

# 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, January 10, 2024**

**TIME: 6:00pm**

**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, January 5, 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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- 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.

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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.

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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 Chairperson Sharon Becker **TIME:** \_\_\_\_\_

2) **PLEDGE OF ALLEGIANCE** by Chairperson Sharon Becker

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

\_\_\_\_\_

\_\_\_\_\_

4) **STAFF PRESENT:**

\_\_\_\_\_

\_\_\_\_\_

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## PUBLIC NOTICE & MEETING AGENDA

### 5) INTRODUCTION OF GUESTS:

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### 6) AGENDA APPROVAL:

For Possible Action: Board action to approve the Agenda for the **January 10, 2024**, Regular Meeting

Public Comment before Board Action:

### 7) MINUTES APPROVAL:

For Possible Action: Board action to approve the minutes of the **December 13, 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: January 2024

1. Water Bills: \$49,565
2. Road Bills: \$28,265
3. Bergkamp: \$2,122
4. Water Projects (Net): \$73,573
5. Attorney: \$5,426
6. Debt Service: \$16,953

## 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:

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## PUBLIC NOTICE & MEETING AGENDA

### 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:**

Renew office space lease at current location at \$600 per month. (FF)

Open for Public Comment before Board action:

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

Emergency Response Plan (ERP) and vulnerability assessment plan approval needed. These documents are required to be filed each year per NRS 239C.270 Homeland Security. They are submitted and filed with NDEP-Bureau of Safe Drinking Water. (SB)

Open for Public Comment before Board action:

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

Past Due Water accounts, payment plan

Although SR 22 does state payment plans are available, there is no documentation of established payment plans. The recommendation of adopting a clear and concise plan is necessary. See Attachment 1. (SB)

Open for Public Comment before Board action:

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

Renew a contract as District Business Manager. This contract would be through December 31, 2024, at the rate of \$10,000 a month. Currently, research into other GIDs shows the DBM is paid a minimum of \$120,000/year. Attachment 2 is a limited list of the upcoming duties as well as what has been accomplished in the last 6 months. The TREGID is currently in the middle of the 2022/2023-year end audit. The attached list is a list of the mandatory items that must be completed or have been completed. (SB)

Open for Public Comment before Board action:

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

Approval of \$3/hour raise for Jeff Dines. This is subject to him passing his D-1 by June 1, 2023. (MT)

Open for Public Comment before Board action:

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

Start the bidding process for debris removal and road projects. (MT)

Open for Public Comment before Board action:

### 7. For Discussion Only:

Old office building – Sharon Becker reached out to Mr. Taylor about the old office building; he has stated that he is still interested in it but has not indicated when he would be able to remove it / how much he is willing to offer for it. Sharon Becker will follow up on this and have information for the next meeting. (KI)

### 11) TRUSTEE'S REPORTS (if any, for Presentation 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. 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, nor is the Board required to respond to public comment.

### 13) ADJOURNMENT

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

## **Payment Plan for Seriously Past Due Water Bills To**

**participate in this payment plan you must:**

1. Make a minimum down payment of 20% of the total past due charges for water and sewer.
2. Balance owing after down payment of minimum 20% is eligible for a payment plan for up to one year. This payment along with current billing is due by due date on your bill until payment plan amount is paid in full and account is current. No late fees will accrue on payment plan amount as long as payments are made on time.
3. You must remain current with future water bills and make payments on time. Failure to do so will result in a default of this payment agreement. Your water service may be terminated or your account may be referred to a collection agency if you default.

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## SERIOUSLY PAST DUE WATER BILL PAYMENT PLAN AGREEMENT

Agreement Date \_\_\_\_\_ Account Number \_\_\_\_\_

Water Customer \_\_\_\_\_

Service Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Account Balance Past Due	
Initial 20% Payment Amount of past due amount	
Balance owing after 20% or down payment	
Payment due amount – 6 or 12 month plan (circle one)	
First payment amount due	Bill Due by Date 5th
Last payment amount due	Bill Due by Date 5th

1. 20% of the total past due amount of your bill is due at the time of the signing agreement.
2. You must remain current on all future bills.
3. Failure to make the above payments by the date shown will result in termination of water service.
4. If water service is terminated due to failure to comply with the terms of this agreement, the undersigned agrees to pay the full account balance, plus any fines or fees assessed to the water account.

