

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: June 11, 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, June 6, 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/>.

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 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: Cindyandfive@yahoo.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 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 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 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
- 5) INTRODUCTION OF GUESTS

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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 the June 11, 2025, Regular Board Meeting.

Public comment before Board action:

- B. For Possible Action: Board action to approve the Minutes for May 14, 2025, Regular Board Meeting.

Public Comment before Board Action:

- C. For Possible Action: Board action to approve the Minutes for May 21, 2025, Special Board Meeting.

Public Comment before Board Action:

8) CONSENT CALENDAR:

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

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

Public comment before Board action.

- B. 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:

Reports may be attached.

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9) ADMINISTRATIVE AGENDA

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

- A. For Discussion only:** Interview and/or review written proposals from water rights consultants and discuss contracting with a consultant to manage our water rights permits and beneficial use process.
- B. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Board to accept the FEMA reimbursement deposited in the District's account May 2025 for project # 724722 Donated Resources in the amount of \$5,974.39.

Public Comment before Board action.

- C. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Board to accept the FEMA funds obligation for District Wide Culvert project # 724633 and direct the District Operations Manager to start the bid package with an amount not exceeding \$2,700.

Public Comment before Board action.

- D. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve and ratify settlement of civil suit (small claims action) captioned Connie Richardson v. Topaz Ranch Estates GID; authorize and direct District Chair to sign settlement agreement; authorize and direct District Business Manager to immediately pay settlement sum of \$3,000 to Connie Richardson upon her execution of the settlement agreement and a stipulation to dismiss the suit with prejudice; and, authorize and direct District legal counsel to take necessary action to implement the settlement and dismissal.

Public Comment before Board action.

- E. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Clarification of standing rule 25.4.7.7(One seasonal full- or part-time employee), as approved on April 10, 2024, to reflect change to up to 4 seasonal hires.

Public Comment before Board action.

- F. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Direct and Authorize Rob McVicker DOM to hire seasonal

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employees starting June 2025. The starting wage will be \$16 an hour, and employment will be 5 to 6 months, weather permitting.

Public Comment before Board action.

- G. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Hire 3 seasonal employees (Samantha Thurm, Enzo Hipwell, and David Villalobos) for road maintenance and repair starting June 2025. The starting wage will be \$16 an hour, and employment will be for 5 to 6 months, weather permitting.

Public Comment before Board action.

- H. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Direct and Authorize Rob McVicker DOM to purchase CVG QRP materials for roads from Carson Valley Sweeping in the amount not to exceed \$3237.69 (See attached estimate)

Public Comment before board action.

- I. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Direct and Authorize Rob McVicker DOM to sell Chevy Truck for the offer of \$500

Public Comment before board action.

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

11) 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, nor is the Board required to respond to public comment.

12) ADJOURNMENT

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Prepared by Cynthia Sanchez

June 6, 2025

2025 BANK STATUS REPORT

NEVADA STATE BANK

Account No:	January	February	March	April	May	Apr-May Δ
Operating	42,362.06	43,160.73	108,001.31	232,916.46	187,256.93	(45,659.53)
Water	28,348.62	27,480.38	33,669.89	44,015.26	85,271.22	41,255.96
TOTAL OPERATING	70,710.68	70,641.11	141,671.20	276,931.72	272,528.15	(4,403.57)

LOCAL GOVERNMENT INVESTMENT POOL

TREGID	92,977.07	93,325.02	93,646.48	93,993.66	94,332.93	339.27
TRECAP	129,437.45	129,921.84	130,369.36	130,852.68	131,325.00	472.32
TREGEQ	29,936.43	30,048.46	30,151.96	7,263.74	7,314.86	51.12
TRESLA	250,725.93	251,664.22	252,531.08	163,467.29	164,154.79	687.50
TREWCO	207,416.32	208,192.54	208,909.66	172,684.15	173,347.53	663.38
TREWRT	3,826.71	3,841.03	3,854.26	3,868.55	3,882.51	13.96
TOTAL INVESTMENT	714,319.91	716,993.11	719,462.80	572,130.07	574,357.62	2,227.55
TOTAL GID FUNDS	785,030.59	787,634.22	861,134.00	849,061.79	846,885.77	(2,176.02)

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT
PAID BILLS AS OF MAY 31, 2025

