

**TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT
AND
TOPAZ RANCH ESTATES WATER COMPANY**

Address: 1490 Albite Way, Unit 8, Wellington, Nevada, 89444 / Telephone: 775.266.3000

PUBLIC NOTICE & SPECIAL MEETING AGENDA

DATE: 1/31/2024

TIME: 6:00 P.M.

LOCATION: TOPAZ RANCH ESTATES COMMUNITY CENTER

POSTING: Copies of the finalized agenda, were posted on or before 9:00 a.m. on **Friday January 26, 2024**, the third working day before the meeting date at the direction of Sharon Becker, TRE GID Chairperson, in accordance with NRS Chapter 241 at the following locations: TRE GID, 1490 Albite Rd., #8, NEVADA TRADING COMPANY, 3900 Carter Dr., TOPAZ RANCH ESTATES COMMUNITY CENTER, 3939 Carter Way, and at PINION PINES REALTY, 1490 Albite Rd., #6, <https://notice.nv.gov/>.

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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.

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.

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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 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 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) The Board will consider and may approve items in the Consent Calendar.
- 6) The Board will consider, and may go into closed session to consider, the:
 - a) Character or professional competence of Robert McVicker, Jeff Fields, and Carlos Aguilar, all of whom are candidates to be the District Operations Manager for the District.
 - b) Character, alleged misconduct, or professional competence of Larry Hathcock.
 - c) Appoint a Board Member for the vacant seat on the Board.
- 7) Public comment is limited to two minutes per speaker. Once Public comment is completed, the Board may engage in additional discussion and may take action. Once 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 Chair. TIME: _____**
2. **PLEDGE OF ALLEGIANCE led by Chair.**
3. **ROLL CALL OF BOARD MEMBERS:**
4. **INTRODUCTION OF STAFF PRESENT:**
5. **INTRODUCTION OF GUESTS:**
6. **1/31/2024 SPECIAL MEETING AGENDA APPROVAL: For Possible Action.**

Public Comment before Board Action:

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7. 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. 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.

8. AGENDA

1. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Accept the resignation of Kaitlyn Insell from the District's Board of Trustees.
 - a. Open for Public Comment before Board action:
2. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Selection and appointment of Community member to fill vacant Board of Trustee seat.
 - a. Open for Public Comment before Board Action.
3. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Adjourn to closed session pursuant to NRS 241.030(1) to consider the character, alleged misconduct, professional competence, or physical or mental health of:
 - a. -Robert McVicker – applicant for District Operations Manager position.
 - b. Jeff Fields – applicant for District Operations Manager position.
 - c. Carlos Aguilar – applicant for District Operations Manager position.
 - d. Larry Hathcock – current District employee.

Public Comment before Board action”

4. Closed session to consider the character or professional competence of Robert McVicker, Jeff Fields and Carlos Aguilar, applicants to be the District's new District Operations Manager.
5. Closed Session to consider the character, alleged misconduct, or professional competence of District employee Larry Hathcock.
6. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Select and hire an individual to serve as the District's new District Operations Manager.
 - a. Open for Public Comment before Board action:
7. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: The District may take administrative action against Larry Hathcock, which might include employment termination, suspension, demotion, reduction in pay, reprimand, promotion, retention, or no action.
 - a. Open for Public Comment before Board action:

9. 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. 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.

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10. ADJOURNMENT

TIME: _____

**Grant Management Policy of the TREGID by the District
Financial Department**

Fiscal Year 2023-24

1. Overview

The TREGID continues its practice of taking advantage of granting opportunities to support operations, programs, and capital improvement projects. Major sources of grant awards are federal, state, local agencies, and private organizations. A grant's scope is determined by the policy goals of the grantor, and the grantee is obligated to provide deliverables based on the terms and conditions of the grant. Grants differ based on the funding source, scope of work, requirements, and timelines. This policy provides a general guidance to managing grants which may not be pertinent to manage all grants awarded to the District.

