty said if they opted for a closed session, they were taking a risk, and if someone believes we're violating the open meeting law, they file a complaint with the Attorney General and the Attorney General investigates. Mr. Flaherty stated that if his assumption is correct, then it doesn't matter who wants the session closed, it would be contrary to the statute; that the public is entitled to be present when this "chief administrative officer" gets his performance appraisal.

Trustee Dennis referred to the PVGID's organization chart and argued that the OM is not over the three contract workers, so the OM is not the General Manager of the PVGID.

Trustee Helton said we recently found out that Shawn is the only one who can hire a temporary water truck driver; there are a lot of things that Shawn is the one who is to do, and we, as the Board are not to do.

Cathy reiterated that the point is the Road Maintenance Operations Manager only oversees the road operations; he does not oversee the entire affairs of the District. The OM doesn't oversee the work she does for the Board, the OM doesn't oversee the Bookkeeper's work that's done for the Board, and the OM doesn't oversee Mr. Flaherty, so that is where the difference is. That we do not have a City Manager or a County Manager, or someone in between. The Operations Manager does not handle all the affairs of the District, and therefore, should not be subject to NRS 241.031(1)(b).

Trustee Dennis agreed and stated the OM doesn't oversee all the other operations of the District, such as: the budget, the audit, calendar, insurance, workers' comp, employee health insurance, indebtedness, on and on it goes. This is not just one person doing everything and overseeing everything; it's not that way.

Public comments:

- Pam Roberts, for the record, said she agrees with Cathy's analysis that Shawn [the OM] does not fit the description of someone who is in the administrative position of a County Manager or a City Manager or a school Superintendent. She

said she doesn't agree with your attorney on his analysis about the Operations Manager fitting within that criteria. She explained the statute says “may” hold a closed session; it does not say “shall” hold a closed session. In fact, the statute indicates that that person can waive the closed session. She said the GID has held the performance evaluations in a closed session for years, and nobody has ever made an open meeting law violation complaint. She opined that if the Board holds the evaluation of the Operations Manager, who has requested that it be closed, in an open meeting, the Board may be forced to litigate with the Attorney General's office as to whether or not the open session was a violation. She spoke about the Attorney General's Office and requests for opinions. She suggested that in the meantime, the Board should do it the way they've always done it.

Mr. Flaherty interjected and categorically stated that if you conduct Shawn's performance appraisal in an open session, that is not a violation of the open meeting law. He added that the handbook is not a contract, it's a handbook that even states it's subject to change. Do this performance appraisal in open session, and then, if it turns out he was overly concerned and it's OK to keep doing it the way you've always done it, then go back to a closed session next time.

- Larry Chesney, for the record, asked why do you want to have an individual, hourly paid employee's performance evaluation done in a public forum? That doesn't even make common labor-law sense. He voiced his dissatisfaction with the attorney, Mr. Flaherty.

Trustee Dennis explained that he likes having a closed session, because we go through the evaluation form for the individual; it's very straightforward. Did he do his job or not, is he accountable; we go through that process in a private setting so the Trustees and the employee can work it out. He said he liked that and he didn't think they were doing anything wrong by doing it this way.

Trustee Baker opined that we should do the closed meeting one more time, get the opinions of the Attorney General or whoever, and then decide upon changing it. He said he'll have to talk to the Attorney General, or have Mr. Flaherty talk to him, and we'll figure it out.

- Bob Condon said he agreed that this evaluation should be handled in a small group, and if it has to escalate, then it has to escalate.

Trustee Dennis made a motion to reaffirm the operations manager is subject to NRS 241.030, and that this Board will look into ways of communicating with the Attorney General's Office to get an answer to the issues that we discussed in this meeting. Trustee Patterson seconded the motion, and upon a vote, the motion passed unanimously.

#### **4. Approval of Minutes - May 18, 2023 Meeting (Revised):**

Mr. Flaherty said, in general terms, the minutes were supposed to be a reflection of what happened at the meeting, and there's a couple of instances where things are inserted that didn't happen at the meeting. He then pointed out three items that should not be a part of the minutes, and recommended that those items be removed from the minutes, as follows:

1. Page 2, Item 3. Judicial/Government Affairs: Remove “Note”

2. Page 2, Item 4. Approval of Minutes April 20, 2023: Remove “Note”
3. Page 12, Item 13. Board Member and Staff Items, 1st bulleted item: Remove “Note” and attachment

Mr. Flaherty added that such comments would more appropriately be made under the “Board Member and Staff Items” agenda item.

Trustee Patterson asked Mr. Flaherty if he was tasked with reviewing our meeting minutes?

Mr. Flaherty replied, “That's part of what I do.”

Trustee Patterson asked Mr. Flaherty, again, if he was tasked with reviewing our meeting minutes, because the previous attorneys didn't do that.

Mr. Flaherty said he was glad he did because the minutes aren't in order.

Trustee Patterson said he didn't know how the GID has been around for 30 some odd years. He said to Mr. Flaherty, “So, you were not tasked; that's what I'm asking?”

Mr. Flaherty said, “I answered your question. No one told me. I did it.”

Trustee Dennis made a motion to approve the meeting minutes as amended with the removal of the three items Mr. Flaherty listed. Trustee Patterson seconded the motion, and hearing no opposition, the motion passed.

#### **5. Approval of Minutes - June 15, 2023 Meeting:**

Mr. Flaherty pointed out two items that should not be a part of the minutes, and recommended that those items be removed from the minutes, as follows:

1. Page 1, Item 2. Public Comment: Remove “Note”
2. Page 6, Item 5. Approval of Minutes May 18, 2023: Remove “Note” and attachment

Mr. Flaherty added that if staff feels there's important information to share, staff should just bring it up at the next meeting. Also, only the Board corrects the minutes; not staff, not the public. If staff had revisions and presented them to a Board member and that Board member brought those revisions and/or attachments forward and asked the revisions to be made and/or an item to be attached, that would be different.

Mr. Flaherty then commented generally on the minutes, and said they're very detailed; in fact, they're more detailed than the law requires. He said they know he's expensive, and they're paying him far more than they're paying Cathy, but they're paying Cathy to prepare these very detailed minutes, and it's not necessary they be that detailed. When it comes to public comment, for example, public comment does not even have to be reflected in the minutes, unless the person making the comment asks that the minutes reflect their comment, and then in that case, it's the sum and substance. He said for example, if someone comments for three minutes and talks about how bad Axe Handle Road is, and asks to have their comments reflected in the minutes, all the minutes have to state is the commenter complained about the condition of Axe Handle Road. He said the Board might want to discuss if they didn't want him looking at the minutes; that he looks at the minutes to ensure open meeting law compliance, and that the minutes generally coincide with his recollection. He said with the agenda, he strongly recommends that the agenda be provided to the President and the Secretary and Legal Counsel before it's posted.

Trustee Helton made a motion to approve the meeting minutes as amended with the removal of the two items Mr. Flaherty listed. Trustee Baker seconded the motion, and hearing no opposition, the motion passed.

Trustee Patterson asked Mr. Flaherty, as far as correcting the minutes, and only the Board can do it, but anybody in the room can make public comment, right?

Mr. Flaherty said that's true, the public can ask that the minutes reflect their comment, but they're not entitled to a verbatim transcript and a member of the public is not entitled to attach anything to the minutes. Only a Board member can decide and make a motion to append something to the minutes.

## **6. Approval of Minutes - July 13, 2023 Special Meeting:**

Trustee Dennis said those draft minutes had not been completed, yet.

Trustee Baker said this would be tabled until the next meeting.

Trustee Otto asked Mr. Flaherty if the President is supposed to be able to approve all of the agenda items prior to posting of the agenda?

Mr. Flaherty said the [Board] Secretary is technically responsible for getting the agenda taken care of. In this case, we've got an Assistant to the Secretary, but the President and the Secretary should approve the agenda. He said he would also recommend having "Approval of the Agenda" added. But if a Board ever thought something's missing, it's too late to add anything because of the open meeting law. He added that unless they didn't want him to see the agendas before they are posted, he'd like to see the agenda, too, but that's up to the Board.

Cathy said Boards are starting to eliminate "Approval of the Agenda" item because you can't add anything to an existing agenda. She reiterated that we already have at the bottom of every agenda that items may be taken out of order, they may combine two or more items, etc., which is in accordance with the open meeting law.

Trustee Patterson said if he makes a motion not to approve the agenda, then can we all leave? It's futile, it seems, to put that on the agenda.

Trustee Patterson clarified that the Board needed to agree that the President of the GID works with the Secretary, the Assistant to the Board, and those two people create the agenda, together. So, if something's not on the agenda, those two people need to work it out.

Cathy stated President Baker did approve tonight's agenda, as written.

## **7. Payment of Bills and Other Financial Matters:**

### **a. Transaction Report and Payment of Bills:**

Cathy Glatthar reviewed the transaction report for July 17, 2023 (see attached). The total cash in all accounts was \$495,488.88. Income for the month was Ad Valorem/Property Tax \$17,732.90, Consolidated Tax (CTX) \$35,357.24, and LGTA/Fair Share \$7,033.01.

Cathy reviewed a few of the payments: 1) A&H Insurance for \$11,174.27 for liability insurance; and 2) Clint Jensen Construction for \$15,962.00 for the final payment for erecting the metal building.

In answer to Trustee Otto's question if there was going to be another bill for installing the doors for the metal building, Cathy said she believed so, and explained the roll-up doors were part of the building package, but they still needed to be installed.

Trustee Patterson made a motion to approve the transaction report for July 17, 2023 and pay the bills. Trustee Baker seconded the motion, and hearing no opposition, the motion passed.

**b. Estimated Operating Funds Report:**

Cathy Glatthar referred to the report (see attached) and stated there was a month and a half left in this reporting period. She stated the estimated net operating funds for road improvements as of August 31, 2023 is projected to be \$55,544.

**c. Fiscal Year 2022-2023 Budget Adjustment from Services, Supplies, and Other Charges to Capital Outlay:**

Cathy Glatthar referred to her handout (see attached) and read the following statement:

The budget adjustment handout is for the fiscal year that began on July 1, 2022 and just ended on June 30, 2023. The first column shows the four budget categories for expenses. The second column shows the amounts budgeted for each of the four categories. The third column shows the actual amounts spent for each category. Because we have only one fund - the General Fund - if we spend more than what was allocated to a category, we can make an adjustment, and move funds from one category to cover another category. In this case the Capital Outlay category needs an increase of \$89,859, and in turn, the Services, Supplies & Other Charges category will be decreased by \$89,859. The fifth column shows the adjusted budget for the past fiscal year, and the total budget amount, before the adjustment, equals the total budget amount after the adjustment.

Trustee Baker said it looks pretty plain and straightforward.

Trustee Dennis made a motion to approve the budget adjustment for fiscal year 2022-2023 as submitted by Cathy Glatthar. Trustee Baker seconded the motion, and upon a vote, the motion passed unanimously.

**8. Employee Compensation and Public Employees' Retirement System (PERS) Rate Increase:**

Cathy Glatthar began by reviewing her 2023 Employee Compensation handout (see attached). The handout included the Consumer Price Index, 12-Month Percent Change chart, and hourly pay raise scenarios with PERS rate increase adjustments for both the Operations Manager (OM) and the Equipment Operator (EO).

Since the employee appraisals were not part of this meeting, Mr. Flaherty suggested the Board address only the PERS rate increase item because it was time-sensitive.

- Trustee Patterson said it would be best to address the two positions, OM and EO, separately. He explained the Operations Manager is on the 100% employer-paid PERS contribution plan, and that plan's rate increased by 3.75% (from 29.75% to 33.50%). Per statute, the employee shares 50/50 in the rate increase; 50% is 1.875%. He wanted the Board to cover the OM's 50% to keep him "whole"; if not, the OM would have a rate reduction of 1.875%; by covering the 50%, the OM's hourly rate would remain the same.

Mr. Flaherty explained what Trustee Patterson was talking about is in lieu of a salary increase for the OM, the Board would cover the OM's half of the PERS rate increase.

Trustee Patterson made a motion to cover the OM's 1.875% PERS rate increase, which keeps the OM's hourly rate unchanged, until we do the OM's performance evaluation. Trustee Baker seconded the motion.

- Pam Roberts, for the record, said she thought Scenario 1 for the OM was what the motion was for.

Trustee Patterson said no, and explained on July 1st, the OM's hourly rate was reduced by 1.875%, and what we're trying to do is put him right back to where he was before that reduction.

