PALOMINO VALLEY GENERAL IMPROVEMENT DISTRICT

SPECIAL MEETING — OPEN SESSION MINUTES

JUNE 18, 2026

Regional Shooting Facility – Reno, Nevada

1. Call to Order and Roll Call

The special meeting of the Palomino Valley General Improvement District (PVGID) Board of Trustees was called to order at 5:15 p.m. on Thursday, June 18, 2026, by Presiding Trustee Julie Osburn at the Regional Shooting Facility.

Trustees Present:

- Marty Breitmeyer
- Marshall Todd
- Julie Osburn
- Greg Dennis (joined at the beginning of the closed session)

Trustees Absent:

- Nevada “Bill” Story

Staff Present:

- Shawn Kelly – Operations Manager
- Angie Phillips – Bookkeeper (Arrived after closed session)
- Robin White – Assistant to the Board
- Mark Forsberg – Legal Counsel

A quorum was established.

The Pledge of Allegiance was recited.

Public comment was opened; no comments were offered.

2. Closed Session (Agenda Item 2)

The Board considered entering closed session pursuant to NRS 241.030 and NRS 241.033 to discuss the annual employee review of Operations Manager Shawn Kelly.

MOTION – Enter Closed Session

Moved by: Trustee Breitmeyer

Seconded by: Trustee Todd

Action: Enter closed session pursuant to NRS 241.030 and NRS 241.033

Vote: Unanimous

Result: Motion carried

The Board entered closed session at approximately 5:20 p.m.

3. Reconvened Open Session (Approx. 6:02 p.m.)

The Board reconvened in open session at approximately 6:02 p.m. Trustee Dennis, Trustee Osburn, Trustee, Breitmeyer and Trustee Todd were present, and a quorum was confirmed.

Trustee Story was absent.

4. Public Comment (Open Session)

Comment – Tom Baker

Praised recent road work on Right Hand Canyon and Whiskey Springs, noting the ditch and bank work was done correctly.

Comment – Brian DiMambro

Proposed creating subcommittees consisting of one trustee and several residents with relevant skills to evaluate roads, IT, contracts, and other matters. Board members noted potential open meeting law conflicts and stated similar concepts had been previously vetted.

No further public comment.

5. Approval of Minutes — May 21, 2026 Regular Meeting (Agenda Item 4)

The Board reviewed corrections including spelling, road names, bid document errors, and location/address corrections. Operations Manager noted the minutes required revision.

Consensus was to postpone approval until corrections are completed.

> **MOTION – Continue Approval of May 21 Minutes**
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> Moved by: Trustee Osburn
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> Seconded by: Trustee Todd
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> Action: Continue approval of May 21, 2026 minutes to the next meeting
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> Vote: Unanimous
>
> Result: Motion carried

6. Financial Items (Agenda Item 6)

6A – Review of Transaction Report (Information Only)

Bookkeeper Angie Phillips reported receipt of the following:

- Ad valorem tax: $82.78
- Consolidated tax: $57,085.21
- LGTA: $5,084.69
- Total received: $62,252.68, bringing the cash balance to $666,879.15

No unusual expenditures were noted. Information only; no action required.

6B – Review and Approval of Bills for Payment

Notable bill: School tax renewal insurance – $13,447.64.

MOTION – Approve Bills for Payment

Moved by: Trustee Osburn

Seconded by: Trustee Todd

Action: Approve payment of bills as presented

Vote: Unanimous

Result: Motion carried

6C – Estimated Net Operating Funds for Road Improvements (Information Only)

After accounting for aggregate surfacing, chip seal, asphalt patching, fuel surcharge adjustments, workers' compensation, and July liability insurance, estimated remaining funds: approximately $50,000. Information only; no action required.

7. OSHA Compliance Review (Agenda Item 7)

Robin White presented OSHA compliance requirements, training needs, manuals, and Pool/Pact support materials. The Board discussed purchasing a second computer for training purposes and authorizing up to $1,600 for OSHA compliance expenses.

Public Comment:

Laurie Squartsoff asked for clarification regarding the OSHA complaint.

Trustee Dennis explained the complaint was handled and the item was to ensure compliance in the future.

David Black stated the importance of time availability for completion of courses once started as there at=re time limits involved.

