

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 10, 2025

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, December 5, 2025**, or before the third day prior to the meeting date at the direction of Cynthia Sanchez, 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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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

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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: Cindyandfive@yahoo.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 speak from the podium, limit their remarks to 3 minutes and sign in for the record. 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.

ADMINISTRATIVE AGENDA

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 three 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**
- 2) PLEDGE OF ALLEGIANCE**
- 3) ROLL CALL OF BOARD MEMBERS**
- 4) INTRODUCTION OF STAFF PRESENT**

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5) INTRODUCTION OF GUESTS

6) 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 3 minutes per speaker, and speakers will be asked to speak from the podium and sign in for the record. Public comment may be further limited due to time constraints. The Board will not take action. The Board is not required to respond to Public Comment.

7) AGENDA AND MINUTES APPROVAL:

- A. For Possible Action: Board action to approve the Agenda for December 10, 2025, Regular Board Meeting.**

Public comment before Board action:

- B. For Possible Action: Board action to approve the Minutes for November 12, 2025, Regular Board Meeting.**

Public Comment before Board Action:

8) CONSENT AGENDA:

- A. For Possible Action: Bills to be paid for November 2025:**

- i. Water Expenses: \$
- ii. Road Expenses: \$
- iii. Total Expenses: \$

Approve payment of bills as presented by the DBM Roberta Reed. (see attached)

Questions about GID Financials questions may be directed to Roberta Reed DBM by making an appointment at the GID office

9) For Discussion Only: REPORTS:

- i. Treasurer's Report.
- ii. Water Operator's Report: Road Report. (see attached)
- iii. Attorney's Report.
- iv. Engineer's Report.
- v. FEMA report.

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Reports may be attached. Projects, maintenance water and road questions may be directed to Rob McVicker DOM by making an appointment at the GID office.

10)ADMINISTRATIVE AGENDA

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

- A. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Rob McVicker District Operations Manager requests D1 water operator pay increases: Jeff Dines at \$26 an hour for D1 work; and, Carina Owens at \$25 an hour for D1 work.

Public Comment before Board Action:

- B. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the payment of \$16,560.00, adding expenses for the FEMA Culvert project.

Public Comment before Board Action:

- C. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Amend Standing Rule 25.6.9 concerning Holidays to reflect what happens when a holiday reflected in the standing rules occurs on the weekend (See Attached)

Public Comment before Board Action:

- D. For Discussion Only:** District's timeline for contracting a new D2 water Operator. State compliance status and issues confronting the District due to non-compliance

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

12)PUBLIC COMMENT:

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13)ADJOURNMENT

Prepared by Cynthia Sanchez for:

December 10, 2025

November 2025 - Water and Roads Reports

Water Operator's Report:

Total gallons pumped November 1, 2025, through November 30, 2025, was 3,735,000 gallons. Well #1 produced 1,440,300 gallons and Well #6 produced 2,294,700 gallons. The total water sold for October was 3,564,899 gallons. AFA= 11.43

Leak repairs

11-10-25 – Water main leak at Hematite. Main was mismarked and struck during the ARB install.

11-10-25 – 1470 Sandstone., service line leak

General Maintenance and Testing:

We have continued with general maintenance, SGS lab testing, regularly scheduled PRV vault inspection and pressure readings, vault checks and well maintenance.

PRV Vault inspections:

Completed: 11/19/25

Water Sampling: Five DW samples were taken from the community 11/10/25. The samples chain of custody went to SGS in Reno for testing. Boil notice distributed 11/10/25 for Hematite main repair. and we received the results 10-25-25. Samples for boil notice were delivered to SGS, 11/12/25. Boil notices rescinded notices were distributed 11/14/25.

Wells #1 and 6 - October adjustments:

11/3/25 – Well #1, Changed chlorine barrel, set @60/50

11/3/25 – Well #6, Changed chlorine barrel, set@ 60/40

11/7/25 – Well #6, Pump set@ 60/60

11/12/25 – Well #6, Pump set@ 60/45

11/28/25 – Well #6, Changed chlorine barrel, set@ 60/40

Well #8 Project:

Installing 244 drive by radios on meters. Warranty inspection with Shaw and USDA scheduled for 2/18/26.

Work in progress: Cutting Edge completed all FEMA punch list items. Working with Shaw to complete the 2020 and 2023 SSR. Working with RCAC (Marianne Denton) on updating procedure manuals required by the state of Nevada every five years. Marianne completed the water conservation manual.

Work Order Status:

High usage/leak check: 1

Check water pressure: 6

Meter malfunctions/meter: 5

Water on/off w/leak check: 1
After hours calls: 1
Customer request on/off: 1
Other: 1
Roads: 3
Closing escrow reading: 5
7-day disconnect warning: 22
PRV-replaced/rebuilt: 1
Disconnect due to past due: 1
Service line leak: 1
Leak reported by customer: 1
Drive by manual read: 2
Manual read: 3
Manual read: 5
Meter Readings in 100's or 1000's: 3
Replace meter customer paid: 1
Verified if meter in pit: 1
Reinstall meter owner paid: 2

November 2025 - Road Report:

Work in progress and completed:

Pot hole repairs with the Berg Kamp have continued throughout the community. Ditch work has is also continuing.

Equipment and fuel logs: Continuing to do per-op inspections and all logs.

Equipment maintenance: Cleaning the Berg kamp at regular intervals, vehicle and equipment filters and oil changes as required.

Cutting Edge LLC: ARB installation completed and staging area cleaned up. Cutting Edge to provide a bid for the Sanitary survey inspection abandonment requirement.

Safety: Tail gate safety meetings have continued weekly thru the month November. **Topic:**

11/5/25 – The dark side of electricity. **Topic: 11/12/25** – OSHA soils classification **Topic:**

11/18/25 – Overhead power lines **Topic: 11/26/25** – Clarifying two key definitions in the OSHA excavation standards.