

**REGULAR MEETING**  
**PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT**  
**9732 PYRAMID HWY #324, SPARKS, NEVADA 89441**  
**Thursday, December 19, 2024**

**MINUTES**

**6:00 p.m.** Regular Meeting

Presiding Trustee Patterson called to order the regular meeting of the Palomino Valley General Improvement District for December 19, 2024 at 6:01 pm and conducted Roll call.

1. Trustee John Patterson, Trustee Pam Roberts, Trustee Marty Breitmeyer and Trustee Greg Dennis were present. A quorum was reached. Also in attendance were the Operations Manager (O.M.) – Shawn Kelly (employee); Independent Support Staff: Robin White – Assistant to the Board; Angie Phillips – Bookkeeper

Audio 0:00:00 – 0:00:19

2. Public Comment: Trustee Patterson asked for Public Comment on matters **NOT** listed on this agenda:

Assistant to the Board, Robin White read into the record a comment from Susan Ambrose regarding how well the Operations Manager, Shawn Kelly, and the rest of the maintenance crew were doing on the roads.

Trustee Patterson read an email received from Don Otto regarding Quaking Aspen Rd. being added to the agenda. Trustee Patterson responded to the email by stating that the Operations Manager as well as the Board have discussed Quaking Aspen Rd and it will be included for consideration under the special projects being discussed by the Board. Trustee Patterson further stated this was true for all 90 plus miles of road when a request is made beyond normal maintenance and grading. In October the Board President requested the O.M. bring a cost analysis for various road projects which included Quaking Aspen Rd. The cost analysis was presented to the Board at the November meeting. The list of projects will be considered by the Board in early 2025. It is the practice of the Board to discuss these projects in early spring allowing the District to make a thorough assessment of the road surfaces after the winter months and secure greater confidence in the available funding. Trustee Patterson's written response is attached to the end of the minutes.

Trustee Patterson asked for additional Public Comment. None was heard.

Audio 0:00:20 – 0:03:00

3. Approval of Minutes:

November 21, 2024 Regular Meeting

Trustee Dennis asked for some clarification regarding Ms. Phillips working with PERS staff to have a salary structure on file. Ms. Phillips stated this was correct

Trustee Dennis welcomed the new attorney, Mark Forsberg. Trustee Dennis asked for the acronym EMRB (Employee Management Relationship Board) to be spelled out in the minutes for clarification. He asked for the financial reports to have numbers to make it easier to follow.

Trustee Dennis made a motion to approve the minutes as written. Trustee Roberts seconded the motion.

Trustee Patterson asked for comments on the minutes.

Trustee Dennis inquired of the attorney if we needed to have public comment on meeting minutes. Mr. Forsberg stated any item you act on should have public comment. Trustee Dennis thanked him for his answer.

No Public Comment was heard. The vote was taken. All Trustees voted “aye”. The motion carried.

Audio 0:03:01 – 0:06:47

4. Review of Bills and Other Financial Matters:

a. Review of Transactions Report:

Ms. Phillips stated there was one section of invoices from Sierra Transport and everything else was the regular monthly bills. She further stated we had two payments come through from the LGTA on the report.

b. Review of Bills for Approval of Payment:

Ms. Phillips stated she brought an updated report on the bills to be paid as a Flyers invoice came in late and it would need to be paid before the next meeting. This was the only unusual item on the list of bills.

c. The Estimated Operating Funds Report was also updated to reflect the cash on hand.

- d. We had already accounted for the expenses for Specuial Projects last month, so this month had nothing unusual to report.

Trustee Patterson asked for Public Comment:

None was heard

Trustee Roberts made a motion to pay the bills. Trustee Dennis seconded the motion. The vote was taken. All Trustees voted "Aye". The motion carried.

Audio: 0:06:48 – 0:09:18

5. No Judicial/Government Affairs

Audio 0:09:18 – 0:09:20

6. Road Reports: (All Items for Possible Action)

a. Road Operations and Maintenance Report:

The Operations Manager, Shawn Kelly expressed his satisfaction with Andrew (road crew employee) regarding how well he is coming along and learning the roads. Mr. Kelly thanked Marty Breitmeyer (Trustee) for his help when a main rotor hose blew. They were able to drive the truck up to Trustee Breitmeyer's and make the needed repairs.

The O.M. continued his report regarding Yellow Tail Rd. He stated it is covered in rock. Trustee Dennis commented on the fact they are taking care of drainage as well on Yellow Tail. Trustee Dennis wanted to know if there were sufficient funds allocated for Class E for when it is needed. Shawn stated there was still \$37,000 allocated.

Trustee Patterson asked for Public Comment:

Jan Mortenson wanted to thank Shawn and Andrew for doing Yellow Tail Rd.

Roger Baltz asked about the bottom of Wilcox Ranch Rd and the possibility of having the washboard taken care of there.

Trustee Dennis asked if Mr. Baltz had submitted a road request. He responded that he had. Trustee Dennis stated that it was on the books then. Shawn stated he used up the budget for that road; however, he had a request for allocations for the rest of the road.

Trustee Patterson asked for additional Public Comment:

None was heard at this time.

Audio 0:09:21 – 0:13:30

7. Unfinished Business: None

8. New Business: (All Items for Possible Action)

a. Possible Bonus for Operations Manager, Shawn Kelly

Trustee Patterson stated this to the agenda and explained why he felt this was something the PVGID should do for retention and hiring activities. He further stated he would like to see this looked at on a yearly basis for the Operations Manager. He went on to explain it would be a cash bonus, not subject to PERS. He also went over where and why there are funds available for this. Trustee Patterson stated he was looking at a \$3,000.00 cash bonus for this year. He also went over the changes in the Board Member's Handbook as well as the Employee Handbook to have set protocols for raises and bonuses in the future.

