

# TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

Address: 1490 Albite Road, Arden Square, Suite 8, (Topaz Ranch Estates) Wellington, Nevada, 89444 / Telephone: 775.266.3000

## PUBLIC NOTICE & MEETING AGENDA

**DATE:** Wednesday, August 9, 2023

**TIME:** 6:00 P.M.

**LOCATION:** TOPAZ RANCH ESTATES COMMUNITY CENTER

3939 Carter Drive, Wellington, NV 89444

**POSTING:** Copies of the finalized agenda, were posted by 9:00 am on **Friday, August 4, 2023**, or before the third day prior to the meeting date at the direction of Kaitlyn Insell, TRE GID Secretary, in accordance with NRS Chapter 241 at the following locations: TREGID, 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, audiotope, 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
2. **FAX:** (202) 690-7442 or
3. **Email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

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**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: [TREGID2023@gmail.com](mailto:TREGID2023@gmail.com) copies are usually available in our office for pick up three business days prior to the board meeting.

**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. Public comment will be heard after Board Members and Staff are done speaking to an item, but before any Board action on the item. The Board is not required to respond to Public Comment.

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### **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 and Staff have concluded their discussion, public comment will be allowed.
- (5.) Public comment is limited to two minutes per speaker.
- (6.) Once Public comment is completed, the Board may engage in additional discussion and may take action. On agenda items that are placed on the agenda "For Discussion Only" with no action listed, the Chairman may defer public comment to the end of the meeting.

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**PUBLIC NOTICE & MEETING AGENDA**

**AGENDA**

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

2) **PLEDGE OF ALLEGIANCE** by \_\_\_\_\_

3) **ROLL CALL OF BOARD MEMBERS:**  
\_\_\_\_\_  
\_\_\_\_\_

4) **STAFF PRESENT:**  
\_\_\_\_\_  
\_\_\_\_\_

5) **INTRODUCTION OF GUESTS:**  
\_\_\_\_\_

6) **AGENDA APPROVAL:**

For Possible Action: Board action to approve the Agenda for the **August 9, 2023**, Regular Meeting

Public Comment before Board Action:

7) **MINUTES APPROVAL:**

For Possible Action: Board action to approve the minutes of the **July 12, 2023**, Regular Meeting

Public Comment before Board Action:

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. The Board is not required to respond to Public Comment.

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**PUBLIC NOTICE & MEETING AGENDA**

**CONSENT CALENDAR**

**A. For Possible Action: Bills Paid for: July 2023**

- 1. Water Bills: \$
- 2. Road Bills: \$
- 3. Bergkamp: \$

Open for public comment before Board action:

**REPORTS**

**9) REPORTS: For Discussion Only:**

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

**10) AGENDA**

*(Any items removed 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:**

Park Ranch Holdings’ request to amend the existing, conditional will-serve will serve letter dated March 9, 2016. See attached Exhibit. KI

Open for Public Comment before Board action:

**2. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:**

TABLED AGENDA ITEM - Starting immediately all employees will use the biometric time system that has been in the office for months. - MT / LS

Open for Public Comment before Board action:

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### 3. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:

To approve acting DOM pay for Larry Hathcock starting July 19, 2023 until a DOM is hired. Starting pay for DOM is \$27.83. LH

Open for Public Comment before Board action:

### 4. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:

To approve Ike Madrid for the position of Seasonal Laborer. KI

Open for Public Comment before Board action:

### 1. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:

To address the road closure at Topaz Ranch and Ballman Way that has existed in excess of 3 months, is the problem a broken hydrant line or natural spring? Hire a competent engineering firm to get it fixed now. Install proper piping on either side of the road to divert the drainage and hire a company like Granite to repair the road before Pine Nut collapses also – it is against the law to landlock property owners. You are facing class action lawsuits should this situation continue. Mark and Margret Pascus

Open for Public Comment:

### 2. For Discussion Only:

Open meeting law violations July 2023 trustee meeting as well as others. Sharon Becker

Open for Public Comment:

### 3. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:

Presentation of discussion with Douglas County staff and elected officials on August 4, 2023 regarding a brainstorming session to discuss funding of the 25% matching funds required by FEMA to address the flood damage from the March storm events. DA

Open for Public Comment before Board action:

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**4. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:**

Implement mandatory use of time clock already installed. MT

Open for Public Comment before Board action:

**5. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:**

Adjust the hours the office is open. MT

Open for Public Comment before Board action:

**6. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:**

Adjust the hours required for the Bookkeeper / Clerk position. DA

Open for Public Comment before Board action:

**7. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:**

Advertise and conduct interviews for District Operations Manager, Bookkeeper / Clerk and lead worker positions. MT

Open for Public Comment before Board action:

**8. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:**

After interviews have HR do background checks and drug testing for the preferred candidates. DA

Open for Public Comment before Board action:

**9. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:**

Issue temporary emergency contracts to fill vacant positions for up to 90 days until permanent employees are found. MT

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**PUBLIC NOTICE & MEETING AGENDA**

Open for Public Comment before Board action:

**10. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:**

Seek and select interested resident to serve the remaining term for Brandon Taylor’s trustee position. MT

Open for Public Comment before Board action:

**11. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:**

Determine date for a Special Meeting to vote on new hires and / or fill the vacant Trustee position. DA

Open for Public Comment before Board action:

**11) TRUSTEE’S REPORTS (if any, for Discussion Only):**

**12) PUBLIC COMMENT:**

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**13) ADJOURNMENT**

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