

# 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: December 11, 2024**

**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 6, 2024**, or before the third day prior to the meeting date at the direction of Alton Randall, 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)

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](mailto: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 sign in for the record, speak from the podium, and limit remarks to 2 minutes. Public comment may be further limited due to time constraints. 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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### 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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## PUBLIC NOTICE & MEETING AGENDA

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### 5) INTRODUCTION OF GUESTS:

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### 6) AGENDA APPROVAL:

For Possible Action: Board action to approve the Agenda for the **December 11, 2024**, Regular Meeting

Public Comment before Board Action:

### 7) MINUTES APPROVAL:

For Possible Action: Board action to approve the minutes of the **November 13, 2024**, Regular Meeting and **November 21, 2024, Special 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. Speakers will be asked to sign in for the record, speak from the podium, and limit remarks to 2 minutes. The Board will not take action. The Board is not required to respond to Public Comment.

### CONSENT CALENDAR

#### A. For Possible Action: Bills to be paid for: December 2024

- |                     |           |
|---------------------|-----------|
| 1. Water Expenses:  | \$ 34,924 |
| 2. Road Expenses:   | \$ 30,752 |
| 3. Bergkamp:        | \$ 2122   |
| 4. Debt Service     | \$ 14,831 |
| 5. Project Expenses | \$ 24,500 |

Open for public comment before Board action:

### REPORTS

#### 9) REPORTS: For Discussion Only:

- A. Treasurer's Report:
- B. Water Operator's Report:

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## PUBLIC NOTICE & MEETING AGENDA

- 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:** Accepting Trustee Sandbo's resignation and appointing a replacement for her position. This position will not be up for reelection until the 2026 election cycle. (AR)

Open for Public Comment before Board action:

2. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Hire a full-time District Business Manager as defined by the GID Standing Rules and determine the wage for that position. (AR)

Open to Public Comment before Board action:

3. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve Deborah Connors as a professional consultant performing recurring duties to begin at the end of her current contract ending December 31, 2024. Work performed would be billed by each task. Only monthly tasks would be billed monthly. See attached quote. Additional professional services to be negotiated with Ms. Connors and approved by the board.

Open for Public Comment before Board action:

4. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Postponement of the TRE GID website design. There was a misunderstanding about the service provided by the company the Board decided to use. (SB)

Open for Public Comment before Board action:

5. **For Discussion and possible action to approve, approve with modifications or conditions, or deny:** Change the January 2025 meeting from the 2<sup>nd</sup> Wednesday of the month to the 3<sup>rd</sup> Wednesday to give those involved in meeting development time to prepare around the holidays. (MT)

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:** Approve the purchase of a safe for the office not to exceed \$1600 to secure sensitive information and items of high value to the GID. (MT)

Open for Public Comment before Board action:

7. **For Discussion and possible action to approve, approve with modifications or conditions, or deny:** Approve the purchase of two electronic tablets not to exceed \$200 each and monthly subscription fees not to exceed \$25 each to aid in employee time keeping. (MT)

Open for Public Comment before Board action:

8. **For Discussion and possible action to approve, approve with modifications or conditions, or deny:** Add a description and assign a wage to the standing rules for a newly hired employee (assistant administrative clerk). This became an issue when attempting to fill a part time position during the November regular Board meeting. (SB)

Open for Public Comment before Board action:

9. **For Discussion and possible action to approve, approve with modifications or conditions, or deny:** Discussion or voting on an agenda item should not occur without supporting documents for that agenda item. (Fred Farley)

Open for Public Comment before Board action:

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

12) **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. Speakers will be asked to sign in for the record, speak from the podium, and limit remarks to 2 minutes. Public comment may be further limited due to time constraints. The Board will not take action, nor is the Board required to respond to public comment.