Cathy said she now understood what Trustee Patterson was saying.

- Larry Chesney, for the record, said what is being proposed is to keep both employees whole.

Upon a vote, the motion passed unanimously.

- Trustee Patterson then addressed the Equipment Operator's (EO) PERS contribution rate increase. He explained the EO is a little different because the EO is on the 50/50 contribution plan, and to keep the EO whole, you have to increase the EO's hourly rate now. The EO's contribution rate increase is 2%, so Scenario #1 on Cathy's handout is appropriate for the EO.

Trustee Patterson made a motion to increase the EO's hourly rate by 2%, from \$30.00 to \$30.60, to cover the EO's PERS rate increase until the EO's evaluation is reviewed. Trustee Baker seconded the motion. Upon a vote, the motion passed unanimously.

**9. Aligning PVGID Legal Holidays with State of Nevada Legal Holidays by Adding Martin Luther King, Jr.'s Birthday (Third Monday in January) and Juneteenth Day (June 19th):**

Trustee Patterson explained current public entities in Northern Nevada observe these two holidays, and we currently do not. We want to retain employees, and in the future, we're going to replace our employees through attrition, retirements, etc. or we might add employees in the future, when we have more money. He said he was trying to get the GID to be in line with the kinds of benefits that are offered at Washoe County or City of Reno, so we have the same opportunity to pull from the pool of employees. He explained he'd be happy if we picked one right now; last year he couldn't get any movement on this.

Trustee Baker said he felt it's just more money that we don't need to spend right now.

In answer to Trustee Otto's question, Cathy said the GID is currently observing 10 holidays.

Trustee Otto said he agreed with Trustee Baker; that we've got enough holidays now, plus vacation time.

In response to Trustee Baker's comment to table it, Trustee Patterson said, "it's dead."



## 10. Road Reports:

### a. Road Operations and Maintenance Reports:

[Operations Manager's Report - Period 06/12/2023 to 07/16/2023, and Roadwork and Requests Report - Period 01/01/2023 to 07/16/2023 (see attached)]

- Cathy stated there is an Operations Manager's report for June 12th through July 16th (see attached) that Shawn put together, and suggested that President Baker review it.

Trustee Baker read the report into the record. In summary, six roads/road segments were graded and/or compacted, white lines were restriped on a portion of Ironwood, a pothole was filled on Wilcox Ranch, a culvert was patched and a pothole over that culvert was filled on Wild Horse, "Other" work and "Equipment" was listed.

- In response to Trustee Dennis' question, Trustee Otto said he did some roads this past week.

Trustee Otto reported they got a temporary water truck driver. He said they've been doing the surface of roads; they haven't been taking any time doing ditches and back slopes, because they were trying to chase washboards. They will do Bacon Rind next week.

- There was discussion and speculation regarding the 772 grader that had been red-tagged (that means you're not supposed to use it). Trustee Otto said he had a mechanic from John Deere come out and work on it, and the mechanic could find nothing wrong with it.

Chuck Blower (Equipment Operator), for the record, explained if he's grading, he's using the 770, and if Shawn's grading, Shawn's using the 772. He said when he was working, he was the one that was doing the grading because he was learning, so that would be the reason why the 772 has not been seen, whether it's been red tagged or not.

- Trustee Otto stated while the Operations Manager is out on medical leave, he's been filling in, for free, and the only thing he's going to ask for is mileage on his vehicle, and he's keeping track of that.

### b. Status of 2023 Chip Seal Rehabilitation Program:

Trustee Patterson reported that he missed the special meeting last week because Sierra Nevada Construction (SNC) was out last Thursday and Friday (August 13th and 14th) doing the patching on Ironwood and Amy. He stated some decisions were made in the field that necessitated a change order (see attached), but it's a zero-cost change order. For the record and to be legal, Cathy's got a fully executed copy from SNC. He reminded everyone that through this process, that started in the spring, former Trustee Larry Johnson helped him put the contract documents together, helped him negotiate the change order, and was out on the job with him a few times over those two days. He said he wanted to thank Larry Johnson for helping; that Larry Johnson is a private citizen, he's not a Trustee, he's helping out on his own time, and it's an invaluable tool to him as he's trying to learn the process that Larry Johnson used to do. That completes this year's project, and the payment to SNC should be on the next transaction report.

Trustee Patterson asked that they keep in mind that in the spring, he's going to do a survey again, but right now, he's probably going to bring recommendations to the Board that are going to include slurry seal on the 2 1/2 miles of Axe Handle. He said we'll see how the winter goes, and hopefully, things hold up a little better this winter.

## **11. New Business:**

### **a. Discussion on the Exact, Physical Corners of the Aggregate Pit Properties:**

Cathy Glatthar explained she put together a handout (see attached) for both aggregate pits that shows the dimensions and where they are. She said she knows that there are pins marking the Ironwood pit, but she didn't think Shawn had a chance to put up anything more than what's already there.

In response to Trustee Otto's comment, Cathy said the Ironwood pit dimensions are shown on the bottom of the first page of the handout.

Trustee Otto said the reason he brought up Ironwood was because Larry Johnson said, a year or two back, that we were approaching the edges of that pit. He just didn't want us to get outside, and get on somebody else's property. He said he didn't feel like going out in that sagebrush, 1,200 feet out there someplace, and wandering around looking for those pins. He wondered if there's anybody else, besides himself, that's concerned about us going outside of our limitations?

Trustee Baker said he didn't mind going over and looking for those pins; he'll do that next week.

### **b. Use of Aggregate Pit Materials and Where:**

Trustee Otto explained, as done in the past, he'd like to see us use more of our own materials again, rather than buying materials. He said Area West used the material from the Wayside pit to build many of the roads out here. The Ironwood pit material is sand, and that's for a little bit different purpose. He stated the material from our pits will not be as good as the material from Teichert. He'd like to see us utilize those materials, and we have a couple of projects that are close to the Wayside pit, and Broken Spur is one of them and also Amy south. He said Sharrock, between Pasture View and Amy has great material on the north side of the street, that's at least a foot higher than the street, and he didn't see why we can't use that material for other locations. We just need trucking and we need the manpower; a man to run the loader and ...

Trustee Baker interjected and said he agrees with using that material, but at this moment, we're a little bit short-handed.

Trustee Otto said if we want to use our own material, we have to have the manpower, temporarily, to accomplish it. He thought we didn't have to make a decision about this right now; that he just wanted to throw this out there so we can address this formally.

Trustee Patterson asked Trustee Otto if he's seen the material from the Ironwood patching job, the grindings and the excavated material?

Trustee Otto said he did see it.

In response to Trustee Dennis, Trustee Helton explained he dug both those [pits] and that material, both of them, have places in the valley that would function and work really well. The Wayside pit is a really good fit for roads that wear out quickly.

It's essentially like a base when it's put down, and it'll do a really good job, and won't get muddy. The DG will wear off quickly, but it will suffice on roads that don't need as much maintenance as some of the major spurs.

Trustee Dennis explained we did Range Land two different ways, and one way was very expensive. For the expensive way, we shoveled the material from around the telephone poles and everywhere else, and put it back into the center of the road, and covered that with the Wayside pit gravel that we trucked in, and lastly, we topped it with some Class E base [from Teichert], and it's held up really nice. The other section of Range Land, approximately one mile, needed to be raised, and when he looked at the numbers, it was still cheaper to haul in material from Teichert. He said he didn't mind picking one road, let's say Broken Spur as Trustee Helton previously mentioned, and put down six-to-eight inches of the Wayside pit material and get those people out of the rut before the winter comes again, and it gets muddy, and they can't drive on it.

Trustee Helton said that's what should be done, and put three separate culverts in so the water crosses there in the normal places.

Trustee Dennis opined that it would be an okay experiment to see what's going on.

Trustee Otto asked where are we going to get the manpower?

Trustee Helton said it's a hard time of the year to do that now because it takes a vast amount of water when it's this hot and dry to set down some of that material, but it can be done.

Trustee Otto agreed that we're short water now because it's in the middle of summer.

Trustee Helton said the County's pulling lots of water out of our Ironwood well, and asked if we have a deal with Washoe County on that water?

Cathy said there is some kind of agreement with Washoe County because it helps us with our water rights usage.

Trustee Otto asked if he could get an OK to at least hire a temporary operator?

Trustee Dennis said he thought that was approved at the special meeting last week.

Trustee Otto said that was for a temporary driver for water trucking.

- Pam Roberts said she thought that's outside this agenda item.

Mr. Flaherty agreed that this agenda item does not provide specific notice to hire a temporary operator.

## **12. Old Business:**

### **a. Change Order for Surveillance System:**

Trustee Otto referred to the TID Systems estimate (see attached) and said they had an increase in the surveillance system bid because of the metal shop building that went in. They had to realign and change the locations of the cameras, etc. Now the cost is up at \$7,989.06, and we'll still get 75% of that paid for by a grant from our insurance company. He said he needed a yea or nay for Vickie to pay 50% of that up front.

Trustee Patterson stated he hasn't seen any of this before, that he never knew what the scope of this system was, and if he's reading this right, there are seven (7) cameras. He said he's been to the yard, and if you're just watching the GID assets, you could probably do that with three (3) cameras in that yard.

Trustee Otto asked Trustee Patterson if that was his professional opinion?

Trustee Patterson asked if they could pull back a little bit and save some money on this?

Trustee Baker said that's the recommendation of the company that's selling and installing the surveillance system; that's what they want; that's what they say is for good coverage.

Trustee Helton said part of the reason there's so many cameras is because when the building went in, those angles of view take much more cameras to get around the building than what they saw.

Trustee Dennis said he'd rather spend the money on the temporary labor to get Broken Spur done; work on the dirt, don't work on stuff we don't need right now.

Trustee Otto said we got multiple entrances, and we got a lot of areas that can be involved with workman's comp problems; it's not just to stare at the equipment.

Trustee Helton stated what we already voted on was \$5,000, so Trustee Otto is asking for \$3,000 more, but the insurance company will pay 75% of that so we're not talking about a lot more money.

Trustee Patterson stated that he had a legitimate question because nobody's seen anything about the scope of this project until tonight. Yes, it's been on the agenda for four months, but the public hasn't seen it either.

Trustee Helton said he would make a motion that we accept the extra on the cost and just move forward and get this done. He added if we can get some cameras off, as Trustee Patterson asked, and since this is just a suggestion for that many cameras, maybe we can get some cameras off and the cost won't be as high.

Trustee Patterson said that was all he was asking.

Trustee Helton said we already voted and agreed with the \$5,000.

Trustee Patterson said it was voted on and passed, but he didn't know the scope, so he thought maybe we could have a cost savings if we pulled back on some cameras. He said it's not our money; it's the public's money.

Trustee Helton made a motion to accept the change order. Trustee Baker seconded the motion. Upon a vote, the motion passed with Trustees Helton, Baker and Otto in favor, and Trustees Dennis and Patterson against.

**b. Discuss Amending Resolution F20-R1 Roads Accepted for Maintenance and Level of Maintenance (LOM) Designations:**

Trustee Baker opined that instead of having levels of maintenance 1, 2, and 3, all of the roads should be treated the same. Why can't we set up a system of maintaining all the roads to the same level? It will take a while; it's not something that would happen instantly.

Trustee Helton said he agreed with Trustee Baker.

Trustee Dennis said it sounds like a great idea until you actually start looking at the General Improvement District's finances, and what it takes and what we can afford to do and what we think is best or not. He said the major thoroughfares, like Ironwood, need to be treated as high-volume roads, and there's no way that you can spend the same amount of time on a road with high-traffic volumes than on a road that's a dead-end, such as Rebel Cause, with a much lower amount of traffic. The level of use of a road has to determine what the needs are for that road.

Trustee Helton said that's exactly right.

Trustee Dennis mentioned Quaking Aspen Road (starting at approximately O'Hara) and other roads were seasonal roads, and he argued with (former Trustee) Larry Johnson about changing those from seasonal roads because they're nothing but roads that go up into the higher elevations with snow and mud and four-wheel drivers love it, and now he hears they want a freeway up there because all the roads should be the same, and they're not the same, and they're never going to be that way until somebody goes up and spends a whole bunch of money, on their nickel, and fixes all those roads going up there. You can't cut into a vertical side of a mountain and make it work; you don't even have the space to put those kinds of roads in up there. We have to have these classifications - 1, 2, and 3 - so people know where they stand. We're talking about looking at the importance and the traffic volumes on these roads so that we can adjust the maintenance schedules to make sure all the roads work better.

