

**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 13, 2022  
**TIME:** 6:00 P.M.  
**LOCATION:** 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 2:30 p.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](mailto:Gbarber1430@gmail.com)

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**CALL MEETING TO ORDER:** Led by Chairman Brandon Taylor **TIME: 6:01 PM.**

**PLEDGE OF ALLEGIANCE:** Led by Chairman Brandon Taylor

**BOARD MEMBERS PRESENT:** Brandon Taylor, Dave Akola, George Barber, Gerald Clark and Mark Bradshaw.

**STAFF MEMBERS PRESENT:** Cody Dalhaus

**INTRODUCTION OF GUESTS:** Michael Rowe, Cody Black, Dave Silva was on the phone.

**AGENDA APPROVAL:** For Possible Action: Board action to approve the April 13, 2022 Agenda.

Public Comment before Board Action: None

Mark Bradshaw made a motion to approve the April 13, 2022 Agenda. Dave Akola seconded.  
Motion carried 5 Yes - 0 No.

**MINUTES APPROVAL:** For Possible Action: Board action to approve the minutes of the March 9, 2022 Regular Meeting.

Public Comment before Board Action: None

Mark Bradshaw made a motion to approve the March 9, 2022 Minutes. Dave Akola seconded.  
Motion carried 5 Yes - 0 No.

**PUBLIC COMMENT: None**

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.

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**CONSENT CALENDAR**

**CORRESPONDENCE:**

For Possible Action: Bills to be paid for: March 2022

1. Water Bills:           \$ 29,026.25
2. Road Bills:           \$ 19,386.13
3. USDA/Bergkamp: \$ 2,121.80

Open for public comment before Board action: None

George Barber made a motion to approve the Bills to be paid for March 2022. Gerald Clark seconded. Motion carried 5 Yes - 0 No.

**REPORTS**

**REPORTS – For Discussion:**

- A. Treasurer’s Report: None
- B. Water Operator’s Report: Cody Dalhaus
- C. Road Report: Cody Dalhaus
- D. Attorney’s Report: Michael Rowe
- E. Engineer’s Report: Cody Black

**Water Operator’s Report:**

TOTAL GALLONS PRODUCED TO March 31, 2022:	<u>3,757,200</u> GALLONS
TOTAL MAN HOURS THROUGH March 31, 2022:	315.0 MAN HOURS
CUSTOMER CONSUMPTION AS OF March 31, 2022:	<u>3,738,447</u> GALLONS
BULK WATER CONSUMPTION AS OF March 31, 2022:	<u>2,616</u> GALLONS

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**WATER SAMPLING:** All five routine bacteriological water samples on March 9<sup>TH</sup> came back negative for Total Coliforms.

**MAINTENANCE & REPAIRS**

Work Order Summary:

TOTAL:	DESCRIPTION:	OFFICE (CODE):
16	HIGH USAGE – LEAK CHECK	(1)
-	INSTALL NEW METER BOX / LID	(2)
-	DISCONNECTED FOR NON-PAYMENT	(3)
2	VERIFY COMPUTER METER READS	(4)
1	CHECK WATER PRESSURE	(5)
-	SYSTEM MAINTENANCE	(6)
-	METER MALFUNCTIONS / REPLACEMENT	(7)
-	WATER ON / OFF WITH LEAK CHECK	(8)
-	VERIFY METER STATUS ON / OFF	(9)
-	PULL METER PER CUSTOMER REQUEST	(10)
-	DISCONNECT WARNING NOTICE	(11)
-	INSTALL CUSTOMER SHUT-OFF VALVE	(12)
-	LOCK-OFF METER	(13)
-	AFTER HOUR CALLS	(14)
7	CUSTOMER REQUEST ON / OFF	(15)
3	OTHER	(16)

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General Maintenance: Regularly scheduled PRV vault inspections & maintenance.  
Flushing hydrants at dead end lines throughout system.

Major Repairs: None

Future Projects - Short Range: Continue work with Shaw Engineering to begin the rehab on well #6. Also attend the 2022 Water Conference and took distribution test, still waiting on results.

Future Projects - Long Range: Continue work with Shaw Engineering reviewing information for system mapping & proper abandonment of old 4" water mains & with personnel at State Revolving Fund, CDBG, & USDA-RD for project funding the drilling of a new source well & upgrades to remaining 4" water mains throughout approximately 30% of the water system.

