

**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: March 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 Friday, March 3, 2023 or before the third day prior to the meeting date by Kaitlyn Insell, TRE GID Secretary, 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/>.

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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

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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:

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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.

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 are done speaking to an item, but before any Board action on the item.

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 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, public comment is not legally required and must be made when the Chairman calls for public comment on the item discussed.

AGENDA

- 1) **CALL MEETING TO ORDER** by Chairman Brandon Taylor **TIME:** _____
- 2) **BOARD MEMBERS PRESENT:** _____
- 3) **STAFF PRESENT:** _____
- 4) **INTRODUCTION OF GUESTS:** _____
- 5) **PLEDGE OF ALLEGIANCE** by Chairman Brandon Taylor
- 6) **AGENDA APPROVAL:**

For Possible Action: Board action to approve the Agenda for the March 8, 2023, Regular Meeting

Public Comment before Board Action:

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7) MINUTES APPROVAL:

For Possible Action: Board action to approve the minutes of the February 8, 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 Possible Action: Bills to be Paid for: February 2023

1. Water Bills: \$96,054.23
2. Road Bills: \$16,722.82
3. Bergkamp: \$2,122.00
(Monthly payment for truck used for plowing and patching of roads)
4. 3rd quarter FY 2022-2023 depreciation from the water enterprise fund to CGP (CAPITAL GRANTS PROGRAM- TREWCO) in the amount of \$6120.00
5. 3rdquarter FY 2022-2023 depreciation from the water enterprise fund to short lived assets (TRESLA) in the amount of \$2302.60 \
6. 23rd quarter FY 2022-2023 deposit for the equipment set aside fund (TREGAQ) in the amount of 670.00 from road operating funds.
7. 3rd quarter FY 2022-2023 depreciation from the water enterprise fund to USDA fund (TRECAG) for compliance regulation to cover minimum debt service reserve in the amount of \$2308.35.

Open for public comment before Board action:

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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:

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:

To form a GID task force to research possible Federal, State, or local grants and to prepare grant applications for water, road, or drainage projects within the Topaz Ranch Estates GID. DA

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

Prohibit all purchases for the next 120 days unless approved by the treasurer. DA

3. For Discussion only:

Staff to provide an update or reconciliation of all items or tasks discussed at the January and February board meetings. DA

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

To change paydays for all employees from Thursday to Friday. DA

5. For Discussion and possible action to approve, approve with modifications or conditions, or deny:

Change the days of each payroll period. CB

6. For Discussion only:

FROM FEBRUARY MEETING TABLED ITEM - DOM to prepare Valve Location Book, first 50 locations with layout sheets by next meeting. MT

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

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

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

FROM FEBRUARY MEETING TABLED ITEM - Discuss and vote on updating/changing Standing Rules:

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- For Discussion and Possible Action to approve, approve with modifications or conditions or deny:
- **SR 25 3.1.1** All field operations will be under the supervision of the Operations Manager of the Board, in collaboration with the Vice President/Vice Chairperson of the Board. The Staff DOM will supervise day to day operations with the Operations Manager of the Board and the Vice President/Vice Chairperson of the Board having ultimate authority.
- **SR 25 3.1.2** All office operations will be under the supervision of the Treasurer of the Board, in collaboration with the Board Secretary.
- **NEW: SR 25 3.1.3** All Board Members shall have the oversight of matters concerning **Theft, Waste, Fraud, Abuse and Safety** concerning employees, operations, and properties. Board Members shall have full immediate access to all GID Properties, Keys, Equipment, Buildings, Offices, Files, Vehicles, Cyber Content and Records.
- **SR 4.7** Salaried and hourly staffing: The authorized salaried and hourly staffing is composed of a MAXIMUM of the following positions. These shall be regulated by necessity, economy and availability.
- **SR 5.1.2** District Trustees will screen all job applications. District Trustees will designate the top candidates as prospective employees and refer them to our hiring board. Our Hiring Board shall consist of
 1. Appropriate Trustee/Trustees
 2. District Operation Manager
 3. Subject Matter Expert
 4. Outside Manager/Supervisor
- A minimum of three of the above will constitute a hiring board.
- Field Employees' work hours are 07:00 to 15:30 Monday through Friday, year-round. There will be 30 minutes set aside for lunch, 11:30 am – 12:00pm. There will be two 15-minute breaks, 9:00am – 9:15am and 01:30pm – 01:45pm daily. Breaks may be taken at the worksite. During inclement weather or emergencies, with Board Permission, DOM may adjust in compensation thereof.
- **ADD 6.9.1** Employees that work full time are eligible for Holiday Pay equal to their normally scheduled daily hours.

9. For Discussion and possible action to approve, approve with modifications or conditions, or deny:

Authorization to purchase a new tower or computer system for bookkeeper. This would technically be under the spending limit for Cody Dalhaus but want confirmation that this is an acceptable purchase due to HDMI port on current laptop malfunctioning. CB

10. For Discussion Only:

All agenda items must be to the secretary via email only (TREGID2023@gmail.com) no later than the Tuesday, the week prior (8 days prior) to the upcoming meeting by 11:59pm. If any agenda items are time stamped for after 11:59pm the Tuesday, the week prior (8 days prior) will have to be saved for the following months agenda. KI

11. For Discussion Only:

Shavings available for roads – NDOT or CALTRANS. Sharon Becker

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- 11) **PUBLIC COMMENT:**
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- 12) **TRUSTEES' REPORTS:** For Discussion Only:

- 13) **ADJOURNMENT:** TIME: _____
Open for Public Comment before Board action:

DRAFT