Trustee Baker clarified he's not trying to make all the roads the same, pave them or whatever. He's just saying that the actual maintenance of them; whatever's needed to take care of the roads and try to make them better.

Trustee Patterson said he gets what Trustee Baker is saying about all roads are created equal, and that's nice in theory, but our finances are finite. He opined that they were creating a solution in search of a problem. He referred to page 2 of Resolution F20-R1 (see attached), and said even though there are Level of Maintenance (LOM) designations, item #6 of the resolution explains how this is a guide, with the understanding that in certain situations a road may require repair or maintenance that is not commensurate with the LOM, but it's necessary to keep the road serviceable. He said his experience on the Road Committee and seeing road requests over that time, he didn't think the level of maintenance resolution has ever kept service from being done on a road. He said that "once a year" thing, he's never even heard of that. He said, barring a couple of instances, usually when people put a request in, it's taken care of within a month.

Trustee Helton opined that these roads that were designated as seasonal back in the late 1970s, now have more homes, and we need something that brings those people into the realm that the rest of the people live, instead of just telling them you're on a seasonal road.

Trustee Patterson said to Trustee Helton's point, he agreed that this LOM list should be looked at from time to time and amended, if necessary. He said there are allowances for that in this resolution. If a Trustee or a resident sees a road that maybe needs a different designation, that could be brought up, debated, deliberated, and changed as it was a few years ago for a couple of roads. He stated that this guide was necessary for a road district, and he opined that it would be a mistake to disband the whole thing.

Trustee Helton said going to what Trustee Patterson said, that's not a bad idea to utilize what the verbiage is now, and go and re-designate the roads as they stand, because that would probably take care of it.

Trustee Patterson said he didn't think we need to re-designate the whole list.

Trustee Helton said it's not that difficult; there are roads that have way more wear and tear on them than they ever did, and those people shouldn't get less, that's all we're saying.

Trustee Patterson said he didn't disagree with that; nobody should get less in our District. He said he didn't think that if people put in a request for maintenance that they're ever disregarded completely.

Trustee Helton said they're being disregarded now. He said he has a lot of people who have put in for maintenance that aren't even getting an email back or a call back.

Trustee Patterson said he would love to see that, because that concerns him as a Trustee on this Board.

Trustee Helton said it is concerning to him, too, because they're very good friends of his. He said he'll bring those requests and that way they can see them and match them up. He said usually the persons that he's talking about would get a response from Cathy, because they would, in fact, email Cathy.

Cathy said she has responded to every request she's gotten and she didn't know what Trustee Helton was referring to. She told Trustee Helton that she'd like to know what's missing because she checks spam and she didn't know where they're going to then. She explained there are maintenance requests that came in and the operations report that Trustee Baker read earlier has six roads on it and she believed nearly every one of those was a response to a request. Also, the Roadwork and Requests report, the three-page spreadsheet, shows what requests came in and what grading was done.

Trustee Helton asked Cathy if she got a request from the Chakos on Quaking Aspen?

Cathy said she gets Jan [Chako's] emails, but hasn't gotten one recently. She said she would have to look to see when the last request came in from Jan.

Trustee Helton said Mrs. Chako told him she had sent many requests to Cathy.

Trustee Patterson returned the discussion back to the agenda item, and said if we look at the verbiage of the resolution, there's allowances for us to, as a Board, change designations of roads, which he thought would be the more appropriate course.

Trustee Baker said it's been brought to his attention that we do not have a right-of-way through a portion of a parcel on Piute Creek Road.

Mr. Flaherty said there should be a legal description, and if somebody knows how to read that legal description, you could figure out if the roads were put within the jurisdiction and authority of the District.

Trustee Baker said he has maps of it and it shows something very different than what's up there.

Trustee Helton opined that there's many roads that the GID has taken in without the proper easements being created with the County in the way of an easement just for the purpose of grading. It's been easy for the GID to say, "we'll do that as long as you bring it up to a standard, and we'll take it over," but that's not the right instrument.

Mr. Flaherty said if in fact there is a need to capture additional roads, it may require asking the County Commission to amend your ordinance.

Trustee Patterson said he thought there's something in the resolution that we take the roads as is and we're not going to do anything to them, but there's nothing stopping a Board member from coming to the Board to discuss a special project to improve a specific road.

Trustee Baker explained that the beginning of Piute Creek, from what he sees on the maps and what's been told to him, it's not even a road. It was a path for the pipeline for the water tank for the test system and the people that own it have, from day one, said that they do not want it to be a road or be maintained by the GID. If it's private property, he didn't think we're insured to work on private property.

Trustee Dennis said all the property in Palomino Valley is privately owned. There is no public ground, except for here (Washoe County Range & Pyramid Highway) and the County owns Winnemucca Ranch Road.

In answer to Trustee Baker's question, Trustee Helton said yes, the GID has to have an objective easement in order to work on the roads.

Trustee Helton opined that they were talking about roads that aren't on the map (map #5 of Palomino Valley) when Area West broke the valley up. Those maps are specific to the easements that are written in your title, but the roads that the GID has accepted since those days, are not in a title; like the one that Trustee Baker's talking about. He said he knows it well, and in 1985, the homeowner actually drove stakes in the roadway to stop everybody from driving on it. He said he thought Trustee Baker brought it up because our insurance company, if we go in there and grade and we don't have a specific ... these aren't dedicated easements, these are prescriptive easements we carry on these roads. If we don't have that easement, and we're grading on that person's property, he thought we were setting ourselves up for a lawsuit.

Trustee Dennis said we don't belong on roads that aren't legally under the purview of the GID.

Trustee Baker said he was wondering if there's other roads that are in that description?

Trustee Dennis said he didn't know of any, and asked Cathy if she knew of any?

Cathy said this is really a deeper topic that needs to be addressed at another time.

Trustee Baker suggested tabling this "LOM" discussion and moving on.

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

- The next meeting is Thursday, August 17th, 2023. That meeting will have the closed sessions for the review of employee performance appraisals starting at 5:00 p.m. and then the regular, open session will start at 6:00 p.m.

- Employee notices of closed sessions must be either personally delivered to the employee at least five working days before the meeting or sent by certified mail at least 21 working days before the meeting.
- Because the OML does not allow employee evaluation forms to be filled out during the closed session, Board members may submit comments to the President, and the President conducts the OM's performance appraisal.
- The 4th Quarterly Economic Survey is due by August 14th - Cathy said she will get that report filled out and sent to Trustee Baker for his signature and submit it to the Department of Taxation by the August 14th deadline.
- The Employee-Management Relations Board Fee per local government employee is due by July 31st - Vickie has this bill scheduled for payment (the 2023 fee is \$3.00 per employee = \$6.00).
- Annually pay the "Warm Springs Valley Water Basin" [Water Rights] Administration Fee by the 3rd Monday in August - Vickie will receive the bill from the WC Treasurer and schedule it for payment on or before August 21st (the fee for FY 2023-24 is \$32.97)
- The Indebtedness Report and Capital Improvement Plan are due on or before August 1st - Cathy said she sent those reports to the Department of Taxation and the Washoe County Clerk on July 12th.
- The Proof of Publication of the Annual Fiscal Reports must be sent to the Department of Taxation by August 14th - Cathy said she sent the proof of publication to the Department of Taxation on July 17th.

#### **14. Correspondence:**

- Cathy reported after waiting two and a half years, on June 21st, we received an email from the State Division of Emergency Management stating the Governor's Finance Office has denied our request for assistance from the State's Disaster Relief Account for the 2017 Flood Disaster. The funding we applied for from the State was for 12.5% which would have been \$18,905. The good news is, we did receive 75% reimbursement from FEMA for a total of \$113,431. After six and a half years, we can finally close the book on the 2017 flood disaster.

Trustee Dennis thanked Cathy for all that work.

Cathy said we also had (former Trustee) Larry Johnson to thank for the ton of work he did in securing the funding from FEMA.

#### **15. Public Comment:**

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

#### **16. Board Member and Staff Items:**

- Trustee Patterson explained that there's a handful of residents in the valley that are forming a coalition to lobby the legislature on behalf of our GID for additional revenue. These citizens might want to talk to us about that next month, and ask if there's any Board interest. He said he would be happy to be the Board liaison if the board decides to go ahead with this.



Trustee Baker said he was fine with putting that item on the agenda.

- Trustee Patterson reported receiving an email from Assistant County Manager, Dave Solaro about a block grant coming out of Washoe County for fiscal year 2024/2025. There's a meeting next week that he'll attend and get more information about it. He asked to have this item on the next agenda.

Trustee Baker said that's fine.

- Trustee Otto asked if the Level of Maintenance item was going to be considered again next month?

Trustee Baker said we should probably put that back on the agenda, and figure out a way to either use the resolution that's there ...

Trustee Patterson interjected and said, "or change the resolution if we need to."

- Trustee Dennis stated that the Assistant to the Secretary and Bookkeeper, Vickie DiMambro has announced she will be leaving us. She's agreed to stay on for a short time while we seek her replacement and for training a new bookkeeper. He added that Cathy has been rather inundated, and with Vickie leaving, there's a need to look for someone to prepare all meeting handouts, attend the meetings, take notes, be responsible for recording the meetings, write up the minutes, maintain records and other duties as required. He said he still values Cathy's knowledge with regards to the GID, and he thought it wise that we do our best to keep her, if we can, but at the same time, this work needs to be looked at and attended to.

Trustee Dennis had a list of Cathy's current tasks and frequency and what the new person would takeover (see attached).

17. **Adjournment:** Trustee Patterson made a motion to adjourn the meeting at 8:41 p.m. Trustee Helton seconded the motion, and hearing no opposition, the motion passed.

## Reaffirm Closed Personnel Sessions for the Operations Manager

Submitted by Cathy Glatthar, Assistant to the Board

ATTACHMENT: 07/20/2023 Meeting - Agenda Item 3.a.

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The following explains what led me to ask Trustee Baker to include this item on tonight's agenda:

- Currently the job title for this position is "Operations Manager," which was shortened from "Road Maintenance Operations Manager" about six years ago. Prior to that, the position was titled "Road Foreman" or "Road Supervisor."
- Personnel sessions for the Operations Manager (OM) have, by **long-standing practice and documented policy** (in both the Board Member's Handbook and the Employee's Handbook), been done in a closed session according to NRS 241.030.
- New legal counsel was hired by the Board of Trustees at the June 15, 2023 public meeting. On June 23rd, the new attorney stated in an email, "a closed session for the OM's performance appraisal is contrary to **NRS 241.031(1)(b)**," and must be held in an open session.

**NRS 241.031** Meeting to consider character, misconduct or competence of elected member of public body or certain public officers.

**1.** Except as otherwise provided in subsection 2, a public body shall not hold a closed meeting to consider the character, alleged misconduct or professional competence of:

(a) An elected member of a public body; or

**(b)** A person who is an appointed public officer or who serves at the pleasure of a public body as a chief executive or administrative officer or in a comparable position, including, without limitation, a president of a university, state college or community college within the Nevada System of Higher Education, a superintendent of a county school district, a county manager and a city manager. [Emphasis added]

- The PVGID's OM oversees the road maintenance operations, and **NOT ALL** the affairs of the District. Also, the OM is an hourly employee, not a salaried executive officer or general manager. A critical distinction can be clearly seen when you look at the PVGID's organization chart as compared to Sparks' and Washoe County's organization charts (attached).

The City of Sparks has a City Manager between the City Council and the rest of the City's employees. Washoe County has a County Manager between the Board of County Commissioners and the rest of the County's employees. **The PVGID does not have such a position.**

Also, the Charters for both the City of Reno and the City of Sparks reveal that their respective City Managers are responsible for ALL the affairs of the City.

*Sparks City Charter: Sec. 3.020 City Manager: Duties; residence.*

*1. The City Manager is responsible to the Council for the efficient administration of **all** the affairs of the City. [Emphasis added]*

*Reno City Charter: Sec. 3.020 City Manager: Duties; compensation; residency; vacancy.*

*1. The City Manager is the Chief Executive and Administrative Officer of the City ... He or she is responsible to the City Council for the proper administration of **all** affairs of the City. [Emphasis added]*

Again, the PVGID's OM is **not** responsible for administration of **all** the affairs of the District, is paid an hourly wage, and is eligible for overtime pay. Whereas, in sharp contrast, all the "persons" subject to NRS 241.031(1)(b) are responsible for **all** the affairs of the entity they serve, are salaried and exempt from receiving overtime pay.