13) **ADJOURNMENT**

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

Deborah Connors

Column Each

Monthly

Quarterly

# Annual

Total Overall

2025 Quote

Description of Work							
Accounts Payable	1X	250	750				
Payroll & PERS Reporting	2X	250	750				
On-Boarding/Off Boarding		100	0				
Review Monthly Billing Reports	1X	250	250				
Monthly Accounting	1X	500	500				
Monthly Treasury Report	1X	250	250				
Board Meeting Support	1X	100	0				
Qtrly Economic Surveys	4X	1,000		4,000			
Annual Tentative Budget	1X					2,500	
Annual Budget	1X					2,000	
Annual CIP Report	1X					1,000	
Misc Annual Reporting						500	
Annual Audit Prep and Upload						10,000	
Annual Audit Final Submission						5,000	
Misc Research & Projects (Upon Board Approval)		\$250/Hr.					
			2,500		4,000	21,000	
<b>Totals</b>			30,000		4,000	21,000	\$55,000



## Streamline Platform - Subscription Agreement

CUSTOMER: **Topaz Ranch Estates General Improvement District**

ORDER DATE: **11 / 01 / 2024**

This Software as a Service Agreement (“Agreement”) is entered into on the start date listed below, between Streamline (DBA of Streamline Software, Inc.) with a place of business at 3301 C Street #1000, Sacramento, CA 95816 (“Company”), and the Customer listed above (“Customer”). This Agreement incorporates the [Streamline Terms of Service](#). W9 is available online. **Most customers prefer annual billing for convenience, but all subscriptions are cancellable anytime with a written 30-day notice.**

DESCRIPTION OF SERVICES: See Page 2 for an overview of what Streamline Web includes, and for more information please review our [subscription-based website toolkit for local government](#) .

### SUBSCRIPTION ORDER:

Name	Price
Streamline Flex - Compliance Basics + Portal	\$190.00

One-Time Build Costs: **\$500**  
Invoice Frequency: **Monthly**  
Additional Billing Details:

Order #: **21648438356**  
Original Order? **Original**  
Billing Start Date: **02 / 01 / 2025**

Paying with check?

Mail the check to: PO Box 207561, Dallas, TX 753207561

Billing Person: Rob McVicker  
Billing Address: 1490 Albite Rd. Ste #8  
City, State, Zip: Wellington Nevada 89444

Phone: [775]266-3000  
Email: Tregidclerk@gmail.com

### Streamline:

Name: Drew Woodruff  
Title: Senior Account Executive  
Date: 11 / 01 / 2024  
Signature: *Drew Woodruff*

### Customer:

Name: Sharon Becker  
Title: TREGID Trustees, Chairman  
Date: 11 / 01 / 2024  
Signature: *Sharon Becker*



STREAMLINE

(916) 900-6619

[info@getstreamline.com](mailto:info@getstreamline.com)

[www.getstreamline.com](http://www.getstreamline.com)

3301 C Street #1000, Sacramento, CA 95816



## What Your Subscription Includes



### Technology

- **Easy-to-use website tool allows you to control your content** - no more waiting on a vendor or IT.
- **Built-in ADA compliance** (the platform is fully accessible out of the “box”).
- **State-specific transparency dashboard** with checkpoints for all posting requirements.
- **Meeting dashboard with agenda reminders**, one-click agenda and minute upload that takes seconds.
- **Ongoing improvements** to existing features included at no cost - your software will never be out of date.



### Setup and Training

- **Multiple options** for initial site build and migrating existing content.
- **Introduction to your state requirements** so you know what needs to be posted.
- **Training** for anyone on your staff via remote meeting to help you learn the system.
- **Free domain** included (acmemud.specialdistrict.org) or connect your own custom domain / web address.
- **Free SSL security certificate** so that your site is served over https and visitors are protected.



