

# TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

Address: 3924 Carter Drive, Wellington, Nevada, 89444 / Telephone: 775.266.3000

## PUBLIC NOTICE

**DATE:** Wednesday, May 10, 2023

**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, May 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: 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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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](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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider and employer.

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## PUBLIC NOTICE

**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.

**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. 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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**PUBLIC NOTICE**

**AGENDA**

1) **CALL MEETING TO ORDER** by Chairman Brandon Taylor **TIME:** \_\_\_\_\_

2) **PLEDGE OF ALLEGIANCE** by Chairman Brandon Taylor

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) **STAFF PRESENT:**

\_\_\_\_\_  
\_\_\_\_\_

5) **INTRODUCTION OF GUESTS:**

\_\_\_\_\_

6) **AGENDA APPROVAL:**

For Possible Action: Board action to approve the Agenda for the **May 10, 2023**, Regular Meeting

Public Comment before Board Action:

7) **MINUTES APPROVAL:**

For Possible Action: Board action to approve the minutes of the **April 12, 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.

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## PUBLIC NOTICE

### CONSENT CALENDAR

#### A. **For Possible Action:** Bills to be Paid for: **April 2023**

1. Water Bills: \$ 60,611.52
2. Road Bills: \$ 26,829.70
3. Bergkamp: \$ 2,122.00 (Payment for truck used for plowing and patching of roads)
4. Attorney Bills: \$ 12,864.82

Open for public comment before Board action:

### 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 from the Consent Calendar will be added and heard at this point.)***

##### 1. **For Discussion Only:**

Introduction of Becky Bruch of Pool Pac {Attorney} and presentation by Becky. DA

Open for Public Comment:

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

Ratify the adoption of a resolution at the Board's April 12, 2023, meeting, authorizing the issuance of the Topaz Ranch Estates General Improvement District, Nevada, Water Revenue Bond, Series 2023 in the maximum principal amount of \$277,000 to pay in part the

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cost of a water project, providing for other matters relating thereto and ratifying previous action taken in connection therewith. Cody Black

Open for Public Comment before Board Action:

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

As required by NRS 354.624(9), act upon the recommendations in the FY 22 audit report, to wit:

A. Material Weakness (Repeat Finding) - Internal Controls: Implement procedures to provide training to personnel responsible for the District's financial reporting in the unique aspects of governmental accounting, such that ledgers reflect accurate information to prepare financial statements in accordance with GAAP.

B. Material Weakness (Repeat Finding) - Internal Controls: Implement procedures to ensure timely preparation of bank reconciliation for each of the District's bank accounts, such that the general ledgers will reflect accurate information to prepare financial statements in accordance with GAAP; and implement secondary review of the monthly bank reconciliations as a key detective control in mitigating risk of errors and/or fraud.

C. Material Weakness (Repeat Finding) - Internal Controls: Continue backup of financial data on current frequency schedule but maintain external hard drives at a secure offsite location when backups are not in progress; and, consider changing backup solution to a cloud-based service, rather than an external hard drive to avoid risk of loss of or damage to such devices.

DA

Open for Public Comment before Board Action:

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

As required by NRS 354.596 and 354.598, set a Board meeting between May 15 and May 31, 2023, for a public hearing on the tentative budget and adoption of a final budget and cause a notice to be published in an area newspaper no sooner than 14 days prior and no later than 7 days prior to the date of the public hearing. DA

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:**

Request if budget allows, hire a second seasonal employee (for a shorter term if necessary) in order to run a full-time road crew throughout the summer. CD

Open for Public Comment before Board Action:

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

Request to hire seasonal field employee. CD

Open for Public Comment before Board Action:

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

Permission to contract Matt Torley to fix the berm and ditch line that runs across B.I.A land bordering the district to the north. CD

Open for Public Comment before Board Action:

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

G.I.D staff would like to request that direct deposit be set up and in effect no later than payroll date of May 25, 2023. CD

Open for Public Comment before Board Action:

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

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To purchase a new cutting edge, extend a hoe slide, and the extend a hoe slide switch for the Volvo Backhoe for total cost of approx. \$2,500. CD

Open for Public Comment before Board Action:

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

The purchase of two- and four-inch gate valves plus hardware for vault 8 west. Total cost of \$5,430.04. CD

Open for Public Comment before Board Action:

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

Hire a Payroll and HR Service as suggested by Auditors. Not to exceed \$500 per month. DA/MT

Open for Public Comment before Board Action:

**12. For Discussion Only:**

Audit Questions. Fred Farley

Open for Public Comment:

**13. For Discussion Only:**

Budget Question. Fred Farley

Open for Public Comment:

**14. For Discussion Only:**

Drainage Maintenance Questions. Fred Farley

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## PUBLIC NOTICE

Open for Public Comment:

**15. For Discussion Only:**

FEMA Questions. Fred Farley

Open for Public Comment:

**11) TRUSTEE'S REPORTS:**

**12) PUBLIC COMMENT:**

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**13) ADJOURNMENT:**

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