

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, December 13, 2023

TIME: 6:00 pm

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, December 8, 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/>.

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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 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

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

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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.

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.

AGENDA

1) **CALL MEETING TO ORDER** by _____ **TIME:** _____

2) **PLEDGE OF ALLEGIANCE** by _____

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

4) **STAFF PRESENT:**

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5) INTRODUCTION OF GUESTS:

6) AGENDA APPROVAL:

For Possible Action: Board action to approve the Agenda for the **December 13, 2023**, Regular Meeting

Public Comment before Board Action:

7) MINUTES APPROVAL:

For Possible Action: Board action to approve the minutes of the **November 8, 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.

CONSENT CALENDAR

A. For Discussion Only: Bills Paid for:

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

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.)

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1. For Discussion Only:

New property purchase-
Where is the rezoning process currently?
What needs to be done next?
Who is responsible for following this item?

SB

2. For Discussion Only:

Old maintenance building- has the ad been placed as the board directed in June 2023. Who is responsible for following up on this item? **SB**

3. For Discussion Only:

Where are we with the Water study mentioned at the November board meeting? Is it going forward?
Who is responsible for following up on this item? **SB**

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

A new system for taking credit cards and checking payments-

- Clover has no cost for set up. It accepts MC, Visa, American Express and Discover as well as checks.
- Transaction fees are minimal- \$.25 for credit cards and \$.10 for checks. Over the phone payments can be taken for a small fee to be passed on to the customer- 1.25% plus \$.25.
- Clover takes responsibility for bounced checks which saves the TREGID several hundred dollars a year.
- It would also allow the TRE GID to eliminate the "analysis checking" monthly fee of \$275- \$300 a month. Annual savings \$3,300 to \$3,600 annually. This will also allow the TRE GID to move money into LGIP accounts and earn interest, furthering our available cash assets.

SB

Open for Public Comment before board action:

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

Rent increase on the current TREGID office building. Notice of increase of rent from \$563 to \$600 monthly. **SB**

Open for Public Comment before board action:

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

D2 position- need to advertise to fill the D2 position. NRWA is currently acting as our D2 on a temporary basis. **SB**

Open for Public Comment before board action:

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

Upgrade the current water meter reading equipment.

The current meter reading equipment-model 5500, is no longer supported. If it malfunctions, there are no available repair parts, and it cannot be upgraded. This would mean meters could not be read in a timely fashion. The newer model 6590 can use Bluetooth to the TREGID field crew's phone. It is more accurate and will likely help eliminate current problems the community has with false readings. The cost for the newer model is \$2,300 plus tax, approximately \$2500. **SB**

Open for Public Comment before board action:

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

Move payroll to Rippling Payroll. Cost is \$126/month for 4 employees and \$16/month for additional employees. Annual total \$1,512 if paid monthly. If paid annually, \$1,209.60, saving an additional \$302. Currently payroll exceeds \$1,000/month. This service will save TREGID nearly \$10,000 annually. This system allows for tracking work orders between the water and road, as well as time spent on each work order. It shows closed out work orders so staff can stay current. This system also has features for payments, reporting, funding, and sending payments to agencies other than PERS. **SB**

Open for Public Comment before board action:

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

Discuss the pro-ration of overhead expenses for roads operations and water operations and adjust/modify the current proration between road expenses and water expenses. Tabled from October meeting and November meetings. **DA**

Open for Public Comment before board action:

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

Discuss the need to raise water rates and by how much. Raise the rates starting with the next water bill. Tabled from October meeting and November meetings. **DA**

Open for Public Comment before board action:

Open for Public Comment before board action:

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

Hire an Engineer to prepare plans, specifications and bid documents to construct headwalls at the drainage channel on Sandstone Drive where the roadway is failing in accordance with FEMA requirements. An alternative to us hiring an engineer is to request Douglas County to design and bid the project. **DA**

Open for Public Comment before board action:

11) TRUSTEE'S REPORTS (For Presentation Only – No Discussion):

12) PUBLIC COMMENT:

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13) ADJOURNMENT

TIME: _____