I am requesting that the Board of Trustees reaffirms that the Operations Manager is subject to NRS 241.030, and that a closed session is held for personnel matters, including annual performance appraisals.

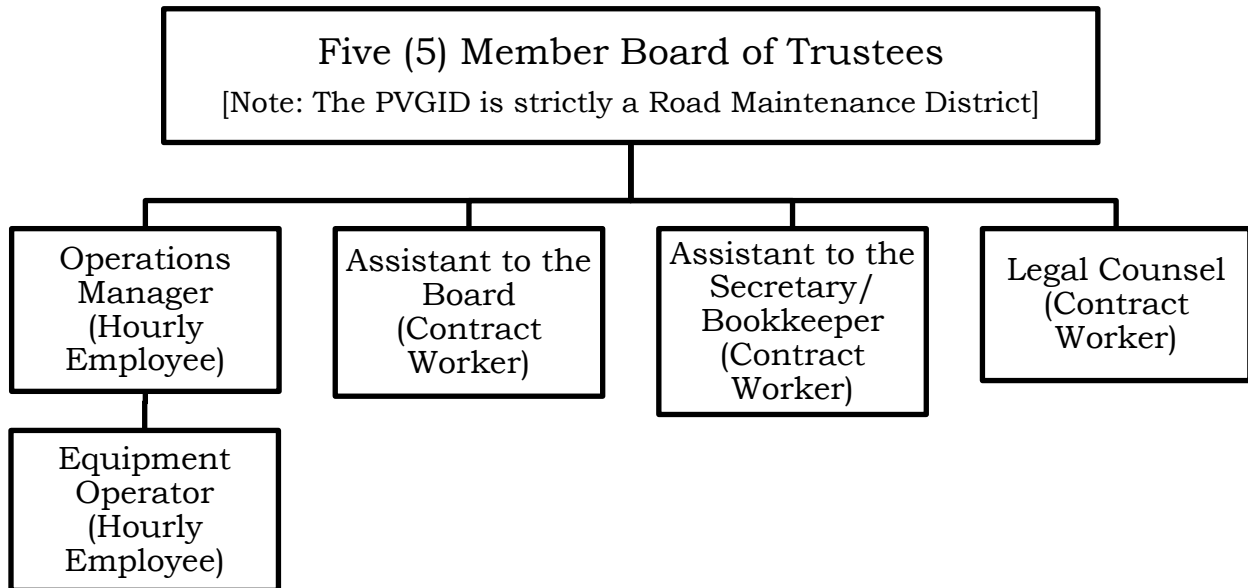
Thank you.

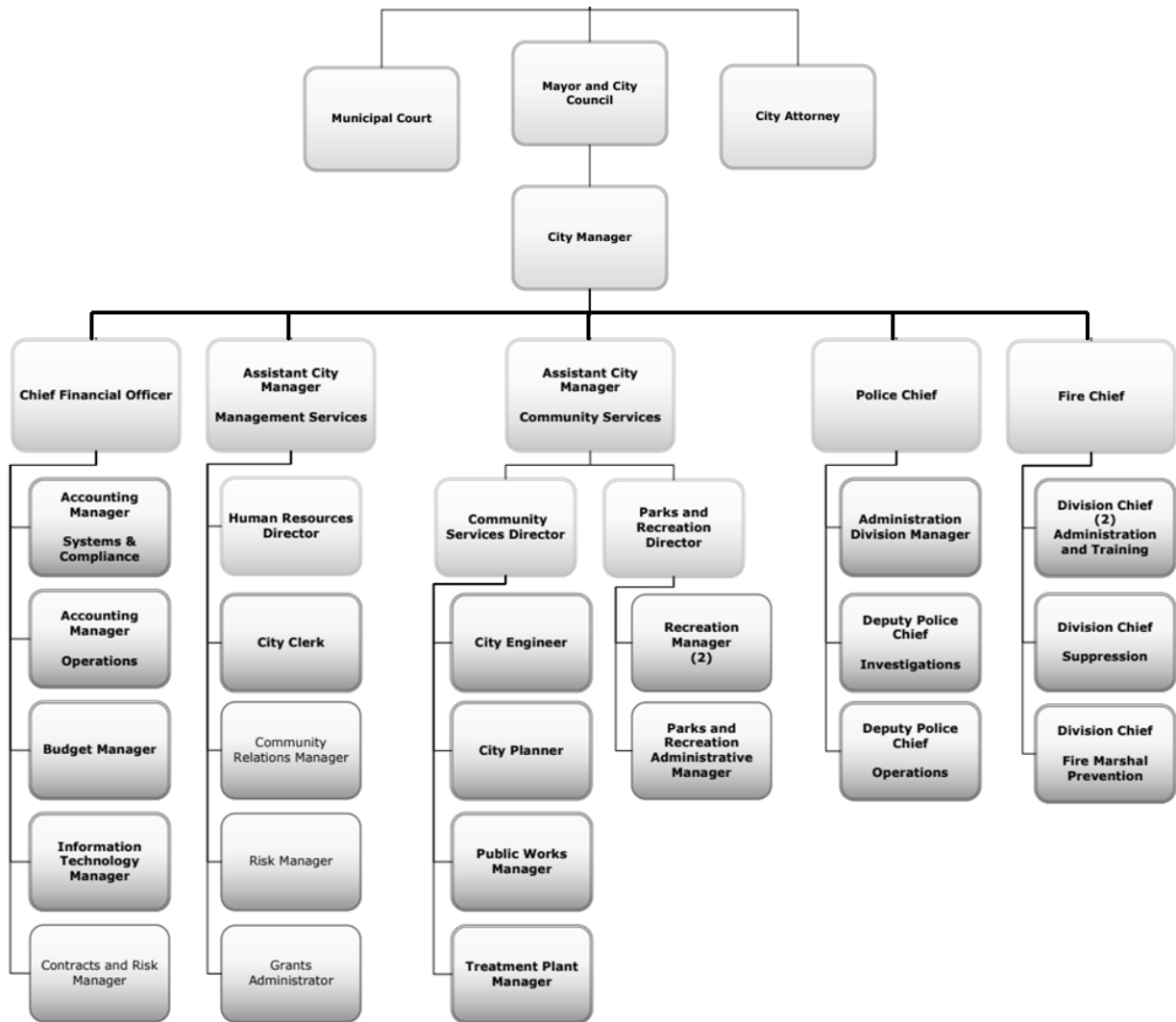
# **P**alomino **V**alley General Improvement District

9732 Pyramid Hwy #407, Sparks, NV 89441

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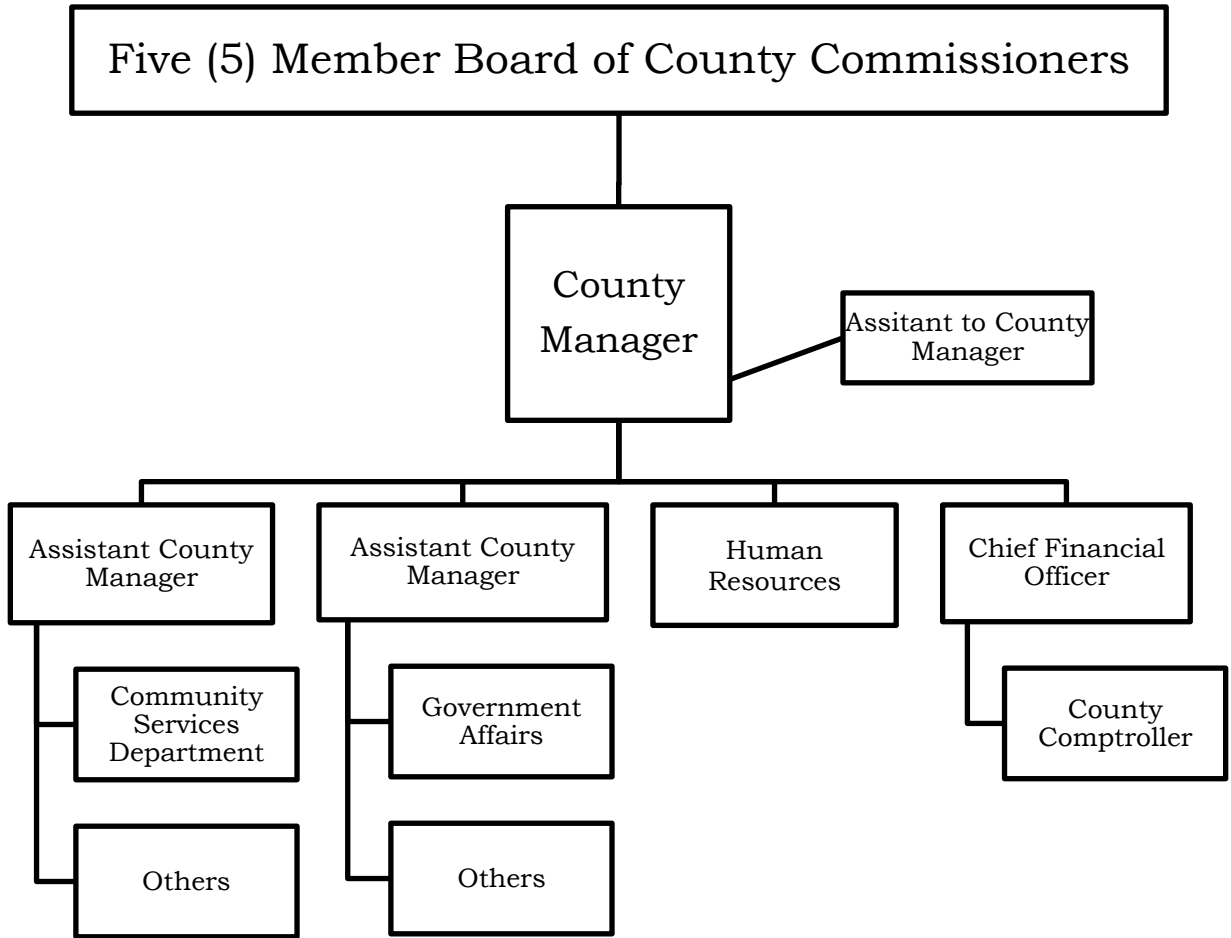
## ORGANIZATIONAL CHART





# Washoe County Organization Chart

[Abbreviated Version to Show Main Hierarchy]



**PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT**

**TRANSACTION REPORT AS OF July 17, 2023**

Submitted by Vickie DiMambro, Bookkeeper

<b>Total of all Bank Accounts:</b>	<b>Balance as of July 17, 2023 - Almost CD #5010</b>	<b>474,576.91</b>
	<b>Balance as of July 17, 2023 - A/P / General Ckg #4179</b>	<b>511.97</b>
	<b>Balance as of July 17, 2023 - Payroll #4430</b>	<b>20,000.00</b>
	<b>Balance as of July 17, 2023 - Petty Cash</b>	<b>400.00</b>
	<b>Total Cash In All Accounts</b>	<b>495,488.88</b>

<b><u>Wells Fargo - Almost CD #5010</u></b>		<b>Balance as of June 12, 2023</b>	<b>465,559.83</b>
Income for the Month			
Ad Valorem/Property Tax	17,732.90		
Consolidated Tax (CTX)	35,357.24		
LGTA/Fair Share	7,033.01		
Other Income	0.00		
<b>TOTAL</b>	<b>60,123.15</b>		
Interest Income	37.33		60,160.48
Transfer to Wells Fargo #4179	0.00		
Transfer to Wells Fargo #4430	(51,143.40)		(51,143.40)
		<b>Balance as of July 17, 2023</b>	<b>474,576.91</b>

<b><u>Wells Fargo - A/P / General Ckg #4179</u></b>		<b>Balance as of June 12, 2023</b>	<b>511.95</b>
Transfer from Wells Fargo #5010			
Interest Income	0.02		0.02

NAME	CK #	AMOUNT	DESCRIPTION
-			
<b>TOTAL</b>		<b>0.00</b>	
			<b>0.00</b>
			<b>Balance as of July 17, 2023</b>
			<b>511.97</b>

PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT  
TRANSACTION REPORT AS OF July 17, 2023