2. Goal

The purpose of the Grants Management Policy is to develop, implement, and maintain meaningful grant oversight and coordination for the District Trustees thereby increasing grant-related revenue, limiting the District Board exposure to grant-related legal liability, and improving the efficiency and impact of programs and services funded through grants.

3. Pre-Application Evaluation

District staff will continuously identify grants in all functional areas in general but specifically in funding capital projects. District staff must review grant requirements to validate the feasibility of undertaking the responsibility of grant deliverables and the alignment of the scope with the District's and the community's mission before applying, accepting, and committing to any grant opportunity.

a. Short Term Revenues vs. Long Term Costs

Special attention must be paid to evaluate if a grant opportunity is viable to the District and that one time or short-term grant revenues are not adding to the fiscal burden of unprecedented permanent or long-term expenditures. For example, a grant funded project may require the District to hire additional staff, in this situation it is necessary to review the grant to assure that the District is clear about the requirement of additional staff, temporary or permanent. If permanent staff is required, the long-term labor cost must be evaluated and analyzed before applying for the grant. The viability consideration is not limited to labor cost; it must be evaluated for all types of costs such as ongoing operations and maintenance.

b. Required Resources

A grant opportunity must be evaluated based on required resources versus available resources in the District before moving forward with the application process. This applies to resources such as: staff support, local funding match, or in-kind match.

- i. If a funding match is required by a grantor, the funding source must be approved by the District Manager in writing before submitting the grant application.

c. Indirect Costs

During the grant application process the District staff shall include the cost of administering the grant program when possible and wherever it is allowable by the grantor in the grant terms and conditions. For example, some grantors may have a fixed percentage for indirect costs that can be reimbursed.

d. Cost Benefits Analysis

The overall cost benefit analysis is required to confirm that the grant is in alignment with the District's general mission and strategic goals and is in the best interest of the residents of the District.

e. Public Private Partnership

In a situation where the District is working in partnership with another organization (local or public) the solicitation process must be transparent. District Trustees approval is required prior to submitting the grant application. If the pre-approval step is missed in such partnership, there must be an explanation provided to the District Trustees upon the grant acceptance (see section 4.b.).

4. Grant Cycle

a. Grant Application

Department staff is required to follow the grantors' determined application processes. Department staff seeking and administering the grant are responsible for compiling the grant application, and the Finance department shall provide certain information that is required to be submitted with the proposal.

- i) If a local funding match is required for a grant, refer to the section 3.b. of this document.
- ii) The Finance department must be notified upon submission of a grant application within ten (10) business days.

b. Grant Award

Grant award is the notification that is provided to the applicant upon the acceptance of the grant application. The notification must be in writing and/or it can also be in a grant agreement format.

c. Council Approval

Each grant must be formally accepted by the District Trustees before moving to the execution phase. Department staff are responsible for preparing the District Trustee's agenda item. The recommended action must include the words "accept and appropriate" in the agenda report to ensure budget appropriation for execution. Some grants may require District Trustee's authorization before a grant application is submitted and, in that case, recommended action may include the language about the acceptance and appropriation of funds upon grant award.

d. Grant Set-Up

Department staff is responsible for submitting grant documents to the Finance department within ten (10) business days to be set up in the District's financial system, which may require creating special account strings to fully track the related activity. Required documents are:

- i. Grant Award Letter/Agreement
- ii. Approved Council Minutes, and/or Resolutions
- iii. Completed Grant Information Form (see attached form)
- iv. Appropriate Grant Funds

e. Grant Execution

It is the Department staff's responsibility to deliver agreed upon deliverables, generate status reports, exercise careful examination of the costs being incurred, and file for reimbursements from grantor in a timely fashion. The Finance department assists as needed in terms of setting up account strings, budgets, and preparing monthly reports etc. Department staff shall maintain a comprehensive project file for the record and send all documents to tregidbookkeeper@gmail.com for record keeping in the financial system.