**Road Report:**

TOTAL MAN HOURS THROUGH March 30, 2022: 229 :MAN HOURS

MAINTENANCE & REPAIRS:

General Maintenance:

3/3 Brush removal/ditch maintenance on Albite

3/4 Brush removal/ditch maintenance on Albite

3/14 Brush removal/ditch maintenance on Albite

2/25 Brush removal/ditch maintenance on Albite

Filled large potholes throughout district, throughout the month of March

Future Projects - Short Range:

Complete patching of remaining areas on Topaz Ranch Drive.

Plan pothole & ditch maintenance tasks on Sandstone Road and other Roads throughout district.

Ditch maintenance & brush removal will continue along ditch flowlines & road edges until the stockpiling at the district yard is at capacity; at which point, ditch maintenance will continue in areas where minimal brush removal would be required.

Screen rocky overburden & dirt around the district for materials needed for riprap projects.

Future Projects - Long Range:

Continue planning patching projects & ditch maintenance until all district roadways & drainage ditches have been maintained.

Plan removal of accumulated sediment within the Topaz Ranch Estates main flood channel & reestablish the easement width & proper drainage from Sandstone through to Hwy 208.

Riprap ditches to aid with stormwater runoff & mitigation of overgrowth within ditch flowlines.

Equipment Repairs:

Regularly scheduled maintenance & greasing of district equipment.

Working on the replacement of the push pull cable on the Mitsubishi Grader.

Trouble shoot Case backhoe as to why it won't go forward, still currently trying to assess the issue.

Safety Meeting: "Tool Safety" – 3/3/2022

Electrical Tools.

Public comment: None

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**Attorney's Report**

See Agenda item #4

**Engineer's Report**

See Agenda items #1 and #2 for discussion.

**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.
- (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 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:

Changed to discussion only:

Discuss additional work to be completed under the USDA grant just obtained.  
Engineer to provide a schedule of work to be completed. da

Cody Black Reviewed the scope of the work to be completed as follows: Drill a replacement Well 6, complete proper abandonment of dead end mains, replace water meters, add gensets at booster stations, connect well to the system and if Well 6 replacement performs as anticipated drill an additional well. The Grant money should be available by June 2022, then approximately in 4 weeks July 2022 to August 2022 a drill test will be completed, then bids will go out in September 2022 to October 2022, with a 3-6 month delay for the actual drilling. Expectations are that the well should be operational by next spring with money to do a 2<sup>nd</sup> well. The existing Well # 6 will be tested for proper repair and effectiveness of water flow production after the replacement well 6 is operational.

Open for Public Comment: No Board action.  
Comments were brief and supportive.

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

Changed to discussion only:

Action on hiring a Geotechnical firm to make recommendations regarding TRE roads. This work should be completed or expanded under the USDA grant for the water system upgrades. da

Cody Black suggested prior information should be used to get some recommendations. Information such as a 4 inch waterline replacement requiring road repair to cover up the work would be helpful. Also a Geotech study is a low dollar expense, so proposals should be requested. A Geotech study would include the drilling of 4-5 holes for analysis. Again some previous Geotech work could be reviewed. Dave Akola agreed. Cody Black will get a letter of interest.

Open for Public Comment: No Board action  
Public was in agreement.

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

Have our accounting firm do a presentation on the finances of the GID and Water Company. I would like to know what our expenses are, where and how we get funds, how much from each source, what the different accounts are for, what is actually required by regulation and why we are continually transferring funds from different accounts. da

Dave Silva suggested that a budget workshop be set up at the May 11, 2022 meeting and the presentation could be done at the same time

Open for Public Comment before Board action:  
Dave Akola made a motion to approve. George Barber seconded.  
Motion carried 5 Yes - 0 No.

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

For presentation and possible action. Will the board authorize general counsel to investigate the cost of and the likelihood of success if a complaint is filed against Douglas County for their authorization for the GID to purchase the Bergkamp pot hole patching machine? The Board of County Commissioners was required to authorize the purchase of this piece of equipment and did so without conducting the due diligence required to substantiate that the equipment was appropriate for the GID intended use and that the financing was adequate.

Michael Rowe said he didn't know a lot about the purchase of the Bergkamp, but could start investigating. The cost might be \$8,000.00 - \$10,000.00.

