

**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

DATE: February 8, 2023

TIME: 6:00 P.M.

LOCATION: 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 or 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.

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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; 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 February 8, 2023, Agenda.

Public Comment before Board Action:
- 4) **MINUTES APPROVAL:** For Possible Action: Board action to approve the minutes of the January 11, 2023 Regular Monthly Meeting.

Public Comment before Board Action:
- 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.

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CONSENT CALENDAR

Correspondence:

For Possible Action: Bills to be Paid for: January 2023

1. Water bills: \$27,338.38
2. Road bills: \$9,730.73
3. Bergkamp: \$2,121.80

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.
- (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.

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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:

Board to set ground rules for having civil discussions and maintaining a professional demeanor when speaking to each other and to members of the public. Getting your turn to speak and be heard thoroughly before anyone else gets to speak in regard to the topic being discussed. KI

Open for Public Comment before Board action:

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

Received a letter from GID attorney informing us that M. Rowe has made the decision to terminate his legal services for the district. BT

Open for Public Comment before Board action:

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

Interview attending Attorneys for position of GID Counsel MT

Open for Public Comment before Board action:

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

Create contract to have emergency construction contractors on response contract for any emergencies. Preferably 24 hr. response time to repair road, culvert, and water system issues. MT

Open for Public Comment before Board action:

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

Advertise for back up employment applications, all positions. MT

Open for Public Comment before Board action:

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

Gather purchase documents and details on new fleet items. Generator and Equipment Trailer. MT

Open for Public Comment before Board action:

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

Purchase Time Clock or Tablet System for Quick Books. MT

Open for Public Comment before Board action:

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

Purchase Time Clock or Tablet System for Quick Books. MT

- Add tablet style to current system under 500 setups, add to monthly charge 10 –50 dollars.
- Purchase Interactive Clock under 1,000. Approve dollar amount, under 1500. No contract.

Open for Public Comment before Board action:

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

DOM to prepare Valve Location Book, first 50 locations with layout sheets by next meeting. MT

Open for Public Comment before Board action:

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

Approve bid for Lock Change. Howell's bid is \$4,950. CV Locksmith will have second bid in by meeting time. MT

Open for Public Comment before Board action:

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

Discuss and vote on updating/changing Standing Rules:

- 25 3.1.1
- 25 3.1.2
- 25 4.7
- 25 5.1.2
- 25 6.5.3 see footnote
- 25 6.9.1 ADD

Handouts with details

Open for Public Comment before Board action:

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

Pool Pact training for board members, training available by zoom or in person are Governance, Effectiveness, Ethics and Open Meeting Law. CB

Open for Public Comment before Board action:

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

Researching a better more efficient way to record and store meeting recordings. KI

Open for Public Comment before Board action:

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27 TRUSTEES' REPORTS:

28 ADJOURNMENT:

TIME: _____

DRAFT