Process Date	Vendor	Amount	Water	Road
5/5/2025	JEFF DINES	5.98	3.59	2.39
5/5/2025	THE PARTS HOUSE	117.77	70.66	47.11
5/12/2025	Jeffrey Burgess	157.00	157.00	-
5/12/2025	JIM MENESINI PETROLEUM LLC	80.00	40.00	40.00
5/12/2025	MICHAEL J TANNER	120.00	120.00	-
5/13/2025	VERIZON WIRELESS	362.69	217.61	145.08
5/13/2025	WESTERN NEVADA SUPPLY, INC	663.74	663.74	-
5/14/2025	DE LAGE LANDEN	124.24	74.54	49.70
5/14/2025	KAISI MOON	190.00	114.00	76.00
5/14/2025	KEN MORGAN	6,392.40	6,392.40	-
5/14/2025	Public Employees' Retirement System of Nevada	6,767.28	4,060.37	2,706.91
5/14/2025	SGS Silver State Analytical Laboratories, Inc	220.00	220.00	-
5/14/2025	SHAW ENGINEERING	3,380.00	3,380.00	-
5/14/2025	THATCHER COMPANY OF NEVADA	1,778.10	1,778.10	-
5/16/2025	DOUGLAS DISPOSAL	130.08	78.05	52.03
5/16/2025	FRONTIER	1,982.04	1,189.22	792.82
5/16/2025	SIERRA OFFICE SOLUTIONS	76.45	45.87	30.58
5/21/2025	DYER LAWRENCE LLP	6,578.54	3,947.12	2,631.42
5/21/2025	JIM MENESINI PETROLEUM LLC	482.07	241.04	241.04
5/21/2025	WESTERN NEVADA SUPPLY, INC	371.42	371.42	-
5/27/2025	SPB Utility Services Inc.	1,744.50	1,744.50	-
5/27/2025	THE RECORD COURIER	75.38	45.23	30.15
5/30/2025	Cynthia Dawn Sanchez	300.00	150.00	150.00
5/30/2025	Jeffrey Burgess	300.00	150.00	150.00
5/30/2025	MICHAEL J TANNER	300.00	150.00	150.00
5/30/2025	Sharon Becker	300.00	150.00	150.00
5/30/2025	SHERYL WALKLEY	630.00	378.00	252.00
		33,629.68	25,932.47	7,697.22

APPROVED: _____
DATE

SIGNED: _____
TREASURER

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT
UNPAID BILLS AS OF MAY 31, 2025

Date	Vendor	AMOUNT	Water	Road
9/30/2023	UNITED STATES TREASURY	1,641.66	985.00	656.66
4/8/2025	JIM MENESINI PETROLEUM LLC	180.36	90.18	90.18
4/30/2025	AMERIGAS	85.83	51.50	34.33
4/30/2025	SHAW ENGINEERING	2,430.00	2,430.00	-
5/9/2025	TOPAZ RANCH ESTATES WATER	60.75	36.45	24.30
5/12/2025	DYER LAWRENCE LLP	5,235.81	3,141.49	2,094.32
5/14/2025	THE PARTS HOUSE	74.16	44.50	29.66
5/14/2025	WESTERN NEVADA SUPPLY, INC	400.98	400.98	-
5/14/2025	WESTERN NEVADA SUPPLY, INC	194.74	194.74	-
5/16/2025	VERIZON WIRELESS	349.21	209.53	139.68
5/20/2025	AMERIGAS	384.00	230.40	153.60
5/20/2025	SGS Silver State Analytical Laborator	220.00	220.00	-
5/20/2025	SGS Silver State Analytical Laborator	17.00	17.00	-
5/21/2025	DE LAGE LANDEN	130.35	78.21	52.14
5/24/2025	SIERRA OFFICE SOLUTIONS	48.46	29.08	19.38
	Grand Total	11,453.31	8,159.04	3,294.27

APPROVED: _____
DATE

SIGNED: _____
TREASURER



TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

1490 Albite Road, Suite 8
Wellington, NV 89444

(775) 266-3000

MEMORANDUM

Date: June 11, 2025
To: Board of Trustees
From: Roberta Reed, DBM
RE: Resolution Amending SR 25.4.7.7

Recommended Action:

Review and consider signing Resolution 25-02 amending Standing Rules 25.4.7.7 from one (1) to four (4) seasonal full- part-time employees.

Background Information

At the meeting of April 10, 2024, the Board of Trustees voted and approved a motion made by Trustee Randall and seconded by Trustee Tanner to increase the number of seasonal employees the GID could hire. Under this approval multiple season employees were hired; however, the resolution making the change permanent was never prepared nor approved.

The resolution has now been prepared and is ready for approval by the Board of Trustees to officially make the change to Standing Rule 25.4.7.7.

Financial Impact:

The actual cost is undetermined at this time. The seasonal employees are paid \$16.00 per hour with no benefits. The maximum increase to salaries and taxes to add 3 more season employees is approximately \$25,000 at this time. Variations will be caused by the number of employees actually hired, number of hours actually worked and changes in the payscale.

