

**TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT
AND
TOPAZ RANCH ESTATES WATER COMPANY**

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

MEETING MINUTES

REGULAR MEETING MINUTES

DATE: APRIL 14, 2021
TIME: 6:00 P.M.
LOCATION: ZOOM CONFERENCE and in person at the TRE Community Center

Supporting material and the audio tape is available for public inspection at the TREGID office during regular business hours (8:00 a.m. to 4:00 a.m.), Monday through Friday, except legal holidays. Please make your request to the TREGID office at the address and phone number above OR by email directed to: Gbarber1430@gmail.com

CALL MEETING TO ORDER: Led by Chairman Brandon Taylor **TIME: 6:02 p.m.**

PLEDGE OF ALLEGIANCE: Led by Chairman Brandon Taylor

BOARD MEMBERS PRESENT: Brandon Taylor, Dave Akola, George Barber, Mike Clark (Zoom), and Mark Bradshaw (Zoom).

STAFF MEMBERS PRESENT: Trevor Smith, Ashley Martin and S Cody

INTRODUCTION OF GUESTS: .Cody Black

AGENDA APPROVAL: For Possible Action: Board action to approve the April 14, 2021 Agenda.

Public Comment: No public comment: Dave Akola made a motion to approve the April 14, 2021 Agenda. George Barber seconded. Motion carried 5-0.

MINUTES APPROVAL: For Possible Action: Board action to approve the Minutes of the March 10, 2021 Regular Board Meeting.

Public Comment before board action: Larry Offenstein stated board action approval would cause a violation of OML because all the information was not on the website.

No Board action: Tabled until the next Regular Board meeting May 19, 2021

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 two (2) minutes per speaker, and speakers will be asked to sign in for the record. The Board will not act.

Rose Marie Irish had concerns about road side brush removal and the fire hazard. Brandon Taylor said the concerns would be addressed. A recording of the meeting is available at the district office for your review.

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CONSENT CALENDAR

CORRESPONDENCE:

For Possible Action: Bills to be Paid for: March 2021

1. Water Bills: \$ 27,249.47
2. Road Bills: \$ 8,283.57
3. USDA/Bergkamp: \$ 2,122.00

Open for public comment before Board action: Gordon Gray stated an employee was lost because of the treatment by Dave Akola, also as per #7 on the agenda Dave Akola should communicate with the office to verify amounts.

Mark Bradshaw agreed with Gordon Gray

Dave Akola wanted a year to date of the road bills. Joe Stranect would like to see the budgeted amount also. Ashley Martin said if you come into the office a copy of the profit and loss would be made available showing budget items

Mike Clark made a motion to approve the Consent Calendar. Dave Akola seconded. Motion carried 5-0.

REPORTS

REPORTS – For Discussion:

- A. Treasurer's Report: None
- B. Water Operator's Report: Trevor Smith
- C. Road Report: Trevor Smith
- D. Attorney's Report: None
- E. Engineer's Report: Cody Black

Water Operator's Report: Water samples are OK, water project on the well is moving forward and the chlorine operation changed while the project continues.

Road Report: Doing brush removal work on the west side of Sandstone, working with residents requests for pot-hole repair and scheduling Topaz Ranch Road for repair work with the Bergkamp

Engineer's Report: 2 current projects

- 1) the construction on the existing well in terms of the walls, trusses and moving of the chlorine tank are going OK.
- 2) the work on a new well is continuing with a change order for \$90M that was reduced to \$73M with the use of \$17M out of the SLA (Short Lived Asset) A recording of the meeting is available at the district office for your review.

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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, 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 will then ask any follow-up questions and 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

*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 approve the Tentative Budget for 2021-2022 which is due to the Nevada State Tax Commission by April 15, 2021. am

Open for Public Comment before Board action:

Motion to approve the Tentative Budget for 2021-2022 which is due to the Nevada State Tax Commission by April 15, 2021 by Mike Clark seconded by Mark Bradshaw. Voted 5 yes, 0 No, Motion carried.

2. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: To set the date of Wednesday May 19, 2021 at 6:00 PM for the Public Tentative Budget Hearing. This date being within the required guidelines of the State of Nevada. am

Open for Public Comment before Board action:

Motion to set the date of Wednesday May 19, 2021 at 6:00 PM for the Public Tentative Budget Hearing. This date being within the required guidelines of the State of Nevada. by Mike Clark seconded by Mark Bradshaw. Voted 5 yes, 0 No, Motion carried.

