

**TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT  
AND  
TOPAZ RANCH ESTATES WATER COMPANY**

Address: 3924 Carter Drive, Wellington, Nevada, 89444 / Telephone: 775.266.3000

**PUBLIC NOTICE**

**Public Meeting Notice –**

**This month’s meeting will be hybrid. We will have a live public meeting at the Topaz Ranch Estates Community Center. The meeting will also be on zoom at that link listed below.**

**DATE: APRIL 14, 2021  
TIME: 6:00 P.M.  
LOCATION: ZOOM CONFERENCE: Meeting ID: 896 5793 9100**

<https://us02web.zoom.us/j/89657939100>

**+1-669-900-6833 Call in number**

**Live Meeting at: TOPAZ RANCH ESTATES COMMUNITY CENTER**

**POSTING:** Copies of the finalized agenda, were posted at 9:00 am on \_\_\_\_\_ or before the third day prior to the meeting date by \_\_\_\_\_, \_\_\_\_\_, Signed: \_\_\_\_\_  
Name Title

in accordance with Chapter 241 at the following locations: TRE WATER COMPANY, 1490 Albite, #8, NEVADA TRADING COMPANY, 3900 Carter Dr., TOPAZ RANCH ESTATES COMMUNITY CENTER, and at PINION PINES REALTY, 1490 Albite, #6, <https://notice.nv.gov/>.

In accordance with Federal Civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: USDA Department of Agriculture  
Office of the Assistant Secretary of Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

**TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT  
AND  
TOPAZ RANCH ESTATES WATER COMPANY**

Address: 3924 Carter Drive, Wellington, Nevada, 89444 / Telephone: 775.266.3000

**PUBLIC NOTICE**

2. fax (202) 690-7442 or

3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider and employer

**Agenda Items Supporting Documents:** Copies of back-up materials used in the preparation of these agenda items are available by contact to our office in writing at the address and phone number above, OR by email directed to: [Brandontregid@gmail.com](mailto:Brandontregid@gmail.com) copies are usually available in our office for pick up three business days prior to the board meeting. All items shall include discussion and possible action to approve, modify, deny or continue.

**Notice to Persons with Disabilities:** Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call (775) 266-3000 in advance so that arrangements may be conveniently made.

**Notice:** Items on the agenda may be taken out of order; two or more agenda items may be combined for consideration; and items may be removed from the agenda or discussion relating thereto delayed at any time.

**Public Comment:** Public Comment may not be limited based on viewpoint. Speakers will be asked to limit remarks to 2 minutes and will be asked to sign in for the record.

---

**AGENDA**

1) **CALL MEETING TO ORDER** by Chairman Brandon Taylor **TIME:**\_\_\_\_\_

2) **PLEDGE OF ALLEGIANCE** by Chairman Brandon Taylor

3) **AGENDA APPROVAL:**

For Possible Action: Board action to approve the April 14, 2021 Agenda.

Public Comment before Board Action:

4) **MINUTES APPROVAL:** For Possible Action: Board action to approve the minutes of the March 10, 2021 Regular Meeting.

Public Comment before Board Action:

**MINUTES APPROVAL AMENDED to include** For Possible Action: Board action to approve the minutes of the March 25, 2021 Special Meeting

Public Comment before Board Action:

**TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT  
AND  
TOPAZ RANCH ESTATES WATER COMPANY**

Address: 3924 Carter Drive, Wellington, Nevada, 89444 / Telephone: 775.266.3000

**PUBLIC NOTICE**

**5) INTRODUCTION OF GUESTS:**

**6) BOARD MEMBERS PRESENT:**

**7) STAFF PRESENT:**

**8) PUBLIC COMMENT:**

Not for Board Action: This portion of the meeting is open to the public to speak on any topic within the authority of the Board that is not on tonight's agenda. Public comment is limited to 2 minutes per speaker, and speakers will be asked to sign in for the record. The Board will not take action.

**CONSENT CALENDAR**

Correspondence:

A. For Possible Action: Bills to be Paid for: March 2021

- 1. Water Bills: \$ 27,249.47
- 2. Road Bills: \$ 8,283.57
- 3. Bergkamp: \$ 2,122.00

B. For Possible Action: Budget Transfers:

Open for public comment before Board action:

**REPORTS**

**9) REPORTS – For Discussion:**

- A. Treasurer's Report:
- B. Water Operator's Report:
- C. Road Report:
- D. Attorney's Report:
- E. Engineer's Report:

**ADMINISTRATIVE CALENDAR**

The Administrative calendar will be handled as follows:

- (1.) The Chairman will read the agenda title in the public record.
- (2.) Staff will introduce the item and provide a report, if any.
- (3.) The applicant, if any, will have an opportunity to address the Board.
- (4.) The Board will then discuss the item. Once the Board has concluded their discussion, public comment, will be allowed.

**TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT  
AND  
TOPAZ RANCH ESTATES WATER COMPANY**

Address: 3924 Carter Drive, Wellington, Nevada, 89444 / Telephone: 775.266.3000

**PUBLIC NOTICE**

- (5.) Public comment will be allowed and is limited to two minutes per speaker.
- (6.) Once Public comment is completed, the Board will then ask any follow-up questions and take action. On agenda items that are placed on the agenda "For Discussion Only" with no action listed, public comment is not legally required and must be made when the Chairman calls for public comment on the item discussed.