MOTION: OSHA Compliance Authorization:

Moved by: Trustee Todd Seconded by: Trustee Osburn

Action: I move that the Board of Directors of the Palomino Valley General Improvement District hereby approves and aut
Assistant to the Board to take all actions necessary to bring the District into full compliance with applicable federal and N
regulations, as identified in the OSHA Compliance Review Staff Report dated June 12, 2026, including:

1. **Training Records Centralization**
2. **Certification Verification and Enrollment**
3. **Annual Training Calendar**
4. **Compliance Budget Authorization:** Expending up to one thousand six hundred dollars ($1,600) from the Operation
time compliance costs, including employee certifications and training materials, without further Board approval.
5. **Standing OSHA Compliance Report**

Vote: Unanimous

Result: Motion Carried

MOTION – Employee Training Hours and Budget Authorization

Moved by: Trustee Todd

Seconded by: Trustee Story

Action: I move that the Board of Directors of the Palomino Valley General Improvement District hereby authorizes and approves all employee work hours reasonably necessary for District employees to complete required OSHA compliance training as expeditiously as possible, directing the Assistant to the Board to schedule such training during regular working hours and to prioritize the completion of all identified training deficiencies at the earliest practicable opportunity, consistent with District operational needs.

Vote: Unanimous

Result: Motion carried

8. Operations Manager Annual Review — Shawn Kelly (Agenda Item 8)

The Board discussed evaluation results, with an approximate overall rating of 3.2 out of 5. Public comment included support for a higher raise due to the multiple roles performed by the Operations Manager.

Initial Motion – 2% Raise

An initial motion to approve a 2% raise was made but failed due to lack of majority support.

MOTION – Approve 3% Raise for Shawn Kelly

Moved by: Trustee Todd

Seconded by: Trustee Breitmeyer

Action: Approve a 3% raise for Operations Manager Shawn Kelly, effective the July 1 pay period

Vote: 3–1

Result: Motion carried

9. Road Operations Report (Agenda Item 9)

Shawn Kelly reported the following:

- Extensive work completed on west-side roads
- Preparation underway for chip seal and patching operations
- Equipment issues with the compactor
- Culvert preparation underway

- Safety training completed for the Vactor unit

Information only; no action required.

9B. Chip Seal Program Update (Agenda Item 9B)

SMC will begin patching June 26–27, with chip seal operations occurring after July 1. Signs will be posted for public notice.

Information only; no action required.

10. Unfinished Business (Agenda Item 10)

10A – Easement Project Update

Title company work still pending. No action.

10B – Water Rights Update

Trustee Meyer continues evaluating metering, card-lock systems, and the feasibility of selling water. County engineers advised that selling water rights may cost more than proceeds generated.

Public Comment: Laurie Squartsoff asked if this would handle the water rights issue.

Trustee Breitmeyer stated this is what he is working towards.

No action.

10C – Employee Handbook Review

The Board discussed Pool/Pact requirements, and discrepancies in the cell-phone-use policy. Item continued to a future meeting.

10D – Operations Manager Job Listing

The Board approved the Pool/Pact-recommended job listing and authorized posting through the district website, Nevada Jobs Board, and other appropriate channels.

MOTION – Approve Operations Manager Job Listing

Moved by: Trustee Osburn

Seconded by: Trustee Todd

Action: Approve the Operations Manager job listing and authorize posting

Vote: Unanimous

Result: Motion carried

11. New Business (Agenda Item 11)

11A – Updated Policy and Procedures Manual

Distributed to board members for review. No action.

11B – Resolution to Allow Cancellation of Up to Two Regular Meetings

The Board discussed the proposed resolution but did not advance it at this time. No action.

12. Correspondence (Agenda Item 12)

Items received and reviewed:

- Wilcox Ranch Road request
- Credit card statements
- County clerk notice regarding debt management filing
- Environmental Protection Bureau invoice – $150.00
- Pool/Pact payroll audit bill – $2,658.00 (due July 1)

13. Calendar Items (Agenda Item 13)

- June 25 – Tax commission certifies rates

- June 30 – Fiscal year closes
- July 1 – New fiscal year begins
- July 15 – Economic survey due
- July 16 – July board meeting
- Next month – Audit work begins

14. Board Member and Staff Items (Agenda Item 14)

Discussion included scheduling the Pool/Pact compliance audit previously approved two years ago.

15. Final Public Comment (Agenda Item 15)

Topics raised:

- Emergency action plan availability
- Horse-safety signage locations
- SDS sheets for Formula 7100 road product
- Clarification on signage placement on private property

16. Adjournment

> **MOTION – Adjourn Meeting**
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> Moved by: Trustee **Todd**
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> Seconded by: Trustee **Osburn**
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> Action: Adjourn the June 18, 2026 Special Meeting
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> Vote: Unanimous
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> Result: Motion carried

Meeting adjourned at 7:26 p.m.