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3. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: To reschedule the May 2021 regular Board meeting on Wednesday May 12, 2021 to coincide with the Public Budget Hearing. am

Open for Public Comment before Board action:

Motion to reschedule the May 2021 regular Board meeting on Wednesday May 12, 2021 to coincide with the Public Budget Hearing by Mike Clark seconded by Mark Bradshaw. Voted 5 yes, 0 No, Motion carried.

4. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Construction of a new maintenance building. Budget \$100,000 toward new building. da

Open for Public Comment: No Board action, tabled for the budget workshop May 5, 2021:

This item created a large amount of discussion. A recording of the meeting is available at the district office for your review.

5. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Budget \$150,000 toward new equipment or equipment replacement. da

This item created a large amount of discussion. A recording of the meeting is available at the district office for your review.

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Open for Public Comment: No Board action, tabled for the budget workshop May 5, 2021:

6. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Budget \$100,000 toward a new well. da

This item created a large amount of discussion. A recording of the meeting is available at the district office for your review.

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Open for Public Comment: No Board action, tabled for the budget workshop May 5, 2021:

7. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: With respect to hiring a person to prepare Grant Applications, \$1,000 should be the goal with respect to the cost. At \$20/hr this would be 50 hours of work. Each application could be done for this amount. An alternative to be discussed is a percentage of a grant amount such as 1%. A \$100,000 grant would be \$1,000. A \$500,000 grant would be \$5,000. da

This item created a large amount of discussion. A recording of the meeting is available at the district office for your review.

:

Open for Public Comment: No Board action, tabled for the budget workshop May 5, 2021:

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- :
8. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Discussion on Budget meeting. da

Open for Public Comment: None

Motion to approve discussion on budget meeting at the special board meeting on May 5, 2021 by Mark Bradshaw seconded by Mike Clark.

Voted 5 yes, 0 No, Motion carried.

- :
9. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: With respect to a flyer, should the district periodically send a flyer with our billing, discussing upcoming agenda items and a discussion of what has been done. An example is what has been done on our roads, a status of a new well, and the financial status of the GID. da

Dave Akola agreed to moving this item the next meeting

Open for Public Comment: No Board action, tabled for the budget workshop May 5, 2021:

Ashley Martin said there were 790 water connections some of which have renters, a mailing could miss customers.

This item created a large amount of discussion. A recording of the meeting is available at the district office for your review.

10. Discussion on why maintenance is filling potholes with a bucket of cold mix and then compacting it by driving over the cold mix with a pickup when we have the Bergkamp pothole patcher. da

Open for Public Comment: No Board action, tabled for the budget workshop May 5, 2021:

This item created a large amount of discussion. A recording of the meeting is available at the district office for your review.

- :
11. For discussion and possible action to take whatever action is being contemplated. Copies of the past Annual Road Reports required by GID Standing rules or orders. Trevor has indicated that this has never been done since he has been employed. da

Open for Public Comment before Board action: Table until the Regular Board meeting June 9, 2021

This item created a large amount of discussion. A recording of the meeting is available at the district office for your review.

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12. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Approve purchase from "SafetySign.com" for replacement speed limit, stop, and various street signs needed throughout the district and for inventory in an not to exceed \$1,600.00. ts

Open for Public Comment before Board action: A recording of the meeting is available at the district office for your review.

Motion to approve purchase from "SafetySign.com" for replacement speed limit, stop, and various street signs needed throughout the district and for inventory in an not to exceed \$1,600.00 by Mike Clark seconded by Mark Bradshaw, Voted 5-0, Motion carried,

13. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Approve amendment to Standing Rule 22 Appendix F;:"Water Tanker Permit Applications" With the Backflow preventer and Bulk water meter now obtained by the district for bulk water sales, we need to amend the old way of selling water ("honor and tally system") to actual recordable and metered usage system for real data as far as water consumption for monthly water reports. (attachment Proposed "Appendix F – BulkWater Permit Application") ts

Open for Public Comment before Board action A recording of the meeting is available at the district office for your review.