Trustee Patterson then asked for Public Comment:

George Boyce asked about the employee also receiving a bonus.

Brian Di Mambro felt a bonus was in order and expressed why he felt this way.

Roger Baltz asked what the criteria was.

Trustee Patterson explained this type of bonus is usually for management, however as we only have two employees, he would like to revisit it on both employees next year. He further explained why he felt a bonus was warranted.

Trustee Roberts expressed her concern that they were putting the cart before the horse.

Trustee Breitmeyer stated he understands it isn't in the handbook; however, this has been an unusual year. He further explained why he felt it was the right thing to do. He agreed it should be something looked at each year.

Trustee Dennis expressed his support for the bonus and explained his thoughts on it as well.

Trustee Patterson made a motion for a \$3,000.00 cash bonus for the Operations Manager, Shawn Kelly.

Trustee Dennis seconded the motion.

The vote was taken, Trustee Dennis, Patterson and Breitmeyer voted "Aye". Trustee Roberts voted "Nay". The motion carried.

Trustee Roberts explained she voted nay only because procedurally she felt they were putting the cart before the horse. She stated she agreed with everything Trustee Breitmeyer said and she said if it had been in place she would have been for the bonus.

Audio: 0:13:30 – 0:27:35

9. Correspondence: (For Information Only)

- a. A letter was received regarding the Washoe County Debt Management Commission regarding participating. Historically the PVGID has declined to vote, and we did so again this year.
- b. PERS rate increase notification
- c. 25/26 assessments were received on the PVGID property
- d. Renewal Application from POOL/PACT insurance
- e. Notice of adjustment on how payroll fees are calculated by POOL/PACT for insurance purposes.

10. Calendar: (For Information Only)

The Assistant to the Board went over the following items from the Calendar:

- a. POOL/PACT renewal application due to January 6<sup>th</sup>, 2025
- b. Swearing in Ceremony on January 6<sup>th</sup>, 2025
- c. All Trustees need to file FES's and Ethics form by January 15<sup>th</sup>, 2025
- d. Training for Open Meeting Law and Ethics on January 9<sup>th</sup> at 5:30

Audio: 0:27:35 – 0:30:45

11. Board Member and Staff items:

Trustee Roberts spoke about the next meeting and the election of officers. She Stated she supported Trustee Patterson for President, however she had some concerns regarding the Secretary position.

She went on to recommend the Board reach out to POOL/PACT to find out all they offer.

She further talked about what POOL/PACT offers to the Operations Manager for training.

She went on to discuss the need to update the Board Handbook and the Employee Handbook as soon as possible. Trustee Patterson asked about POOL/PACT reviewing the handbook. Trustee Roberts reiterated they would review it for free. She also felt it was important to have the attorney review it as well.

Trustee Patterson gave an end of year message:

He hopes everyone has a Merry Christmas. He stated the GID had a lot of money for next year (clarifying it by saying it was a lot for the GID) and they were going to be able to touch a lot of people.

Trustee Dennis said we shouldn't tell anyone we have a lot of money (laughingly).

Audio: 0:30:46 – 0:34:45

12. Public Comment on matters NOT listed on this agenda.

Trustee Patterson asked for Public Comment:

Brian Di Mambo stated he would like to thank both Marty Breitmeyer and Pam Roberts for stepping up to be on the Board and help.

Trustee Patterson asked for additional Public Comment:

None was heard

13. A motion for Adjournment was made by Trustee Dennis and seconded by Trustee Roberts. The vote was taken. All Trustees present voted "Aye". The motion carried and the meeting was adjourned at 6:36 pm

On Dec 10, 2024, at 4:45 AM, John Patterson <[pkimandjohn@gmail.com](mailto:pkimandjohn@gmail.com)> wrote:

This will not be on the December agenda.

As stated by the OM and the Board in multiple public meetings this year and per our current resolution, Quaking Aspen improvements would be a project approved by the Board to allocate the funding.

This is also true of the other 90 plus miles of roads maintained in our District, if improvements are requested beyond normal maintenance and grading.

At the October meeting, the Board President requested that the OM bring a cost analysis of various road projects in the District, including Quaking Aspen. This list of projects and the cost associated with each was presented to the Board and the public at the November meeting. This list of projects, in its entirety and including pavement rehabilitation will be considered by the Board in early 2025. This is the longstanding practice of the PVGID, to consider road maintenance and improvement projects in the early spring. This allows time for the District to do a thorough assessment of our road surfaces after the winter months and secures a greater confidence in the available funding.

Thanks.

John

On Mon, Dec 9, 2024 at 3:10 PM Robin White (PVGID) <[palominovalleygid@gmail.com](mailto:palominovalleygid@gmail.com)> wrote:

Just received this from Don Otto.

Begin forwarded message:

**From:** donald otto

**Date:** December 9, 2024 at 12:17:18 PM PST

**To:** White Robin <[palominovalleygid@gmail.com](mailto:palominovalleygid@gmail.com)>

**Subject:** Agenda Request Item for Quaking Aspen repairs

From Don Otto

Please add to December Agenda Item: Update of Quaking Aspen Rd, regarding frequent unanswered repair requests from residents.

Thank You, Donald Otto and fellow residents