**10) AGENDA**

*(Any items removed **ADMINISTRATIVE** from the Consent Calendar will be added and heard at this point.)*

- 1. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: To approve the Tentative Budget for 2021-2022 which is due to the Nevada State Tax Commission by April 15, 2021. am

Open for Public Comment before Board action:

- 2. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: To set the date of Wednesday May 19, 2021 at 6:00 PM for the Public Tentative Budget Hearing. This date being within the required guidelines of the State of Nevada. am

Open for Public Comment before Board action:

- 3. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: To reschedule the May 2021 regular Board meeting on Wednesday May 12, 2021 to coincide with the Public Budget Hearing. am

Open for Public Comment before Board action:

- 4. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Construction of a new maintenance building. Budget \$100,000 toward new building. da

Open for Public Comment before Board action:

- 5. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Budget \$150,000 toward new equipment or equipment replacement. da

Open for Public Comment before Board action:

**TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT  
AND  
TOPAZ RANCH ESTATES WATER COMPANY**

Address: 3924 Carter Drive, Wellington, Nevada, 89444 / Telephone: 775.266.3000

**PUBLIC NOTICE**

6. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Budget \$100,000 toward a new well. da

Open for Public Comment before Board action:

7. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: With respect to hiring a person to prepare Grant Applications, \$1,000 should be the goal with respect to the cost. At \$20/hr this would be 50 hours of work. Each application could be done for this amount. An alternative to be discussed is a percentage of a grant amount such as 1%. A \$100,000 grant would be \$1,000. A \$500,000 grant would be \$5,000. da

Open for Public Comment before Board action

8. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Discussion on Budget meeting. da

Open for Public Comment before Board action

9. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: With respect to a flyer, should the district periodically send a flyer with our billing, discussing upcoming agenda items and a discussion of what has been done. An example is what has been done on our roads, a status of a new well, and the financial status of the GID. da

Open for Public Comment before Board action

10. Discussion on why maintenance is filling potholes with a bucket of cold mix and then compacting it by driving over the cold mix with a pickup when we have the Bergkamp pothole patcher. da

Open for Public Comment

11. For discussion and possible action to take whatever action is being contemplated. Copies of the past Annual Road Reports required by GID Standing rules or orders. Trevor has indicated that this has never been done since he has been employed. da

Open for Public Comment before Board action

12. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Approve purchase from "SafetySign.com" for replacement speed limit, stop, and various street signs needed throughout the district and for inventory in an not to exceed \$1,600.00. ts

Open for Public Comment before Board action

13. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Approve amendment to Standing Rule 22 Appendix F; "Water Tanker Permit Applications" With the Backflow preventer and Bulk water meter now obtained by the district for bulk water sales, we need to amend the old way of selling water ("honor and tally system") to actual recordable and metered usage system for real data as far as water consumption for monthly water reports. (attachment Proposed "Appendix F – BulkWater Permit Application") ts

**TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT  
AND  
TOPAZ RANCH ESTATES WATER COMPANY**

Address: 3924 Carter Drive, Wellington, Nevada, 89444 / Telephone: 775.266.3000

**PUBLIC NOTICE**

Open for Public Comment before Board action

14. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Approve an Amendment to "Standing Rule 25.16.3 Frequency of Performance Evaluations, stating: "Formal performance evaluations are to be conducted a minimum of once a year and, ideally, twice each year, in May and November.". To redact", in May and November." and end at "twice a year." as more evaluation benchmarks are described through Standing Rule 25.16.3.1.1 through .5, respectively. ts

Open for Public Comment before Board action

15. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Approve amendment of "Appendix N - Evaluation Form for Managers" for proposed new "Appendix N - Employee Evaluation Form" ts

Open for Public Comment before Board action

16. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Only if agenda item 15 is approved, an amendment to Standing Rule 25.16.4.3 and 25.16.8.1 phrased "(see Appendices N through P, inclusive.)" to read, "(See Appendix N)." ts

Open for Public Comment before Board action

17. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Approve to amend "Appendix O - Evaluation Form for the Billing Clerk/Receptionist" to become "Appendix O - Health History Form" ts

Open for Public Comment before Board action

18. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Redact "Appendix Q - Health History Form" ts

Open for Public Comment before Board action

19. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Approve to amend "Appendix P - Evaluation Form for Field Personnel" to become "Appendix P - Organizational Flow Chart" ts

Open for Public Comment before Board action

20. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Redact "Appendix R - Organizational Flow Chart" ts

Open for Public Comment before Board action

**11) PUBLIC COMMENT:**

Not for Board Action: This portion of the meeting is open to the public to speak on any topic within the authority of the Board that is not on tonight's agenda. Public comment is limited to 2 minutes per speaker, and speakers will be asked to sign in for the record. The Board will not take action.

**TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT  
AND  
TOPAZ RANCH ESTATES WATER COMPANY**

Address: 3924 Carter Drive, Wellington, Nevada, 89444 / Telephone: 775.266.3000

**PUBLIC NOTICE**

12) TRUSTEES' REPORTS:

13) ADJOURNMENT:

TIME: \_\_\_\_\_

DRAFT