Motion to approve amendment to Standing Rule 22 Appendix F;:"Water Tanker Permit Applications" With the Backflow preventer and Bulk water meter now obtained by the district for bulk water sales, we need to amend the old way of selling water ("honor and tally system") to actual recordable and metered usage system for real data as far as water consumption for monthly water reports. (attachment Proposed "Appendix F – BulkWater Permit Application") by Dave Akola, seconded Mike Clark, Voted 5-0, Motion carried.

14. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Approve an Amendment to "Standing Rule 25.16.3 Frequency of Performance Evaluations, stating: "Formal performance evaluations are to be conducted a minimum of once a year and, ideally, twice each year, in May and November.". To redact", in May and November." and end at "twice a year." as more evaluation benchmarks are described through Standing Rule 25.16.3.1.1 through .5, respectively. ts

Open for Public Comment before Board action A recording of the meeting is available at the district office for your review.

Motion to approve an Amendment to "Standing Rule 25.16.3 Frequency of Performance Evaluations, stating: "Formal performance evaluations are to be conducted a minimum of once a year and, ideally, twice each year, in May and November.". To redact", in May and November." and end at "twice a year." as more evaluation benchmarks are described through Standing Rule 25.16.3.1.1 through .5, respectively by Brandon Taylor, seconded by George Barber, Voted 5-0, motion carried.

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15. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Approve amendment of "Appendix N - Evaluation Form for Managers" for proposed new "Appendix N - Employee Evaluation Form" ts

Open for Public Comment before Board action A recording of the meeting is available at the district office for your review.

Motion to approve amendment of "Appendix N - Evaluation Form for Managers" for proposed new "Appendix N - Employee Evaluation Form" by Brandon Taylor, seconded by George Barber, Voted 5-0, motion carried.

16. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Only if agenda item 15 is approved, an amendment to Standing Rule 25.16.4.3 and 25.16.8.1 phrased "(see Appendices N through P, inclusive.)" to read, "(See Appendix N)." ts

Open for Public Comment before Board action A recording of the meeting is available at the district office for your review.

Motion to approve Only if agenda item 15 is approved, an amendment to Standing Rule 25.16.4.3 and 25.16.8.1 phrased "(see Appendices N through P, inclusive.)" to read, "(See Appendix N)." by Brandon Taylor, seconded by Dave Akola, Voted 5-0, motion carried.

17. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Approve to amend "Appendix O - Evaluation Form for the Billing Clerk/Receptionist" to become "Appendix O - Health History Form" ts

Open for Public Comment before Board action A recording of the meeting is available at the district office for your review.

Motion to approve to amend "Appendix O - Evaluation Form for the Billing Clerk/Receptionist" to become "Appendix O - Health History Form" by Brandon Taylor, seconded by George Barber, Voted 5-0, motion carried.

18. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Redact "Appendix Q - Health History Form" ts

Open for Public Comment before Board action A recording of the meeting is available at the district office for your review.

Motion to Redact "Appendix Q - Health History Form" by Brandon Taylor, seconded by George Barber, Voted 5-0, motion carried.

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19. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Approve to amend “Appendix P - Evaluation Form for Field Personnel” to become “Appendix P - Organizational Flow Chart” ts

Open for Public Comment before Board action A recording of the meeting is available at the district office for your review.

Motion to approve to amend “Appendix P - Evaluation Form for Field Personnel” to become “Appendix P – Organizational Flow Chart” by Brandon Taylor, seconded by George Barber, Voted 5-0, motion carried.

20. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Redact “Appendix R - Organizational Flow Chart” ts

Open for Public Comment before Board action: A recording of the meeting is available at the district office for your review.

Motion to Redact “Appendix R - Organizational Flow Chart” by Brandon Taylor, seconded by George Barber, Voted 5-0, motion carried.

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 act.

Couldn’t hear the name: Do you know everything in the manual? Brandon responded he was working on it.
Steven Mitchell: Do you know the three possible locations for the well? Trevor addressed the question
Larry Oppenstein: Who’s responsible for the down cables around TRE? Not known.
Also Larry said he liked the Zoom and in person meeting.

This item created a large amount of discussion. A recording of the meeting is available at the district office for your review.

TRUSTEES’ REPORTS. None

ADJOURNMENT: Dave Akola made a motion to adjourn. George Barber seconded. Motion carried 5-0
Time: 8:46 pm

Minutes submitted by Board Secretary, George Barber