### Ongoing Support

- **Unlimited support** is included for anyone on your staff responsible for updating the website.
- **Support system is built into your website** - get help with the click of a button.
- **Unlimited hosting** of content and files so you never have to “upgrade” your account.
- **Extensive knowledge base** of how-to articles and getting started guides are available 24/7.
- **Can't figure out how to send your question? That's ok, you'll have our technical support number, too.**

*And if (when) your state passes additional website mandates, Streamline Web will be updated to help you comply as effortlessly as possible.*

# Signature Certificate

Reference number: UB4IJ-LXKDF-V6VZG-SENXX

## Signer


## Timestamp

## Signature

### Drew Woodruff

Email: drew@getstreamline.com

Sent: 01 Nov 2024 16:26:10 UTC  
Viewed: 01 Nov 2024 22:16:59 UTC  
Signed: 01 Nov 2024 22:17:24 UTC



### Recipient Verification:

✓ Email verified 01 Nov 2024 22:16:59 UTC

IP address: 98.36.0.137  
Location: Davis, United States

### Sharon Becker

Email: sunshineallthetime03@gmail.com  
Shared via link

Sent: 01 Nov 2024 16:26:10 UTC  
Viewed: 01 Nov 2024 18:27:16 UTC  
Signed: 02 Nov 2024 01:50:43 UTC



IP address: 172.82.122.105  
Location: Wellington, United States

Document completed by all parties on:  
02 Nov 2024 01:50:43 UTC

Page 1 of 1



### Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 50,000+ companies worldwide.



## November 2024 - Water and Roads Reports

### Water Operator's Report:

Total gallons produced November 1, 2024, through November 30, 2024, 3,488,600 gallons. Well, #1 produced 2,368,800 gallons and well#6 produced 1,119,800 gallons.

The total water sold for August was 4,263,468 gallons. We have continued with general maintenance, SGS lab testing, regularly scheduled PRV vault inspections, vault checks and well maintenance.

1 leak were repaired:

- 11-4-24 - 1405 Eagle Mountain. Main break.
- 11-5-24 – Boil notice posted
- 11-12-24 – Boil notice rescinded and posted
- 11-15-24 – Well 1 power transformer blew NVE repaired it 11-19-24.

Water samples were taken 11-8-24 and 11-9-24 and submitted by SBP to SGS in Reno. (Main break and boil notice).

Five DW samples were taken from the community. The samples chain of custody then went to SPB to deliver to SGS in Reno for testing on 11-8-24 and we received the results 11-18-24.

SNC started the Well 8 project 11-18-24. Excavation and installation of a 6" line from Well 6 to Well 8 was completed 11-19-24 through 11-21-24. The line was pressurized and disinfected starting 11-22-24.

We are continuing to go through all our valves and vaults and creating a more detailed map. We are working with Ken (SPB D2) on improving our chlorine pumps, injectors, vault gauges and creating a safety plan

11-4-24 – Well 1, Adjusted the chlorine pump 70/60

11-6-24 – Well 1, Adjusted the chlorine pump 70/65

11-7-24 – Well 1, Adjusted the chlorine pump 70/70

11-8-24 – Well 1, Adjusted the chlorine pump 70/60

11-12-24 – Well 1, Changed the chlorine barrel

11-18-24 – Well 6 was turned on due to a Well 1 power failure (Blown transformer)

11-19-24 – Well 6 on standby @ 10AM

11-21-24 – Well 6 back in service @ 3PM

11-21-24 – Well 1, Cleaned Quill

11-22-24 – Well 1 was set for backup

11-25-24 – Well 6, New chlorine pump was installed and set at 70/60

11-27-24 – Well 6, Replaced the chlorine barrel and set at 70/65

High usage/leak check: 3

Disconnect for non-payment: 2  
Verify computer meter read:13  
Meter malfunction/meter:1  
Water on/off w/leak check: 2  
Disconnect notice/check meter: 1  
After hours call: 1  
Other: 16

## **November Road Report:**

The GID continued road and shoulder repairs throughout the community utilizing grindings. We have completed sections of TRD, Sandstone, Sapphire and Greyhills. 500yds of grinding was used.

The GID has two items up for bid. Chevy truck and Emulsion tank.

### **Equipment:**

The Kenworth Bergkamp was trailered to Guided truck repair in Gardnerville 10-29-24.

The Kenworth Bergkamp is still being repaired. I called for updates multiple times with no response yet.

Equipment has been winterized along with fuels.