TOPAZ RANCH ESTATES
GENERAL IMPROVEMENT DISTRICT

RESOLUTION 25-02

A RESOLUTION AMENDING STANDING RULES 25.4.7.7
INCREASING ONE SEASONAL WORKER TO FOUR

WITNESSETH

WHEREAS, the Topaz Ranch Estates General Improvement District ("District"), a duly authorized and constituted general improvement district pursuant to NRS 318, and in exercise of its powers, duties and authorities contained in NRS 318, allows changes to be made to the standing rules from time to time; and

WHEREAS, a regular public meeting was conducted by the Board on April 10, 2024, at the hour of 6:00 p.m. at the Topaz Ranch Estates Community Center located at 3939 Carter Drive, Wellington NV 89444; and

WHEREAS, Standing Rule 25.4.7 relates to: Salaried and Hourly Staffing. The authorized salaried and hourly staff is composed of the following positions;; and

WHEREAS, current Standing Rule 25.4.7.7 reads: One (1) seasonal full- or part-time employee (attached); and

WHEREAS, at the regular meeting on April 10, 2024, and the deliberations of the Board concluded, the Board, by motion made by Trustee Alton, duly

seconded by Trustee Tanner, and passed a majority of the Trustees voting in favor of the staffing change, resolved to modify Standing Rule 25.4.7.7 to read: Four (4) seasonal full- or part-time employees; and

WHEREAS, the resolution implementing this modification was never prepared and signed.

WHEREAS, this resolution serves to amend Standing Rule 25.4.7.7 to read: Four (4) seasonal full- or part-time employees; and

NOW, THEREFORE, BE IT RESOLVED, that the Topaz Ranch Estates General Improvement District Board of Trustees hereby designates by resolution the amendment of Standing Rule 25.4.7.7 to read: Four (4) seasonal full- or part-time employees.

This Resolution shall be effective as of April 10, 2024, and shall remain in effect until amended or repealed by future resolutions of the Board of the District.

APPROVED BY VOTE: This 11th day of June, 2025.

AYES:

NAYS:

ABSENT:

EXHIBIT "A" Follows

EXHIBIT "A"

47.2 One (1) full-time salaried or hourly District Business Manager;

4.7.3 One (1) full-time hourly Bookkeeper/Accounts Payable;

4.7.4 One (1) full-time hourly Accounts Receivable Billing Clerk/Receptionist;

4.7.5 One (1) full-time hourly Lead Person/Water Operator II;

4.7.6 Two (2) full-time hourly Water Operator I/Driver/Laborers/ "Operator(s)-in-Training";

4.7.7 One (1) seasonal full- or part-time employee; and

4.7.8 One (1) part-time Contingent Office Clerk.

5.0 HIRING NEW EMPLOYEES

5.1 All applicants will be required to complete the following; not necessarily in the order that follows:

5.1.1 The job application, separate health history form, and signed consent authorizing background checks and drug test, as provided by the District. *cannot ask*

5.1.2 District staff will screen all job applicants from their applications and designate the top candidates as prospective employees.

5.1.3 Upon acceptance as a prospective employee, and prior to formal hiring or Board approval, each applicant will be required to undergo a personal reference and background check to assist the District in assessing an applicant's fitness for employment with the District. This policy covers all hired positions and all such offers of employment are conditioned upon the ability to pass these checks.

5.1.4 Upon acceptance as a prospective employee, and prior to formal



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MEMORANDUM

Date: June 11, 2025
To: Board of Trustees
From: Roberta Reed, DBM
RE: Resolution Amending SR 25.4.7.7

Recommended Action:

Review and consider signing Resolution 25-02 amending Standing Rules 25.4.7.7 from one (1) to four (4) seasonal full- part-time employees.

Background Information

At the meeting of April 10, 2024, the Board of Trustees voted and approved a motion made by Trustee Randall and seconded by Trustee Tanner to increase the number of seasonal employees the GID could hire. Under this approval multiple season employees were hired; however, the resolution making the change permanent was never prepared nor approved.

The resolution has now been prepared and is ready for approval by the Board of Trustees to officially make the change to Standing Rule 25.4.7.7.

Financial Impact:

The actual cost is undetermined at this time. The seasonal employees are paid \$16.00 per hour with no benefits. The maximum increase to salaries and taxes to add 3 more season employees is approximately \$25,000 at this time. Variations will be caused by the number of employees actually hired, number of hours actually worked and changes in the pay scale.

Your estimate is ready!

