

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 & AGENDA

DATE: Wednesday, November 8, 2023

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, November 3, 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/>.

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: 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.

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.

AGENDA

1) **CALL MEETING TO ORDER** by _____ **TIME:** _____

2) **PLEDGE OF ALLEGIANCE** by _____

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

4) **STAFF PRESENT:**

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5) INTRODUCTION OF GUESTS:

6) AGENDA APPROVAL:

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

Public Comment before Board Action:

7) MINUTES APPROVAL:

For Possible Action: Board action to approve the minutes of the **October 11, 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 Paid for:

1. Water Bills: \$
2. Road Bills: \$
3. Bergkamp: \$

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:
- F. FEMA Report:

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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:**

Board positions for the remainder of 2023 and 2024. Each position can have a nomination and can be voted on individually or after discussion we can make 1 vote for all five positions. KI

Open for Public Comment before Board action:

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

Date change to when items for the agenda need to be submitted to Secretary in order for them to be on the agenda. ***The deadline by which agenda items must be submitted to the Secretary in order for the Secretary to get them approved by the attorney and into the webmaster will be 6:00 p.m. 3 days prior to the Friday posting date, i.e., the Monday of the week before the upcoming meeting.*** This will allow time for Secretary to get all agenda items on the agenda and sent to the proper entities to ensure that posting per NRS / Open Meeting Laws is done in a timely manner. KI

Open for Public Comment:

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

Tabled Item #5 from October 11, 2023, Meeting - ***Prohibit the use of the Bergkamp pothole machine until someone with a CDL is hired.*** Follow up and clarification on the proper licensure per TREGID insurance and NV DMV. SB

Open for Public Comment before Board action:

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

Annual road report is past due. Discuss how to get it completed and be in compliance with TREGID standing rule (#15) and take possible action thereafter. 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:**

New tires for TRE GID Trucks. SB

Open for Public Comment before Board action:

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

Hire Susan Hunt as part time Clerk. Ms. Hunt was interviewed and was the selected applicant. Drug Test and Background Check to be provided. MT

Open for Public Comment before Board action:

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

Divide Duties of District Operations Manager and upgrade Water Lead Position to District Water Manager. Scope of Work to be amended and agreed upon by Board. MT

Open for Public Comment before Board action:

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

At least two Trustees must agree and sign off on any Legal Consultation to be billed over one hour. MT

Open for Public Comment before Board action:

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

Tabled Agenda Item - Discuss the pro-ration of overhead expenses and adjust/modify the current proration between road expenses and water expenses. DA

Open for Public Comment before Board action:

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

Tabled Agenda Item - Discuss the need to raise water rates and by how much. Raise the rates starting with the next water bill. Tabled from October meeting. DA

Open for Public Comment before Board action:

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11. For Discussion Only:

Status of petition circulated regarding NRS 318.515 and circulated by several residents of TRE. DA

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

Direct our Engineer to prepare plans and specifications and bid documents to repair the roads and drainage currently submitted to FEMA in accordance with FEMA requirements. DA

Open for Public Comment before Board action:

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

Direct our Engineer to prepare plans, specifications and bid documents for the replacement of undersized water mains within TRE. This would include requesting funds from USDA- Rural Development. This should be prioritized to coincide with road repairs scheduled to be completed with FEMA funds. DA

Open for Public Comment before Board action:

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

Direct our Engineer to prepare plans, specifications and bid documents for drilling an additional well, equipping the well and connecting it to our water system. DA

Open for Public Comment before Board action:

11) TRUSTEE'S REPORTS (if any, for Discussion 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: _____