<u>Wells Fargo - Payroll #4430</u>			Balance as of June 12, 2023	20,000.00
Transfer from Wells Fargo #5010		\$51,143.40		
Interest		0.86		51,144.26
Net Payroll		7,654.99	Net Payroll	
A&H Insurance	Bill pay	11,174.27	FY 2023/2024 Nevada Public Agency Insurance Pool (NPAIP) "POOL" Liability Insurance	
Humana Insurance Co	Bill pay	197.41	Monthly Vision and Dental Insurance	
United Healthcare	Bill pay	3,051.16	Monthly Health Insurance	
Clint Jensen Construction LLC	6006	15,962.00	Final Payment for Erecting Metal Building	
Flyers Energy	Bill pay	1,648.04	Fuel	
Catherinie A. Glatthar	Patriot	2,727.50	Secretarial \$2,032.50, Accounting \$620.00, Website Maintenance \$75.00	
Vickie DiMambro	Patriot	1,852.50	Bookkeeping	
Catherine A. Glatthar	Patriot	15.81	Office Supplies	
Vickie DiMambro	Patriot	117.80	Office Supplies	
SK's BECC 7/3/23 Stmt				
Waste Management	SK's CC	34.98	Monthly Waste Removal	
SK's BECC 8/3/23 Stmt				
Costco	SK's CC	60.00	Annual Membership Renewal	
Nevada Division of Environmental Protection	SK's CC	153.75	Annual Septic System Permit Fee	
GD's BECC 7/3/23 Stmt				
Sani-Hut Company Inc.	GD's CC	165.00	Portable Restroom	
Motorola Two Way Radio Gear	GD's CC	70.00	Monthly Two Way Radio Service	
Patriot Payroll	GD's CC	63.00	Monthly Payroll Processing Fee	
GD's BECC 8/3/23 Stmt				
Verizon	GD's CC	34.74	Monthly Telephone Bill	
Cashman Equipment Company	GD's CC	718.71	93 Kickbroom Repair	
Westex Consulting Engineers, LLC	GD's CC	500.00	Grading and Drainage Letter for Metal Building	
NV Energy	Bill pay	138.64	Monthly Electric Bill	
Wells Fargo	Auto	35.00	Bank Fee	
Black Eagle Consulting Inc.	Bill pay	216.00	Structural Welding/Bolt Inspection for Metal Building	
Alhambra	EFT	12.25	Monthly Office Water	
PERS	Bill pay	2,431.75	PERS Monthly Payment	
Payroll Taxes - Patriot Payroll	EFT	2,108.96	Payroll taxes (941, NV Unemployment)	
		<u>\$51,144.26</u>		<u>(\$51,144.26)</u>
			Balance as of July 17, 2023	<u>20,000.00</u>
<u>Wells Fargo - Petty Cash</u>			Balance as of June 12, 2023	400.00
			Balance as of July 17, 2023	400.00

Reviewed by Cathy Glatthar, Assistant to the Board: CG \_\_\_\_\_ 07/18/2023

## ESTIMATED NET OPERATING FUNDS FOR ROAD IMPROVEMENTS

Submitted by Cathy Glatthar, Assistant to the Board

**ATTACHMENT: 07/20/2023 Meeting - Agenda Item 7.b.**

Total Cash in all Bank Accounts as of July 17, 2023		495,489	
Additional Revenue Expected Through August 31, 2023		79,500	
<b>ESTIMATED OPERATING FUNDS THROUGH AUGUST 31, 2023</b>			<b>574,989</b>
<b>LESS</b> Average Monthly Expenses (\$35,000) x 1.5 Months		-52,500	
<b>LESS:</b> Capital Outlay FY23 Carryover \$53,089 plus			
\$2,500 for 1 Pickup Truck from TMFire (Pending);			
Aggregate Surfacing \$102,418; Seal Coat & Patching \$202,361;			
Workers' Comp \$2,185 (Aug);			
Mag-chloride \$19,000 - \$6,300 - \$6,308 = \$6,392;			
Broken Spur Road Improvement Project \$38,000		-406,945	
<b>LESS</b> Reserve Funds (= Ending Fund Balance per Budget)		-60,000	
<b>ESTIMATED EXPENSES &amp; RESERVES THROUGH AUGUST 31, 2023</b>			<b>-519,445</b>
<b>ESTIMATED NET OPERATING FUNDS FOR ROAD IMPROVEMENTS AS OF AUGUST 31, 2023</b>			<b>55,544</b>
<b>Additional Revenue Expected Through AUGUST 31, 2023:</b>			
From 2022/2023	Figures Used for		
<u>Final Budget</u>	<u>Est Op Funds Rpt</u>		
340,854	340,000	Ad Valorem	Aug '23
645,531	615,000	CTX	**38,000 x 2
40,000	42,000	LGTA	3,500 x 1
<b>1,026,385</b>	<b>997,000</b>		<b>79,500</b>
	<b>-29,385</b>	<b>Difference between Budget and Estimated Operating Funds Report Projected Revenues</b>	
<b>MONTHLY EXPENSES:</b>			
	Average	Actual	Difference
Payroll	18,000	15,444	2,556
Other (non Road Maint)	17,000	18,857	-1,857
	<b>35,000</b>	<b>34,301</b>	<b>699</b>
			A/P Acct Exps
Capital Outlay		16,843	P/R Acct Exps
Road Maintenance		0	Petty Cash Exps
<b>TOTAL EXPENSES</b>		<b>51,144</b>	<b>51,144</b>



**REVENUE - ACTUAL AND ESTIMATED**

NOTE: As of 7/17/2023, Actual Revenue was LESS Than YTD Estimated By: **-\$65,466.45**

**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
4/7/2023 (21%)	71,400.00	59,888.06	-11,511.94	-8,650.80
5/11/2023	0.00	982.56	982.56	-7,668.24
at 6/12/23	0.00	0.00	0.00	-7,668.24
7/13/2023 (2%)	6,800.00	17,398.66	10,598.66	2,930.42
August	0.00			
	<b>340,000.00</b>	<b>342,930.42</b>	<b>2,930.42</b>	

**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
3/29/2023	51,250.00	39,446.75	-11,803.25	-40,990.68
4/26/2023	51,250.00	37,351.89	-13,898.11	-54,888.79
5/26/2023	51,250.00	48,515.15	-2,734.85	-57,623.64
6/28/2023	51,250.00	35,357.24	-15,892.76	-73,516.40
July	51,250.00			
August	51,250.00			
	<b>615,000.00</b>	<b>438,983.60</b>	<b>-176,016.40</b>	<b>**Use \$38k/mo</b>

**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
3/16/2023	3,500.00	5,650.11	2,150.11	4,426.61
4/18/2023	3,500.00	3,022.61	-477.39	3,949.22
5/16/2023	3,500.00	4,637.30	1,137.30	5,086.52
6/16/2023	3,500.00	3,496.98	-3.02	5,083.50
7/12/2023	3,500.00	3,536.03	36.03	5,119.53
August	3,500.00			
	<b>42,000.00</b>	<b>43,619.53</b>	<b>1,619.53</b>	

Budget Adjustment for Fiscal Year 2022-2023 (7/1/2022 - 6/30/2023)

Submitted by Cathy Glatthar, Assistant to the Board

Attachment - 07/20/2023 Meeting - Agenda Item 7.c.

<u>Budget Category</u>	<u>2022-23 Budget</u>	<u>2022-23 Actual</u>	<u>Adjustment</u>	<u>Adjusted Budget</u>
Salaries & Wages	185,700	148,128		185,700
Employee Benefits	76,000	72,805		76,000
Services, Supplies & Other Charges	1,040,475	776,948	-89,859	950,616
Capital Outlay	125,000	214,859	+89,859	214,859
	<u><u>1,427,175</u></u>	<u><u>1,212,740</u></u>	<u><u>0</u></u>	<u><u>1,427,175</u></u>

Acknowledgement that the Board of Trustees  
approved the budget adjustment as outlined herein:

Thomas Baker, President

Date

# 2023 EMPLOYEE COMPENSATION

## Consumer Price Index and Hourly Pay Raise Scenarios

Including consideration of employees' share of PERS rate increases which begin with the July 24, 2023 pay period.

### CONSUMER PRICE INDEX \*

Source: US Bureau of Labor Statistics  
[<https://www.bls.gov/>]

#### 12-Month Percent Change

**Series Id:** CWUR0400SA0

Not Seasonally Adjusted

**Series Title:** All items in West urban, urban wage earners and clerical workers, not seasonally adjusted

**Area:** West

**Item:** All items

**Base Period:** 1982-84=100

Download:  [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2013	1.5	1.9	1.3	1.0	1.0	1.4	2.0	1.5	1.2	0.6	1.2	1.7	1.4	1.4	1.3
2014	1.6	1.1	1.4	1.7	2.2	2.2	2.2	2.0	1.9	1.8	1.3	0.8	1.7	1.7	1.7
2015	0.0	0.2	0.6	0.5	0.8	0.7	0.9	0.8	0.4	0.6	1.1	1.6	0.7	0.5	0.9
2016	2.6	1.9	1.1	1.5	1.0	1.2	0.9	1.1	1.7	2.1	2.2	2.3	1.6	1.6	1.7
2017	2.3	3.0	3.0	2.8	2.6	2.4	2.5	2.8	3.0	3.0	3.2	3.3	2.8	2.7	3.0
2018	3.3	3.2	3.3	3.5	3.7	3.9	3.9	3.8	3.5	3.7	3.5	3.1	3.5	3.5	3.6
2019	2.6	2.3	2.4	2.8	2.9	2.6	2.5	2.4	2.5	2.7	2.7	2.7	2.6	2.6	2.6
2020	2.9	3.1	2.5	1.2	0.6	1.1	1.7	2.2	1.9	1.3	1.5	1.7	1.8	1.9	1.7
2021	1.7	2.0	2.9	4.4	5.4	6.0	5.9	5.7	5.8	6.5	7.2	7.8	5.1	3.7	6.5
2022	8.4	8.5	9.4	8.9	8.8	9.2	8.7	8.4	8.5	8.5	7.3	6.1	8.4	8.9	7.9
2023	6.2	5.9	4.7	4.5											

\* CPI Information obtained on May 28, 2023

**OPERATIONS MANAGER - SHAWN KELLY**  
**HOURLY PAY RAISE SCENARIOS (With PERS Rate Increase Adjustment)**

Operations Manager (OM) is on the PERS Employer Paid Contributions (EPC) plan with the OM and the PVGID each paying half of the rate increase. The EPC rate increases from 29.75% to 33.50% (3.75% increase - Employee's 50% Share = 1.875%)

Scenario 1 - 3.75% raise less 1.875% PERS rate increase share = 1.875% net pay raise:

Current Hourly Rate	40.87	
Hourly Rate Increase (40.87 x 0.01875)	0.78	(Rounded up by 1 cent)
New Hourly Rate	\$41.65	

Scenario 2 - 8.4% raise less 1.875% PERS rate increase share = 6.525% net pay raise:

Current Hourly Rate	40.87	
Hourly Rate Increase (40.87 x 0.06525)	2.68	(Rounded up by 1 cent)
New Hourly Rate	\$43.55	

Scenario 3 - 8.4% raise plus 3.75% less 1.875% PERS rate increase share = 10.275% net pay raise:

Current Hourly Rate	40.87	
Hourly Rate Increase (40.87 x 0.10275)	4.23	(Rounded up by 3 cents)
New Hourly Rate	\$45.10	

**EQUIPMENT OPERATOR - CHUCK BLOWER**  
**HOURLY PAY RAISE SCENARIOS (With PERS Rate Increase Adjustment)**

The Equipment Operator (EO) is on the Employee/Employer Pay Contributions plan and the EO automatically pays half of the rate increase. The Employee/Employer rate increases from 15.50% to 17.50% = 2% increased deduction.

Scenario 1 - 4% raise less 2% PERS rate increase share = 2% net pay raise:

Current Hourly Rate	30.00	
Hourly Rate Increase (30.00 x 0.02)	0.60	
New Hourly Rate	\$30.60	

Scenario 2 - 8.4% raise less 2% PERS rate increase share = 6.4% net pay raise:

Current Hourly Rate	30.00	
Hourly Rate Increase (30.00 x 0.064)	1.95	(Rounded up by 3 cents)
New Hourly Rate	\$31.95	

Scenario 3 - 8.4% raise plus 4% less 2% PERS rate increase share = 10.4% net pay raise:

Current Hourly Rate	30.00	
Hourly Rate Increase (30.00 x 0.104)	3.15	(Rounded up by 3 cents)
New Hourly Rate	\$33.15	

## PVGID OPERATIONS MANAGER'S REPORT

Report Period 6/12/2023 to 7/16/2023

ATTACHMENT: 7/20/2023 Meeting Agenda Item 10.a.

