

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

Address: 1490 Albite Road, Arden Square, Suite 8, (Topaz Ranch Estates) Wellington, Nevada, 89444 / Telephone: 775.266.3000

MEETING MINUTES

REGULAR MEETING MINUTES

DATE: April 9, 2025,

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, March 7, 2025**, or before the third day prior to the meeting date at the direction of Cynthia Sanchez, 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/>.

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Office of the Assistant Secretary of Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

FAX: (202) 690-7442

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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.

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 sign in for the record, speak from the podium and limit their remarks to three minutes. Public comment may be further limited due to time constraints. 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.
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AGENDA

1. CALL MEETING TO ORDER by Trustee Becker TIME: 1804
2. PLEDGE OF ALLEGIANCE by Trustee Burgess
3. ROLL CALL OF BOARD MEMBERS: All present Trustee Sanchez, Trustee Becker, Trustee Tanner, Trustee Burgess and Trustee Randall
4. STAFF PRESENT: Roberta Reed DBM, Carina Owens OIT, Rob McVicker DOM and Frank Flaherty Legal Counsel.
5. INTRODUCTION OF GUESTS: None present.

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. Speakers will be asked to sign in for the record, speak from the podium and limit their remarks to two minutes. Public comment may be further limited due to time constraints. The Board will not take action. The Board is not required to respond to Public Comment.

Public Comment before Board Action: No Comment

6. AGENDA APPROVAL:

For Possible Action: Board action to approve the Agenda for the **April 9, 2025**, Regular Meeting

Public Comment before Board Action: No public comment. Trustee Sanchez motions, Trustee Becker seconds, Motion approved 5-0.

7. MINUTES APPROVAL:

For Possible Action: Board action to approve the minutes of **March 12, 2025**, Regular Meeting

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Public Comment before Board Action: Donna Tanner requests the Road and Water reports added to be part of the minutes moving forward. Trustee Sanchez motions, Trustee Tanner seconds, Motion approved 5-0

CONSENT CALENDAR

A. For Possible Action: Bills to be paid for March 2025 (see attached reports available)

1. Water Bills: \$ 88,581.48
2. Road Bills: \$ 13,916.55
3. Bergkamp: \$ 2,122
4. Debt Service \$ N?A
5. Projects \$ 62,901.58

Open for public comment before Board action: Trustee Sanchez motions, Trustee Burgess seconds, motion passes 5-0

REPORTS

9. REPORTS: For Discussion Only:

A. Treasurer's Report:

B. Water Operator's Report and Road Report: March 2025 – Water and Roads Reports

Water Operator's Report:

Total gallons produced March 1, 2025, through March 31, 2025, was 3,705,400 gallons. Well #1 produced 1,766,300 gallons and well #6 produced 1,939,100 gallons. The total water sold for March was 1,922,444 gallons.

2024 Consumer Confidence Report:

The Topaz Ranch Estates CCR was completed for 2024 but still needs to be distributed to the community.

Dept. of Water Resource: Paid permit fee extensions for permit # 57681, 57682, 57685 and 57686. The quarterly water report was sent for Jan through March.

March PRV replacements:

1450 Albite Rd.

1520 Flint

1536 Pearl

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General Maintenance and Testing:

We have continued with general maintenance, SGS lab testing, regularly scheduled PRV vault inspection and pressure readings, vault checks and well maintenance.

Water Sampling: Five DW samples were taken from the community. The samples chain of custody then went to SPB to deliver to SGS in Reno for testing on 3-10-25 and we received the results 3-18-25.

Wells #1 and 6 - March adjustments:

3-3-25 – Well #6, Pump set @60/30

3-6-25 – Well #1, Pump set @70/50

3-13-25 – Well #1, Changed the sodium chloride barrel

3-14-25 – Well #6, Pump set @ 60/40

Well #8 Project:

SNC continued the Well 8 project starting 11-18-24 through 3-31-25. 3-25-25 There was a meeting and testing for Well#8 with Shaw, SNC, SPB (Ken Mallory), Carson pump, San Joaquin elect., and Skada (Ken Morgan). The Bac T test came back good. Skada installed the VFD and confirmed operation. Substantial completion is a couple of weeks out.

Carson pump was on site 3-6-25 installing the main pump and check valve at Well#8.

San Joaquin Elect. was on site 3-13-25 at Well#6 and 8 to wire up the main pump.

Skada was at tank 2 – 3-10-25 to repair the tank communications.

2025 Water Conference:

Jeff and Carina attended the Reno water conference 3-18 through 3-20 and also took there D1 and OIT test 3-21-25. No results yet. The results will be out sometime in April.

Work in progress:

We are continuing to go through all our valves and vaults and creating a more detailed map. We are working with Ken (SPB D2) on improving our chlorine pumps, injectors, vault gauges and creating a safety plan.

Work Order Status:

High usage/leak check: 6

Install new meter box lid: 1

Disconnect for non-payment: 1

Verify computer meter read: 6

Check water pressure: 3

Meter malfunctions/meter OIT: 1

Water on/off w/leak check: 2

Disconnect notice/check meter: 3

Customer request on/off: 1

Other: 17

Customer request to pull meter: 2

7- day notice for past due: 2

7-day disconnect warning-p: 6

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Pull meter: 3

Replaced/rebuilt PRV valve: 3

March 2025 - Road Report:

Work in progress and completed:

The GID is working on pothole repairs, culvert and ditch clearing.

Ditch work and culvert work were done on TRD and Gray hills. The culvert that goes under TRD near Gray hills was excavated on both ends and we are working on cleaning out the culvert.

There was a hole repaired on Sandstone, caused by some sort of animal den.

