

# 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:** Wednesday, September 13, 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, September 8, 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](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.

**Agenda Items Supporting Documents:** Copies of back-up materials used in the preparation of these agenda items are available by contacting 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.

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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.

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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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### AGENDA

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

2) **PLEDGE OF ALLEGIANCE** by \_\_\_\_\_

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

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4) **STAFF PRESENT:**

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## PUBLIC NOTICE & MEETING AGENDA

### 5) INTRODUCTION OF GUESTS:

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### 6) AGENDA APPROVAL:

For Possible Action: Board action to approve the Agenda for the **September 13, 2023**, Regular Meeting

Public Comment before Board Action:

### 7) MINUTES APPROVAL:

For Possible Action: Board action to approve the minutes of the **August 9, 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 Discussion and Possible Action: Approval of bills Paid for: **September 2023**

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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## PUBLIC NOTICE & MEETING AGENDA

### 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:**

To submit a request to the Douglas County Board of County Commissioners to take action pursuant to NRS 318.515 and adopt an ordinance appointing the Douglas County Board of County Commissioners the *ex officio* Board of Trustees for the Topaz Ranch Estates General Improvement District. Discussion and action may include providing notice to the State of Nevada Department of Taxation and the Douglas County Board of County Commissioners that the District has not timely submitted the required annual audit and other reports to the State of Nevada and the reasons the District's Board of Trustees believes it is in the best interest of the residents of the District that the Douglas County Board of County Commissioners become the *ex officio* Board of Trustees of the District. DA

Open for Public Comment before Board action:

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

Award an Emergency Contract for work on Ballman Way and Pinion Way and at Highway 208 and Topaz Ranch Drive. MT

Open for Public Comment before Board action:

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

Determine date for a Special Meeting to vote on new hires and/or filling the vacant Trustee position. DA

Open for Public Comment before Board action:

**4. For Discussion Only:**

2 open work orders – Fred Farley

Open for Public Comment:

**5. For Discussion Only:**

The Park Will Serve Letter – Fred Farley

Open for Public Comment:

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### **6. For Discussion Only:**

FEMA - Fred Farley

Open for Public Comment:

### **7. For Discussion Only:**

Billing SOPs - Fred Farley

Open for Public Comment:

### **8. For Discussion Only:**

Hiring Protocols - Fred Farley

Open for Public Comment:

### **9. For Discussion Only:**

Payroll status - Fred Farley

Open for Public Comment:

### **10. For Discussion Only:**

Attorney's fees - TOTAL....PAID, budgeted and/or projected - Fred Farley

Open for Public Comment:

### **11. For Discussion Only:**

GID's total debits - Fred Farley

Open for Public Comment:

### **12. For Discussion Only:**

Obtaining prior meeting minutes - Fred Farley

Open for Public Comment:

### **11) TRUSTEE'S REPORTS (if any, for Discussion Only):**

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### 12) PUBLIC COMMENT:

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### 13) ADJOURNMENT

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