Total Estimate

\$3,237.69

or starting at **\$102.00/month** with financing (36 mo)*

[Review and accept](#)

Dear Customer,

Below are your estimate details. To move forward with this estimate, please review and select **Accept** and Carson Valley Sweeping will reach out with next steps.

There are various payment methods available for you, you also have the option to **pay this monthly**.

Have a great day!

Estimate #9780

Carson Valley Sweeping

- **Material Trucking**

\$3,237.69

1 X \$3,237.69

Total **\$3,237.69**

or starting at **\$102.00/month** with financing (36 mo)*

Carson Valley Sweeping

fishandcamp@hotmail.com

* Personal loans made through Upgrade feature Annual Percentage Rates (APRs) of 8.49%-35.99%. All personal loans have a 1.85% to 9.99% origination fee, which is deducted from the loan proceeds. Lowest rates require Autopay and paying off a portion of existing debt directly. Loans feature repayment terms of 24 to 84 months. For example, if you receive a \$10,000 loan with a 36-month term and a 17.59% APR (which includes a 13.94% yearly interest rate and a 5% one-time origination fee), you would receive \$9,500 in your account and would have a required monthly payment of \$341.48. Over the life of the loan, your payments would total \$12,293.46. The APR on your loan may be higher or lower and your loan offers may not have multiple term lengths available. Actual rate depends on credit score, credit usage history, loan term, and other factors. Late payments or subsequent charges and fees may increase the cost of your fixed rate loan. There is no fee or penalty for repaying a loan early. *Approval not

guaranteed. Your loan terms will be determined based on your credit, income, and certain other information provided in your loan application. Not all applicants will qualify for the full amount.

Loan services offered through Credit Karma Offers, Inc. NMLS ID# 1628077 | [Licenses](#) | [NMLS Consumer Access](#). California Loans arranged pursuant to a California Financing Law License.

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May 2025 - Water and Roads Reports

Water Operator's Report:

Total gallons produced May 1, 2025, through May 31, 2025, was 6,063,400 gallons. Well #1 produced 2,359,500 gallons and Well #6 produced 3,703,900 gallons. The total water sold for April was 3,224,699 gallons.

Water permit extensions:

Submitted 5-19-25 - 28779, 28781

Submitted 5-9-25 – 77551

Submitted 5-22-25 – 77550, 77552

Granted 5-22-25 thru 4-2-26 – 57681, 57682, 57685, 57686

After hours' call:

5-19-25 - 3775 Topaz Ranch Dr. – Low pressure issue

Leak repairs:

5-12-25 - 1329 Limestone – Meter had been tampered with prior. (DCSO was involved) A hole had been drilled, and a 3/8s valve had been installed to steal water.

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 5-19-25

Water Sampling: 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 5-14-25 and we received the results 5-20-25.

Wells #1 and 6 - March adjustments:

5-5-25 – Well #6 Changed Chlorine barrel, set@ 60/30

5-13-25 – Well #6, Pump set @60/40

5-16-25 – Well #1, Replaced 4" discharge Troy valve

5-20-25 – Well #6, Changed Chlorine barrel, set@ 60/40

5-27-25 – Well #6, Cleaned quills

5-28-25 – Well #1, Changed chlorine barrel, set@ 70/50

5-30-25 – Well #1, Replaced pump, set@ 60/40

Well #8 Project:

Waiting for final inspections, remaining testing and substantial completion

Work in progress:

Working with SBP and NDEP to complete the Sanitary Survey Inspection deficiencies from 2020 and 2023. I'm also getting a quote for the CAP and abandoned piping issue from 2020. 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.

Work Order Status:

High usage/leak check: 12
Disconnect for non-payment: 2
Verify computer meter read: 1
Check water pressure: 3
System maintenance: 1
Meter malfunctions/meter: 1
Water on/off w/leak check: 2
After hours calls: 2
Customer request on/off: 3
Other: 3
Road: 2
Closing escrow reading: 5
7-day disconnect warning: 21
Turn water back on: 2
Disconnect non-compliance: 1
Manual read – no census reading: 2

May 2025 - Road Report:**Seasonal labor:**

Interviewed 3 local prospects. Waiting for pre-employment background checks and drug screens.

Enzo Hipwell

Samanth Thurm

David Villalobos

Work in progress and completed:

Ditch work, culvert work and mowing continued.

Yard equipment to be sold:

Received a \$500 dollar offer on the Chevy truck.

The GID has two items up for bid. Chevy truck and Emulsion tank. DOM needs to know what an acceptable offer would be for the Chevy truck. The operation of the truck is unknown. I have been told the transmission and engine don't work, there are also a bunch of missing exterior and interior parts. Two inquiries have been made. I currently have an offer of \$200 for the truck.