By signing this agreement, Topaz Ranch Estates GID is not waiving its right to collect these payments in full at any time by allowing the water customer to make partial installments.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

**Deborah Connors**  
**2024 Open Items to Complete & Accomplishments To Date**

**2024 Open Items to be Completed:**

- FYE 6.30.23 Audit and Filing
- Renewal of Employee Health Insurance
- Prepare and Submit Tentative Annual Budget
- Update and Submit Final Budget
- Prepare and Submit all Quarterly Economic Surveys
- Prepare and Submit all Bond Indebtedness Reports
- Prepare and Submit all Bond Balance Letter
- Prepare and Submit Bond Balance Letter
- Prepare and Submit CIP 5-Yr Plan w/summary cover letter
- Timely submittal of all Debt Service payments
- Manage all excess cash in effort to maximize returns equal or greater than market averages
- Prepare and Submit all Reimbursements for the Federal and State Grants RE: Well improvements
- Report to NVEP the Sanitary Survey data required by agency by deadline
- Create the mapping of the service lines and associated Inventory of Lead Service due to NDEP-BSDW by October 16, 2024. This is a requirement of the Federal EPA. The requirement requires TRE to establish a plan to remove and replace lead line.
- Apply for a ESRI ARC GIS Platform grant to, potentially to assist with the above.
- If approved and funded, implement new billing system to improve customer experience and financial accuracy.
- Continue Implementing automated timekeeping system to support FEMA and other required submittal of labor records
- Bid and Select, (If required), FYE 6.30.24 Auditor and Prepare for Audit
- Complete FYE 6.30.24 Audit without extensions
- Payroll processing, employee on-boarding and off-boarding.
- Responding to all Federal, State, and County inquiries regarding regulatory compliance such as Emergency Response Plan, Cross Control Plan, and Vulnerability Assessment (Updates Due Annually)
- Prepare and Submit Extension of Requests for Temporary Well Permits Until Finalized
- Register TREGID with Nevada Clerk/Recorder to improve SAM.GOV registration process time annually
- Update name on banking and vendor accounts to improve SAM.GOV registration process
- SAM. GOV Renewal registration to be current with USDA and Nevada State for Grant reimbursements.
- Train staff on Customer Billing system and keep software and Database updated, accurate and Current, including equipment used
- Accounts Payable Processing including tracking and storing all support documentation
- Reconcile Monthly Financial data to banking records and record all manual entries
- Prepare and Distribute Monthly Treasury Reports for Board meetings
- Support the Board in all AdHoc financial requests as necessary.



**Deborah Connors**  
**2024 Open Items to Complete & Accomplishments To Date**

**2023 Completed Activities:**

- Corrected all Audit Management Letter comments by moving Accounting System, Accounts Payable, and Payroll either to 3<sup>rd</sup> party providers, and/or stored backup of data in Cloud for proper recovery capabilities
- Updated and Repaired Accounting System in preparation for FYE 6.30.23 Audit with over 40% missing data and over 70% inaccurate data
- 18 months of Bank Reconciliations
- Provide all supporting documentation requested by Auditor
- Filed requests for Extensions
- Prepared and submitted all financial data to DC in supporting TRE Board during two hearings and preparing for 3<sup>rd</sup> hearing
- Reconciliation to Customer Deposits per Clerk Records
- Managed Employee Health Insurance to ensure TRE isn't overpaying per contract, Add, Term EEs to control spending in a timely manner
- Prepare and Submit Tentative Annual Budget
- Update and Submit Final Budget
- Prepare and Submit all Quarterly Economic Surveys
- Prepare and Submit all Bond Indebtedness Reports
- Prepare and Submit all Bond Balance Letter
- Prepare and Submit Bond Balance Letter
- Prepare and Submit CIP 5-Yr Plan w/summary cover letter
- Prepare and Submit all Reimbursements for the Federal and State Grants RE: Well improvements
- Collected over 18 months of unsubmitted Engineering and construction invoice reimbursements and improved cash balances by over \$500,000
- Created tracking document for the NVEP the Sanitary Survey data required by agency by deadline
- Researched, purchased, and caused to be installed new meter reading equipment and software
- Researched the requirements of mapping of the service lines and associated Inventory of Lead Service due to NDEP-BSDW by October 16, 2024. This is a requirement of the Federal EPA. The requirement requires TRE to establish a plan to remove and replace lead line.
- If approved and funded, implement new billing system to improve customer experience and financial accuracy.
- Continue Implementing automated timekeeping system to support FEMA and other required submittal of labor records
- Bid and Select, (If required), FYE 6.30.24 Auditor and Prepare for Audit
- Complete FYE 6.30.24 Audit without extensions
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- SAM. GOV Renewal registration to be current with USDA and Nevada State for Grant reimbursements

**Deborah Connors**  
**2024 Open Items to Complete & Accomplishments To Date**

- Responding to all Federal, State, and County inquiries regarding regulatory compliance such as Emergency Response Plan, Cross Control Plan, and Vulnerability Assessment (Updates Due Annually)
- Prepare and Submit Extension of Requests for Temporary Well Permits Until Finalized
- Register TREGID with Nevada Clerk/Recorder to improve SAM.GOV registration process time annually
- Train staff on Customer Billing system and keep software and Database updated, accurate and Current, including equipment used
- Accounts Payable Processing including tracking and storing all support documentation
- Reconcile Monthly Financial data to banking records and record all manual entries
- Prepare and Distribute Monthly Treasury Reports for Board meetings
- Support the Board, employees and government agencies in all AdHoc financial requests as necessary.