Dave Akola commented 1 year ago the Bergkamp was purchased for \$230,000.00 at \$2,000.00/month for 10 years. The Board of Commissioners should have done due diligence but didn't. The equipment is designed for 4 inch asphalt not the 2 inch chip base that is in TRE. Cody Dalhaus said they put a \$25,000.00 snow plow on the Bergkamp and is now useful for other work. Dave continued, the monthly income for roads is \$190M so with the Bergkamp payment of \$2M/Month-\$24M/year it represents 12% of monthly income..

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Gerald Clark commented that it was too much money to pursue. Mark Bradshaw said just use the truck.

Open for Public Comment before Board action:

Public comments were about the capabilities of the Bergkamp and the possible future use

Dave Akola made a motion to approve. Gerald Clark seconded.

Motion did not carry 1 Yes - 4 No.

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

Changed to discussion only no board action.

Results of inspection of old office building on Carter Way by Brandon Taylor. da

Brandon said he had looked at the location but didn't see any leakage. Cody Dalhaus said he has seen warped dry wall. Cody is authorized to get a mold test so long as the cost is below \$1,000.00 which is in his authority.

Open for Public Comment: No Board action Most comments were in agreement to get a test.

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

Ordering STOP signs for locations identified in road report presented last summer. da

Dave said he counted 39 locations where stop signs should be installed. Cody Dalhaus said the cost would be \$13,000.00 to \$15,000.00 Material and Labor. Brandon wanted to know if we needed county permission.

Open for Public Comment before Board action: The public wanted to put the money into road repair.

Mark Bradshaw made a motion to approve. Gerald Clark seconded.

Motion did not carry 1 Yes - 4 No.

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

Water System Phase 1A Well 6 Replacement cb

- a. Accept the 2022 Amendment to the Preliminary Engineering Report for the water system by Shaw Engineering, dated March 18, 2022 and authorize to the Chairman to sign the NDEP Capital Improvement Grant funding agreement and any additional USDA funding grant documents and/or loan agreement(s) or any other incidental requirements of the loan and grants. Project funding: \$277,000.00 USDA loan, \$773,480.00 USDA Grant and \$1,645,520.00 NDEP Capital Improvement Grant.
- b. Agreement with Shaw Engineering authorizing up to \$276,500.00 for design, permitting, funding, coordination and construction management for Phase 1A Well 6 Replacement of the new well project to include replacement of Well 6, generators at the booster stations, and miscellaneous system improvements.

Dave Akola made a motion to approve. Mark Bradshaw seconded.

Motion carried 5 Yes - 0 No.

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**8. For Discussion Only: Audit presentation by SILVA, SCEIRINE & ASSOCIATES, LLC**

Dave Silva discussed 2 sections on the Financial Statements:

Page 31 Note 2: Compliance with Nevada Revised Statutes

The District conformed to all significant statutory constraints on its financial administration during the year, however, NRS 354.624(1) requires that the audit be completed and submitted to the Board of Trustees not later than the November 30<sup>th</sup> (five months after the end of the fiscal year). As provided for by NRS 354.624(1), the District requested a 30 day extension for filing and subsequently requested a second extension for filing to February 28, 2022. The date of the Auditors' report on these financial statements is April 7, 2022.

Page 46 Condition Internal Control

Internal controls over financial reporting were not strong enough to ensure accurate financial information was generated. The general ledger for both the General Fund and the Water Enterprise Fund (District funds), required audit adjustments in order for the District's financial statements to be prepared in accordance with accounting principles generally accepted in the United States of America (GAAP).

The recommendation was that management implements procedures to provide training to personnel responsible for financial reporting.

Further discussions will continue at the May 18, 2022 Budget meeting.

Open for public comment. No Board action.

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

To approve the Financial Statements prepared by SILVA, SCEIRINE & ASSOCIATES, LLC for the year ended June 30, 2021

Brandon commented that approve should be changed to accept.

Mark Bradshaw made a motion to accept. Gerald Clark seconded.  
Motion carried 5 Yes - 0 No.

**11. PUBLIC COMMENT:**

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None



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12. **TRUSTEE REPORTS:** None.

13. **ADJOURNMENT:**

**Time: 8:10 PM**

Mark Bradshaw made a motion to adjourn. Gerald Clark seconded. Motion carried 5 Yes - 0 No

Minutes submitted by Board Secretary, George Barber

DRAFT