f. Reimbursements/Reporting

Department staff shall submit reimbursements and other periodic reports in a timely manner depending upon the grantor specified timeline. The majority of grants are on a reimbursement basis. Therefore, the District covers the expenditures from the cash reserve before the grant funds are reimbursed, which limits the District's ability to fund other operations and District services. It is crucial that the reimbursement requests are submitted to the grantor in a timely manner to alleviate undue burden from the District's cash reserves. District staff shall forward all the filed reimbursement requests to tregidbookkeeper@gmail.com at the time of submission to the grantor.

g. Close-Out

Department staff are responsible for following the specified close out procedure provided by the grantor. Grant funded project files and records are required to be maintained for five years or the retention limit the grantor has provided which may exceed five years. Final close out reports shall be sent to the Finance department within ninety (90) business days.

5. Record Keeping

Department staff must maintain all documents (purchasing, bidding, and communications with the grantor) even after the grant completion. Department staff shall also forward all documents to the Finance department (tregidbookkeeper@gmail.com) for saving and retention in the financial system to ensure District-wide availability as needed. This is primarily for audit purposes.

6. Audits

Appropriate audit facilitator is determined depending on the nature of the audit including the Annual Single Audit. The Finance department facilitates all financial audits and may reach out to Department staff for assistance if warranted.

7. Roles and Responsibilities

a. District Trustees

- i. Provides policy guidance to District staff to seek grants in certain categories and authorizes staff to apply for grants, and upon grant award, accepts and appropriates funds.

b. District Manager's Office

- i. Executes grant agreements and directs/assigns staff to seek and execute grants.

c. Finance Department

- i. Provides guidance to Department staff about tracking costs appropriately.
- ii. Sets up account strings in the financial system.
- iii. Assists in day-to-day financial operations.
- iv. Generates periodic reports stating sources and uses of the grant funds.
- v. Maintains project master in the financial system.
- vi. Maintains the District's general information regarding tax ID and tax-exempt status letter.
- vii. Maintains the District's accounts with federal grant portals such as www.grant.gov, www.sam.gov, etc.

- viii. Maintains the District's CAGE code and Unique Identifier Number, formerly known as DUNS number.
- ix. Facilitates financial audits.
- x. Provides training on grants management and financial systems to improve the grants program.

d. District Staff

- i. Applies for the grant.
- ii. Takes awarded grant to the District Trustee's for approval (Council action must read "Accept and appropriate funds...").
- iii. Prepares budget amendments based on the District Trustee approval.
- iv. Executes the grant.
- v. Delivers the grant deliverables under the terms and conditions.
- vi. Monitors costs and makes sure the costs are allowable and within the grant award.
- vii. Communicates and reports to the grantor/s regarding status, periodic, and close out reports, and any other communication regarding modifications to the scope or changes in timeline.
- viii. Follows the procurement and other District policies in the process of issuing contracts.
- ix. Maintains complete project file during and after beyond project completion.
- x. Assists finance/audit coordinator as needed during audit/s.

Grant Information Form

Project Title _____	District/Project Code _____
Scope of Work _____ _____	
Award Amount _____	City Match Select One _____
Grant Basis Select One _____	If Yes, Match Amount _____
Grantor Agency Information	
Agency Type Select One _____	CFDA # (Fed) _____
Funding Through Select One _____	Agency Grant # _____
Agency _____	Pass-through Agency _____
Agency Program _____	Sub Agency _____
Grant Period	
Reporting Frequency Select One _____	Award Date _____
Final Report _____	Star1 Date _____
	Ernd Date _____
	Report1 _____
	Report2 _____
	Report3 _____
Agency Contact	
Name _____	City Contact/Project Manager Name _____
Title _____	Department _____
Phone _____	Phone _____
Email _____	Email _____
Grant Budget	
Fund _____	Org _____
Object Code _____	Budget Amount _____
(Revenue) _____	
Expenditure _____	
Expenditure _____	
Expenditure _____	
Expenditure _____	
-Net _____	\$ 0
Match Source (If Required)	
Fund _____	Org _____
Fixed Asset Select One	
If "Yes", Description of Fixed Asset _____	
Other Notes	