The sweeper brakes need to be repaired.

The backhoe still is only operating at 50%

# TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

## APPENDIX M-1

*"This institution is an equal opportunity provider and employer."*

JOB DESCRIPTION for

### **Administrative Office Assistant**

**SUPERVISOR:** Billing Clerk/Receptionist, Bookkeeper-Accounts Payable Clerk, The District Business Manager in cooperation with the District Operations Manager and the Topaz Ranch Estates General Improvement District ("GID") Board of Trustees, primarily the Secretary and Treasurer

**SUPERVISEES:** (None)

#### **MINIMUM QUALIFICATIONS:**

1. A high school diploma or General Educational Development certificate (GED).
2. Legible handwriting.
3. The ability to use the computer and computer software-Microsoft Office programs in addition to any other software that is task and job related.
4. Evidence either of having successfully completed high school business course work or submission of a resume that provides valid evidence of college-level business course work; or, in the alternative, a resume that provides valid evidence of successful professional experience in these areas.
5. A working knowledge of the principles and practices of public budgeting and accounting.
6. At the Board's discretion, some of these minimum qualifications may be evaluated and either waived or adjusted under special and individual circumstances.

#### **FUNCTIONS AND RESPONSIBILITIES:** Overall

1. To be available to work part-time (29 hours or less) per week, Monday through Friday as needed to back up the Accounts Receivable Clerk/Receptionist. The actual schedule of hours worked per week shall be during the regular hours of operations of the District office, and shall be subject to the discretion, during those days and times, of the District Business Manager and/or the District Operations Manager.
2. To perform at the direction of the District Business Manager, or District Operations Manager in the absence of the DBM, or appropriate Board Trustee, all the duties set out in this job description.
3. To establish a cooperative, professional relationship with all GID employees and Board of Trustees.

4. To understand and administer all relevant GID Standing Rules as contained in the By-Laws, and to be ready to suggest additions, corrections and clarifications to them, as needed.
5. To represent the GID, as directed before, and in conjunction with, all public agencies, local, state and federal.
6. To perform any additional reasonable and lawful tasks as assigned by the District Business Manager or District Operations Manager.

### **BUSINESS AND ACCOUNTING**

1. Receives all walk-ins and professional visitors with a friendly and cooperative demeanor.
2. Receives incoming phone calls, fax messages, mail, and routes all communications to the appropriate personnel.
3. Performs all tasks related to the preparation and mailing of monthly Water Company customer bills, which include, but may not be limited to, the following:
  - a) Input meter readings
  - b) Prepare billings in a timely manner
  - c) Prepare late notice, delinquency notices, and shut-off notices
  - d) Notify the District Business Manager and/or District Operation Manager of any unusually large or complicated delinquencies or defaults.
4. Takes responsibility for maintaining the Water Company petty cash fund.
5. In cooperation with the District Business Manager and/or District Operations Manager maintain all Water Company files and records.
6. Maintains all Water company customer records and enrolls new customers for service accounts and hook-ups.
7. Prepared daily deposits for banking of Water company payments received.
8. Notifies the District Business Manager and/or District Operations manager or appropriate Board Trustee of actual or potential billing or collection problems (see#2, above).
9. Performs office housekeeping tasks and related activities on a weekly basis.

### **SPECIAL CONDITIIONS AND REQUIREMENTS**

1. Must have a valid Nevada driver's license.
2. Must have available pa personal vehicle to use in performing GI errands for which mileage will be reimbursed as provided in Standing Rule 25.
3. Must be able to site for extended periods.
4. Must have the sue of both hands to grasp, handle and feel.
5. Must have the use of arms to reach.
6. Must be able to hear and speak clearly in English
7. Must be able to see at a distance, up close, and in the periphery; and , must be able to perceive color, depth, and be able to adjust focus.
8. Must be able to walk comfortable; climb or balance; stoop, kneel or crawl; and, crouch.

9. Must be able to taste and smell.

10. Must be able to lift objects weighting up to twenty (20) pounds.