### ROADS GRADED AND/OR COMPACTED:

1. Pasture View: Whiskey Springs to south end
2. Rebel Cause
3. Right Hand Cyn: From 3300 to End, Repair road from flash flood
4. Piute Creek: Clean up lower road and ditch from flash flood
5. Wayside Rd: Grass Valley to Near 5105
6. Grass Valley W: Pyramid to Near 7500

### OTHER ROAD WORK:

1. Ironwood Rd: Restripe white lines, Ironwood pit to Amy
2. Wilcox Ranch: Fill pothole at 5555
3. Wild Horse: Patch culvert and fill pothole over culvert

### OTHER:

1. Office work
2. Attend Meetings
3. Post Agenda
4. Road Surveys
5. Town for parts
6. Misc. Yard work
7. Metal Building
8. 1555 Sharrock Road - Tentative Parcel Map Case  
#WTPM22-0009 - New Driveway Access: Meet with property owner to finalize compliance with PVGID's conditions of approval for access to a PVGID-maintained road
9. Employees out on medical

### EQUIPMENT:

1. '01 F450 Truck: Change oil and filter
2. '93 Kickbroom: Hydraulic hose leaking, had Cashman Equipment replace hose

2023 MONTHLY ROADWORK AND REQUESTS REPORT

Report Compiled by Cathy Glatthar from Monthly Operations Manager's Reports

ROADWORK: G=Grading (Incl Watering, Compacting, Escapes), CE=Class E, D=Ditching, CC=Culvert Cleaning, CI=Culvert Install, W=Watering, AM=Asphalt Maint (Patching, Crack Sealing, Striping, Shouldering, Sweeping, etc.), SR=Snow Removal, MC=Mag-chloride, SC=Seal Coats, EP=Edge Paving, ER=Emergency Repairs, DR=Debris Removal, DG=DG Added, R=Request Received

			2023 Operations Manager's Report Date											
P=Paved UP=Unpaved	Road Segment	Miles	01/15	02/12	03/12	04/16	05/14	06/11	07/16	08/13	09/17	10/15	11/12	12/17
UP	Amy (N)	0.1												
UP	Amy (Whiskey Springs - James Ranch)	1.57	SR		G									
P	Amy (James Ranch - Ironwood)	0.88	SR	AM										
UP	Amy (Ironwood - Wilcox Ranch)	0.4	SR	G										
UP	Amy (S) (Wilcox Ranch - End)	1.4	R/SR				CC(1)							
UP	Anniversary	0.5												
P	Axe Handle (Pyramid - Curnow Canyon)	3	SR	AM		ER,AM			R prtl					
P	Bacon Rind (N: Axe Handle - End of Surfacing)	0.5												
UP	Bacon Rind (N: End of Surfacing - End)	1.2												
UP	Bacon Rind (S: Axe Handle to Sky Canyon)	1.25												
UP	Bacon Rind (S: Sky Canyon - End/Sage Cyn)	0.25												
UP	Big Dog (Prairie - Turn/4700 Big Dog)	0.6												
UP	Bootstrap	0.5												
UP	Broken Spur (N)	0.2												
UP	Broken Spur (S: Whiskey - Tumbleweed)	0.38	SR	R	R	G								
UP	Broken Spur (S: Tumbleweed - Morgan Ranch)	1.12	SR	R	R	G								
P	Broken Spur (S: Morgan Ranch - Sharrock)	0.9	SR											
UP	Chantry Flats	1.1	SR											
UP	Chieftan (Pasture View - Vista Trail)	0.8												
UP	Crazy Horse (Wilcox - Yellow Tail)	0.73	SR				R/CC(1)		R prtl					
UP	Crazy Horse (Yellow Tail - End)	0.37	SR											
UP	Crossover (N)	0.2												
UP	Crossover (Wild Horse - Twin Springs)	0.6												
UP	Curnow Cyn (Axe Handle - Quonset)	0.9	SR		G									
UP	Curnow Cyn (Quonset - Top of Hill 455 CCRd)	0.9	SR		G									
UP	Curnow Cyn (Top of Hill - Stop/190 CCRd)	0.8	SR		G									
UP	Easy Jet (Range Land S - End)	0.4												
UP	Flagstone	0.2												
UP	Grass Valley (W) (Pyramid - Flying Eagle Air)	1.6	R Base	R/SR		R/G,ER			R/G					
UP	Grass Valley (W) (Flying Eagle Air - End)	2.25							R/G prtl					
UP	Grass Valley (Pyramid - Wayside)	2.6						G prtl						
UP	Grass Valley (Wayside - Whiskey)	0.5						G						







# **Dalomino** **Valley General Improvement District**

9732 Pyramid Hwy #407, Sparks, NV 89441

## **CHANGE ORDER NO. 1**

2023 Seal Coat and Patching Program - PWP-WA-2023-337

Portions of Ironwood, Amy, and Whiskey Springs Roads

Date: July 14, 2023

### **Change Order Items:**

Revisions to "Plans and Specifications, II Special Conditions, 1. Scope," are as follows:

Replace "Item No. 2" with the following:

Item No. 2 of the project consists of areas of patching on Ironwood and Amy Roads which will be marked in the field by the PVGID. Patching shall consist of:

- a. Removal and overexcavation of nine (9) inches of the existing Cape seal and underlying native subgrade soil, and replace with six (6) inches of Type 2 aggregate base and three (3) inches of Type 3 plantmix asphalt concrete.
- b. Skin patch various areas with Type 3 plantmix asphalt concrete.

<b><u>ORIGINAL UNIT COSTS SCHEDULE PER CONTRACT</u></b>				
<b>Item No.</b>	<b>Description of Work</b>	<b>Approximate Quantity*</b>	<b>Unit Cost</b>	<b>Price</b>
2.	Patching of existing Seal Coat, including all labor, equipment, and materials. Complete in Place.	7,725 SF	\$ 15.00 / SF	<b>\$ 115,875</b>
<b><u>REVISED UNIT &amp; LUMP SUM COSTS SCHEDULE PER CHANGE ORDER NO. 1</u></b>				
<b>Item No.</b>	<b>Description of Work</b>	<b>Approximate Quantity*</b>	<b>Unit Cost or Lump Sum</b>	<b>Price</b>
2.a.	Removal and Overexcavation Patching of existing Seal Coat, including all labor, equipment, and materials. Complete in Place.	8,756 SF	\$ 12.96 / SF	\$ 113,477.76
2.b.	Skin Patching of existing Seal Coat, including all labor, equipment, and materials. Complete in Place.		Lump Sum	\$ 2,397.24
<b>NEW CONTRACT PRICE:</b>				<b>\$ 115,875</b>
<b>NET CHANGE IN CONTRACT PRICE DUE TO CHANGE ORDER NO. 1:</b>				<b>\$ 0</b>

PVGID'S AGGREGATE PIT PROPERTIES

ATTACHMENT: 7/20/2023 Meeting Agenda Item 11.a.

IRONWOOD PIT:

Donated to the PVGID by McCulloch Properties, Inc. April 28, 1977, 15.01± acres being a portion of APN 077-210-11

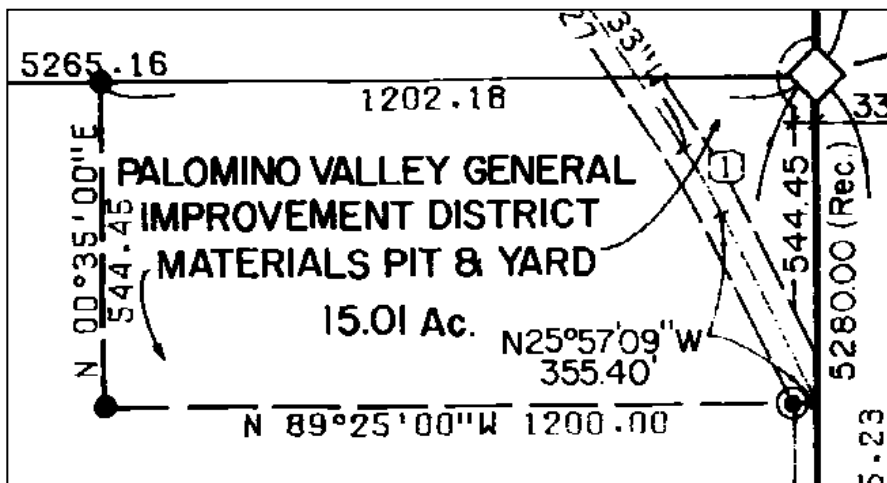
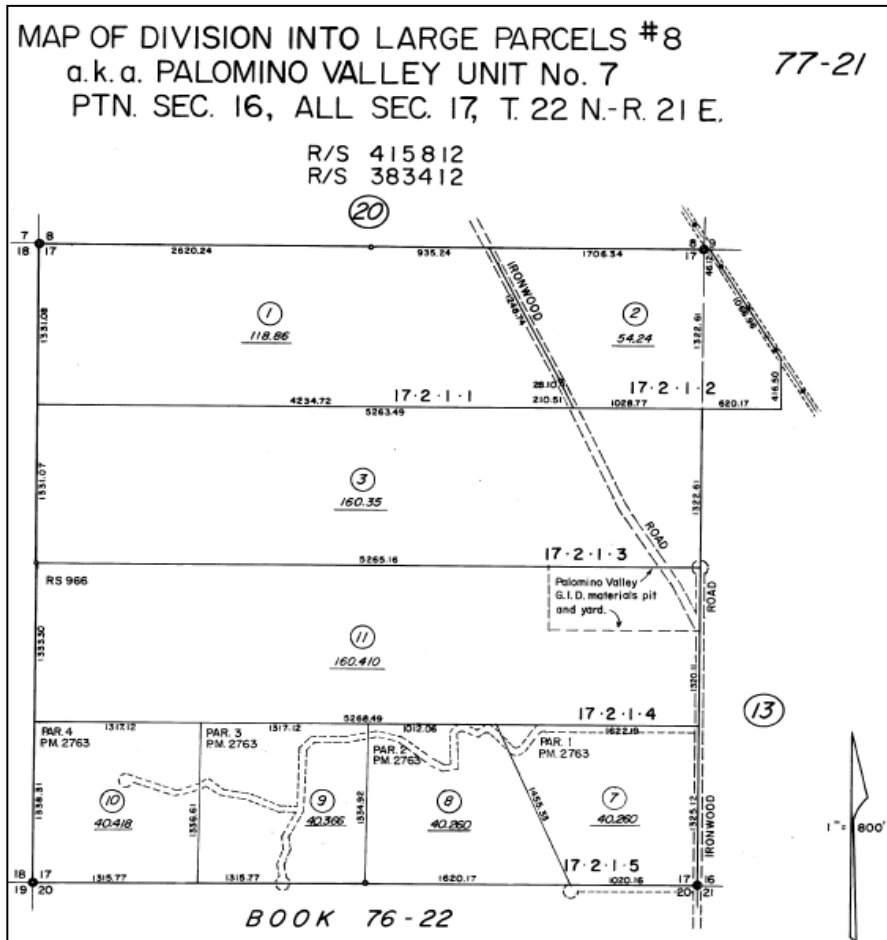


EXHIBIT "A"  
LEGAL DESCRIPTION

An easement for material sites and equipment yard as shown on that Record of Survey Map filed in the Office of the Washoe County Recorder, Washoe County, Nevada on July 8, 1976 under File No. 415812 and that Division of Land Map filed in the Office of the Washoe County Recorder, Washoe County, Nevada under File No. 415814 being more particularly described as follows:

A portion of the South 1/2 of Section 17, Township 22 North, Range 21 East, Mount Diablo Base and Meridian, also being a portion of Parcel 17-2-1-4 as shown on said Record of Survey and Division of Land Maps, being more particularly described as follows:

Commencing at the East 1/4 corner of said Section 17, said point also being the TRUE POINT OF BEGINNING;  
thence S.00°48'47" W. , 544.45 feet;  
thence N.89°25'00" W. , 1,200.00 feet;  
thence N.00°35'00" E. , 544.45 feet;  
thence S.89°25'00" E. , 1,202.18 feet to the TRUE POINT OF BEGINNING.

Containing 15.01 acres, more or less.

Subject to all easements for roadway and utility purposes over and across said parcel as delineated on said Record of Survey Map and said Division of Land Map.

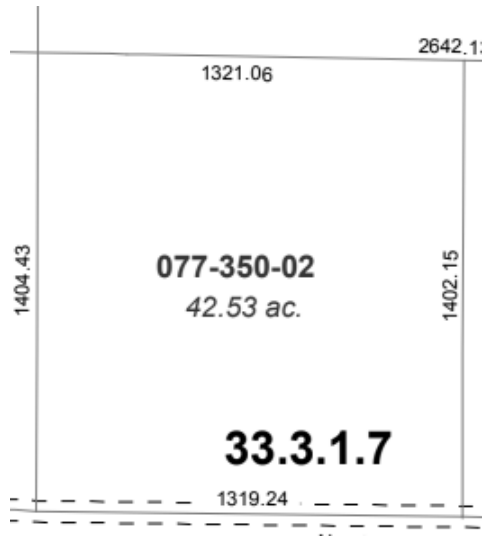
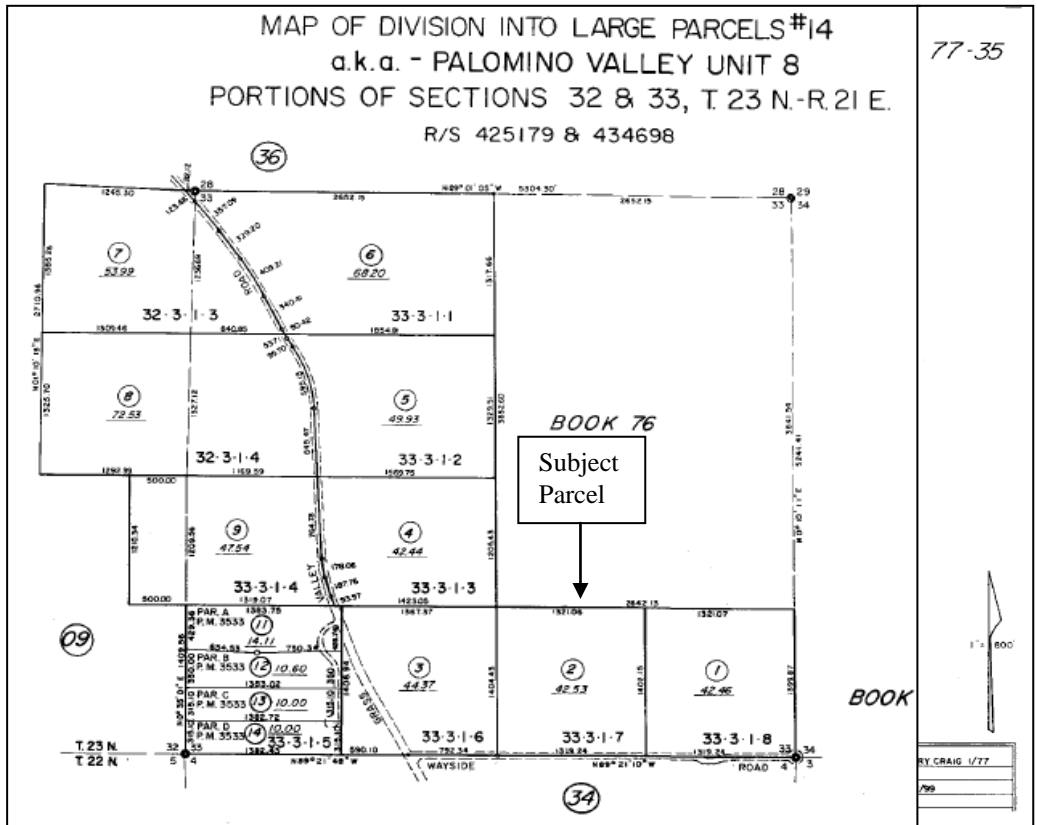
The Palomino Valley General Improvement District shall be solely responsible for the operation and maintenance of the material site and shall in its operation take care not to permit a nuisance to exist that could be considered detrimental to the adjoining land owners.

Any materials used shall be for use solely within the boundaries of the Palomino Valley General Improvement District.

If and when the need for the above described land or materials or any portion thereof no longer exists, lands and materials or any portion thereof shall revert to the then present owner of said Parcel 17-2-1-4. In this event it shall be the responsibility of the Palomino Valley General Improvement District to rehabilitate said material site.

WAYSIDE PIT:

Purchased from Double P Partnership (Pratt) September 15, 1989, 42.53± acres being APN 077-350-02 (Parcel #33-3-1-7)



**TID SYSTEMS**

780 Smithridge Dr, Unit #250  
 Reno, NV 89502  
 +1 7753605856  
 accounting@tidsystems.com  
 www.tidsystems.com

**Estimate**

<b>ADDRESS</b>	<b>SHIP TO</b>	<b>ESTIMATE</b>	<b>1737</b>
5015 Wayside Dr	Don Otto	<b>DATE</b>	<b>07/10/2023</b>
Reno, NV 89510 United States	Palomino Valley General Improvement District		
	5015 Wayside Dr		
	Reno, NV 89510 USA		
<b>BUSINESS DEV. SPECIALIST</b>	<b>PROJECT</b>		
David Copeland	CCTV System		

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
DAH-N42B2P4	8-Channel 4k POE NVR <ul style="list-style-type: none"> <li>Record from and Manage up to 8 Cameras</li> <li>Up to 3840 x 2160 Recording Resolution</li> <li>11TB Preinstalled HDD up to 28 days playback</li> <li>H.265/H.264/MJPEG Compression</li> <li>8 x PoE Ports for Video/Power Connection</li> <li>Up to 128 Users</li> <li>HDMI &amp; VGA Simultaneous Video Outputs</li> </ul>	1	599.00	599.00
DAH-N81CJ02	8MP Entry-Level Viewing Turret IP Camera with Motion Detection, 2.8mm, White <ul style="list-style-type: none"> <li>1/2.7-in. 8MP Progressive-scan CMOS Sensor</li> <li>Dual Stream Encoding</li> <li>Smart H.265+ and Smart H.264+ Dual Codecs</li> </ul>	4	149.00	596.00
DAH-DH-IPC-PDW5849-A180-E2-ASTE	WizMind Series 2 x 4MP Enhanced Night Color Dual-Lens Panoramic Turret IP Camera, 3.6mm Fixed Lens, White <ul style="list-style-type: none"> <li>Dual 1/1.8-in. 4MP Progressive Scan CMOS Sensors</li> <li>Maximum Resolution 8MP (4096 × 1800) at 25 fps</li> <li>Smart H.265+ and Smart H.264+ Dual Codec</li> </ul>	3	379.38	1,138.14
DAH-PFA136	Dahua PFA136 Junction Box, White	7	29.99	209.93
Materials	<ul style="list-style-type: none"> <li>Genesis 63601106 CAT6 Riser Cable, 23/4 Solid BC, Unshielded, UTP, CMR, FT4 Outdoor</li> <li>RJ45 Jacks, Keystone Jacks</li> <li>NEMA BOX</li> <li>Conduit</li> <li>Outdoor Light Guide Wire, Vinyl Coated Stainless Steel Steel Cable, Turnbuckle and Hooks</li> </ul>	1	1,535.00	1,535.00
APC Smart-UPS 1350	Intelligent LCD UPS System, 1350VA/815W, 10 Outlets, AVR, Mini-Tower <ul style="list-style-type: none"> <li>1350VA/815W Intelligent LCD Battery Backup Uninterruptible Power Supply (UPS)</li> <li>10 NEMA 5-15R OUTLETS: Five battery backup &amp; surge protected outlets; Five surge protected outlets; INPUT: NEMA 5-15P right angle, 45 degree offset plug with six foot power cord</li> <li>AUTOMATIC VOLTAGE REGULATION (AVR): Corrects minor</li> </ul>	1	245.99	245.99

TID SYSTEMS may contract an attorney and/or collection agency to collect unpaid balances. The Client shall pay all collection costs and reasonable attorney fees incurred by TID SYSTEMS, whether or not suit is brought to collect any money due hereunder, including post-judgment costs and attorney fees. All the aspects of this The agreement shall be governed by the laws of the State of Nevada.

power fluctuations without switching to battery power, thereby extending the life of the battery

Materials	• Wall or Floor Mount Enclosure Heavy Duty 16 Gauge Steel NVR Security Lock Box	1	165.00	165.00
Video Surveillance CCTV	Installation and Configuration - Install 8 Channel NVR - Install 4x CJ02 Cameras - Install 3x A180-E2-ASTE Cameras - Install CCTV Battery Backup - NVR network setup and camera view angle adjusted and config - Mobile and desktop client setup - All camera cable is CAT6 UTP - Suspension Cable Installation	1	3,500.00	3,500.00

Thank you for being our valued customer.

A 50% down payment for services will be due upon the scheduling of an installation date, however the installation date may be changed by either party. If a customer cancels an installation without rescheduling, customer will be liable for a 5% restocking fee on all hardware that would have been installed that will be deducted from the down payment. Customer will receive the remainder of the down payment. There will be a \$25 charge for all returned checks and a 2.9% plus 0.25 cents surcharge when using credit cards.

10 % interest will be assessed on all unpaid balances after 30 days from the invoice date for 15 days. Thereafter, as 20% interest charge per day applies until the balance is brought to \$0.00.

It is possible that unanticipated circumstances may be encountered when this work is performed that will result in additional charges for parts and/or labor above and beyond the total estimated in this Estimate.

SUBTOTAL	7,989.06
TAX	0.00
<b>TOTAL</b>	<b>\$7,989.06</b>

Accepted By

Accepted Date

Second Reading and Adoption  
Regular Meeting  
August 20, 2020

PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT

RESOLUTION NO. F20-R1

ROADS ACCEPTED FOR MAINTENANCE AND  
LEVEL OF MAINTENANCE DESIGNATIONS

WHEREAS, Resolution No. F06-R1 - Roads Accepted for Maintenance and Level of Maintenance (LOM) Designation - was intended to supersede Resolution No. F77-R4 - Road Maintenance, Seasonal Roads - but the resolution, as written, did not specifically state that it superseded the earlier resolution; and;

WHEREAS, Resolution No. F93-R1 - Resolution for Accepting Seasonal and Future Roads for Normal Maintenance by Palomino Valley General Improvement District - was revised by Resolution No. F16-R2 - Revision of Resolution No. F93-R1 - Procedure for Accepting Roads for Maintenance by the PVGID and the Requisite Road Standards. The revised resolution did not include any language regarding roads designated and listed as "Seasonal Roads" in the 1977 resolution.

NOW, THEREFORE, be it RESOLVED:

1. This resolution supersedes previous resolutions F77-R4, F93-R1, and F06-R1 for maintenance of existing roads.
2. Acceptance of new roads for maintenance is covered by Resolution No. F16-R2.
3. The classification of "Seasonal Roads" described in previous Resolution No. F77-R4 is hereby terminated. These roads will be elevated to LOM 3. Residents on roads previously listed as seasonal who desire to have road improvements beyond normal grading shall bear the cost of road improvements. It will not be the responsibility of the PVGID to upgrade these roads except where deemed practical and cost effective by the Board. These roads shall be maintained in their present condition and width.
4. The list of Palomino Valley GID Accepted Roads and Level of Maintenance Amended August 20, 2020 is attached and made a part hereto. This list should be reviewed and possibly updated every ten (10) years as growth occurs within the District.
5. Upon a resolution to add, delete, or change the level of maintenance for an accepted road, the Board of Trustees must draft a resolution to amend the list of "Accepted Roads and Level of Maintenance." The resolution must include the following:
  - Name of Road
  - Portion of Road to be Added or Deleted (if applicable)
  - Number of Miles to be Added or Deleted (if applicable)
  - Level of Maintenance Designation (1, 2, or 3)

- 6. The Level of Maintenance designation for each road or road segment was based on the level of traffic when Resolution No. F06-R1 was written in 2006, and generally correlates with the number of residences served. The LOM classifications are not a guarantee of how many times a year any particular road segment will be graded since other factors such as weather events, and subgrade soil characteristics are also involved. The Operations Manager shall, on a regular basis, survey roadways and establish priorities for maintenance. Requests for maintenance received from residents shall be analyzed by the Operations Manager who will determine validity and establish priorities for grading and other maintenance. The LOM designations set standards that can be used as a guide with the understanding that in certain situations a road may require repair or maintenance that is not commensurate with its LOM, but is necessary to keep a road serviceable.
- 7. Roads throughout the District will not be maintained when weather and/or road conditions are unsafe or hazardous to GID personnel and/or equipment.

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

Upon motion by Trustee Dennis, and seconded by Trustee Currivan, the foregoing Resolution was passed and adopted this 20th day of August, 2020 by the following vote:

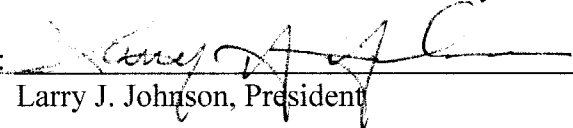
AYES: Trustee Dennis, Trustee Currivan, and Trustee Johnson

NAYS: Trustee Otto

ABSENT: Trustee Breitmeyer

ABSTAIN: None

Board of Trustees of the Palomino Valley General Improvement District

By:   
 \_\_\_\_\_  
 Larry J. Johnson, President

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



**PALOMINO VALLEY GID ACCEPTED ROADS AND LEVEL OF MAINTENANCE  
AMENDED AUGUST 20, 2020**

LEVEL OF MAINT	ROAD NAME	MILES	PORTION ACCEPTED	END GPS
1	Amy	2.45	Whiskey Springs South to . . . .	Ironwood
1	Amy	0.4	Ironwood South to . . . . .	Wilcox Ranch
2	Amy	1.4	Wilcox Ranch South to . . . . .	End
2	Amy	0.1	Whiskey Springs North to . . . .	N end: 39° 47.810N 119° 36.698W
3	Anniversary	0.5	All	
1	Axe Handle	3.0	All	39° 44.138N 119° 38.850W
2	Bacon Rind	1.5	Axe Handle So. to . . . . .	39° 43.017N 119° 40.652W (Sage Cyn)
2	Bacon Rind	1.7	Axe Handle North to . . . . .	End
3	Big Dog	0.6	Prairie to . . . . .	39° 46.389N 119° 42.321W (4700 BD)
3	Bootstrap	0.5	Broken Spur East to . . . . .	39° 48.336N 119° 36.694W
2	Broken Spur	2.4	Whiskey Springs South to . . . .	End
3	Broken Spur	0.2	Whiskey Springs North to . . . .	End
3	Chantry Flats	1.1	All	
3	Chieftan	0.8	Pasture View to . . . . .	Vista Trail
2	Crazy Horse	1.1	All	
2	Crossover	0.6	Wild Horse South to . . . . .	Twin Springs
3	Crossover	0.2	Wild Horse North to . . . . .	N end: 39° 45.171N 119° 35.058W
2	Curnow Canyon	0.9	Axe Handle to . . . . .	39° 43.676N 119° 39.229W (Quonset)
3	Curnow Canyon	1.7	39° 43.676N 119° 39.229W to	39° 43.018N 119° 38.404W (190 CC)
3	Easy Jet	0.4	All	
3	Flagstone	0.2	All	
3	Grass Valley	3.6	Pyramid Hwy West to . . . . .	End
2	Grass Valley	3.1	Pyramid Hwy Southeast to . . .	Whiskey Springs
2	Grass Valley	0.8	Whiskey Springs South to . . . .	Turf Farm--39° 47.582N 119° 37.842W
2	Grass Valley	0.8	Sharrock North to . . . . .	N End: 39° 46.722N 119° 37.835W
3	Grey Van	1.2	Range Land South to . . . . .	End
3	Hay Canyon	0.3	All	
3	Hockberry	1.0	All	
1	Ironwood	4.9	Pyramid Hwy to . . . . .	Amy
3	Ironwood (Little)	1.0	Whiskey Springs South to . . . .	Ironwood

Level of Maintenance: 1 = Primary 2 = Secondary 3 = Tertiary

PALOMINO VALLEY GID ACCEPTED ROADS AND LEVEL OF MAINTENANCE  
AMENDED AUGUST 20, 2020

LEVEL OF MAINT	ROAD NAME	MILES	PORTION ACCEPTED	END GPS
3	Jackrabbit	1.0	All	
3	Lost Spring	1.0	All	
3	Mid	0.3	All	39° 42.108N 119° 32.838W
3	Morning Dove	0.2	All	
2	Pasture View	2.0	Whiskey Springs South to . . . .	End
3	Pasture View	0.8	Whiskey Springs North to . . . .	End
2	Peak	0.7	Winnemucca Ranch East to . .	Peak
2	Peak	1.7	Range Land South to . . . . .	End
3	Pioche	0.2	All	
3	Piute Creek	1.7	Whiskey Springs to . . . . .	39° 46.650N 119° 31.841W (2155 PC)
3	Pony Springs	0.8	All	
2	Prairie	1.0	All	
2	Quaking Aspen	1.4	Wilcox Ranch to . . . . .	Hidden Canyon
2	Quaking Aspen	0.6	Hidden Canyon to . . . . .	O'Hara
3	Quaking Aspen	3.3	O'Hara East to . . . . .	Mountain Aspen
1	Range Land	2.9	All	
3	Rebel Cause	1.2	Range Land South to . . . . .	End
2	Right Hand Canyon	3.2	Whiskey Springs to . . . . .	Raptor: 39° 45.333N 119°32.592W
3	Right Hand Canyon	1.8	Raptor South to . . . . .	End: 39° 44.853N 119°31.008W
3	Roadrunner	1.4	Winnemucca Ranch to . . . . .	Ernie: 39° 50.814N 119° 42.884W
3	Sage Flat	1.3	Whiskey Springs North to . . . .	End
2	Sharrock	2.1	All	
3	Silver Horse	1.0	Wild Horse to . . . . .	39° 45.383N 119° 34.498W
3	Space Test	0.5	All	
3	Tartan	0.2	All	
2	Twin Springs	0.3	Wilcox Ranch East to . . . . .	Crossover
3	Twin Springs	1.9	Crossover East to . . . . .	End
3	Two Forty	0.4	All	
2	Wayside	0.8	Grass Valley to . . . . .	End: 39° 48.664N 119° 37.126W
1	Whiskey Springs	7.0	All	

Level of Maintenance: 1 = Primary 2 = Secondary 3 = Tertiary

PALOMINO VALLEY GID ACCEPTED ROADS AND LEVEL OF MAINTENANCE  
AMENDED AUGUST 20, 2020

LEVEL OF MAINT	ROAD NAME	MILES	PORTION ACCEPTED	END GPS
1	Wilcox Ranch	4.0	Amy to . . . . .	Goodher
2	Wilcox Ranch	1.0	Goodher to . . . . .	Mid
2	Wild Horse	3.4	Whiskey Springs South to . . . .	End
3	Wild Horse	0.8	Whiskey Springs North to . . . .	End
3	Wrangler	0.8	Right Hand Canyon to . . . . .	39°45.782N 119° 32.381W
2	Yellow Tail	2.1	All	
<b>TOTAL Miles Maintained</b>		<b>93.25</b>		
	Miles of Asphalt	19.95		
	Miles of Dirt	73.30		
<b>LEVEL OF MAINTENANCE (LOM) DEFINITIONS</b>				
PRIMARY -- LOM 1:		24.65	Miles	
> High Traffic				
> Main Collector Road (Most of these roads connect with Pyramid Hwy)				
SECONDARY -- LOM 2:		34.7	Miles	
> Moderate Traffic				
> Secondary Collector Road (One or more roads connect with these roads)				
> Seasonal Maintenance--Road will not be maintained when weather and/or road conditions are unsafe or hazardous to GID crew and/or equipment.				
TERTIARY -- LOM 3:		33.9	Miles	
> Low Traffic				
> Not a Collector Road				
> Seasonal Maintenance--Road will not be maintained when weather and/or road conditions are unsafe or hazardous to GID crew and/or equipment.				

Level of Maintenance: 1 = Primary 2 = Secondary 3 = Tertiary

Regular Meeting  
March 24, 1977  
Minutes: page 44

**RESOLUTION NO. F77-R4**

**ROAD MAINTENANCE  
SEASONAL ROADS**

A Resolution Designating Certain Seasonal Roads and Maintenance Standards for Seasonal Roads was presented to the Trustees. Upon motion by Trustee Tiller, seconded by Trustee Ager and unanimously carried, said Resolution was adopted.

Job # 8676  
January 13, 1977

**PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT**

**Recommended Maintenance Standards**

**"Seasonal Roads"**

On September 8, 1975 the Palomino Valley General Improvement District adopted road standards as part of the minutes. In those standards, a seasonal road was defined as follows:

"Certain roads far up the canyons are to be for summer use only, i.e. no snow removal. These roads will only serve a few parcels, and due to the rugged terrain the cross section of the travelled way may be as narrow as 12 feet. This section will be restricted for use only in those cases that substantial damage to the terrain would occur if a wider road were to be constructed."

The PVGID at this time identifies, for maintenance standards, the following roads taken from the master plan of Palomino Valley and field inspection as seasonal roads:

1. Right Hand Canyon Road - from the end of the existing pavement to the cul-de-sac.
2. Wrangler Road - all
3. Quaking Aspen Road - from the west line of Section 5, T 21N, R 22E, to the end.
4. Microwave Road - all
5. Curnow Canyon Road - all
6. Space Test Road - all

The following maintenance standards shall apply to the above seasonal roads.

1. No snow removal
2. One spring maintenance with blade
3. Emergency spot maintenance during the months of May through October in the event the road becomes impassable by four wheel drive vehicles.

**ASSISTANT TO THE BOARD - CURRENT LIST OF TASKS & FREQUENCY**

As of July 20, 2023

Frequency		Task
Daily		<ul style="list-style-type: none"> <li>• Monitor Email Account (palvalgid@gmail.com)</li> </ul>
Weekly		<ul style="list-style-type: none"> <li>• Send Road Maintenance Request Log to President &amp; OM</li> </ul>
Monthly		<ul style="list-style-type: none"> <li>• Agenda - Draft: Send to President &amp; OM for Review &amp; Approval</li> <li>• Agenda - Final: Send to Webmaster, Board &amp; Staff, Constituents (bcc), and Post to State's Website (after posted to PVGID website)</li> <li>• Attend Meetings by phone to report on various Agenda Items</li> <li>• Work with Webmaster to have content posted to the Website</li> <li>• Review Meeting Minutes - Draft</li> <li>• Finalize Meeting Minutes - After Meeting As Written or As Amended</li> <li>• Operations Report - Proof Report from OM</li> <li>• Roadwork and Requests Report - Update with Requests &amp; Roadwork Done</li> <li>• Transaction Report from Bookkeeper - Review</li> <li>• Estimated Operating Funds Report</li> <li>• Calendar of Important Dates - Keep Up-to-Date</li> <li>• Vendors/Bills: Assist Bookkeeper with Vendors and Bills when necessary</li> </ul>
Quarterly		<ul style="list-style-type: none"> <li>• Quarterly Economic Surveys</li> </ul>
Annually		<ul style="list-style-type: none"> <li>• Budget</li> <li>• Audit (Work with Bookkeeper)</li> <li>• Calendar of Important Dates - Update with Local Govt Financing Calendar</li> <li>• Insurance - Auto/Equip/Bldgs/Liability - Renewal Application</li> <li>• Worker's Comp Audit (Assist Bookkeeper)</li> <li>• Employee Health Insurance Renewal</li> <li>• Fiscal Reports (Publish in Newspaper)</li> <li>• Indebtedness Report/CIP</li> <li>• Conduct Online Federal Motor Carrier Safety Administration (FMCSA) Queries</li> <li>• Occupational Injuries and Illnesses Report</li> </ul>
Occasionally		<ul style="list-style-type: none"> <li>• Update Board Member's Handbook</li> <li>• Update Employees Handbook</li> <li>• Assist with Contracts &amp; Public Works Projects Compliance</li> <li>• Assist with Grants &amp; Grant's Compliance</li> <li>• Type Up Resolutions, Letters, &amp; Other Correspondence</li> </ul>
<b>NEW PERSON:</b>		
		<ul style="list-style-type: none"> <li>• Meeting Preparation: Meeting Packets for Board &amp; Staff and Extra Copies of All Meeting Handouts for the Public, Sign-in Sheet</li> <li>• Attend Meeting: Record Meeting; Take Notes; Get any documents signed</li> <li>• Post-Meeting: Upload/send meeting audio recording; File agenda, agenda posted stmt, all handouts, and sign in sheet in minutes binder; File final minutes in binder</li> <li>• Write Up Meeting Minutes - Draft</li> <li>• Filing and Records Retention</li> </ul>