The skid steer mower attachment was received 3-31-25 and tested.

Yard equipment to be sold:

The TREGID has two items up for bid. Chevy truck and Emulsion tank. DOM needs to know what an acceptable offer would be for the Chevy truck. The operation of the truck is unknown. I have been told the transmission and engine don't work, there are also a bunch of missing exterior and interior parts. Two inquiries have been made. I currently have an offer of \$200 for the truck.

Equipment:

Battle Born is working on getting the proper testing equipment for the Volvo backhoe. The gauges needed are different to most of your standard brands.

C. Attorney's Report: Frank Flaherty working on an agreement for Bergkamp on Agenda tonight, finalizing destruction of files, working on transition of files from previous District Business Manager, Brief work on PUC jurisdiction for water

D. Engineer's Report: Trustee Becker from Cody Black at Shaw Engineering, completion of Well #6 and #8 and waiting on software. Extra funds to be used for drive by meter reading. 263 units to be retrofitted for drive by, Well #8 waiting on substantial completion.

E. FEMA Report: Trustee Tanner reports small projects is under review and may trim overage. Northern roads and Culverts under review. No payment has been received. October 8th is the final extension for Northern Roads.

10. AGENDA

(Any items removed from the Consent Calendar will be added and heard at this point.)

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For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Direct and Authorize Roberta Reed DBM to start the process for a water increase. The increase would be for the cost of inflation, cost of materials and labor, aging infrastructure, and water quality requirements.

Open for Public Comment before Board Action: Trustee Randall clarifying if information is collected before a vote for justification and requesting reasonings. Donna Tanner would like pinpoint items to look at. DBM Roberta Reed is researching and RCAC may be a good resource. Dave Akola would like consideration for missing fire hydrants in the area. Shelley Gonzales is questioning a possible study done previously. Is it possible for USDA grants to replace new lines for some of older lines. Trustee Randall motions to direct and authorize Roberta Reed DBM to conduct a study for recommending a justified water rate increase. The increase would be for the cost of inflation, costs of materials and labor, aging infrastructure, and water quality requirements. Trustee Becker seconds. Motion carries 5-0

For Discussion and Possible Action to approve, approve with modifications or conditions or deny: Direct and Authorize Rob McVicker to inquire about Bulk water rates to boost the TREGID bulk water sales and any requirements to do so.

Open for Public Comment before Board action: Trustee Randall clarifying if DOM is researching. Trustee Tanner would like improvements to the water station. DOM McVicker is looking into to costs. Dave Akola inquiries about the cost of valves to replace for amount for bulk sales. Shelley Gonzales expresses concern of proper billing for bulk water sales. Trustee Sanchez motions Trustee Becker seconds. Motion passes 5-0

For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Approve payment of the bills as presented by the DBM, Roberta Reed: (See attached)

Open for Public Comment before Board action: Trustee Tanner questions outstanding bills for the state to receive further state funding. Donna Tanner requesting debt services and DBM states, she does not have access to the books from former DBM Connors. Trustee Becker motions, Trustee Sanchez seconds motion carries 5-0.

For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Execute settlement agreement and release with Pape/Kenworth and upon receipt of fully exe-

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cuted settlement agreement and release, authorize and direct payment of \$2,155.95 to Pape/Kenworth to resolve all outstanding invoices from Pape/Kenworth for attempted repairs of Kenworth truck on which the Bergkamp unit is mounted.

Open for Public Comment before Board action: Trustee Randall questions if this was the original invoiced amount was \$12,000. Sandi Offenstein questions if this was a board action repair. Trustee Randall questions who approved the \$12,000. Trustee Tanner approved Pape/Kenworth to look at equipment for possible repair. Pape/Kenworth did not fix the equipment. David Akola also questioned who authorized the work. Mr. Akola request Trustee Tanner to pay or the Board to resign. Trustee Sanchez motions, Trustee Tanner seconds Motion carries 4-1

For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Preliminary Budget Review. Receive and review the preliminary budget for fiscal year 2025-26 and set a date for budget hearings (See Attached)

Open for Public Comment before Board action: Trustee Randall requests FEMA awards be included in budget. Trustee Randall request selloff property on Granite. Trustee Becker motions to authorize and direct DBM Roberta Reed to add FEMA funds to balance budget and file on or before April 15, 2025, with the appropriate county agencies. Trustee Sanchez seconds, motion carries 5-0. A tentative budget review date is scheduled May 21, 2025, 4:00 p.m.

For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Elect Trustee Alton Randall as Vice Chair for TREGID. Elect Trustee Cynthia Sanchez as Secretary for TREGID.

Public Comment before Board action. Trustee Tanner request motions to be separated by trustees. Trustee Becker seconds motion carries 5-0. Motion to appoint Trustee Randall as Vice Chair for TREGID by Trustee Becker, Trustee Randall seconds motion carries 4-1. Motion to appoint Trustee Sanchez as Secretary for TREGID. Trustee Becker motions, Trustee Tanner seconds motion carries 5-0

For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Approve and authorize the Treasurer to transfer \$150,000 from the Short-Lived Asset account held in the Local Government Investment Pool (LGIP) for the payment of several large overdue bills in order to free up money in NIFS. (See Attached)

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Public Comment before board action. Trustee Becker refers to approval of \$102,000 in September 2024 \$12,000 from TREG EQ and \$90,000 from TRESLA account. The TREGID board currently needs to approve \$11,000 from TREG EQ and \$37,000 from TREWCO account. Trustee Becker motions to authorize and direct Trustee Burgess to transfer \$11,000 from the TREG EQ and \$37,000 from the TREWCO account. Trustee Sanchez seconds, motion carries 5-0

For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Approve and authorize the Board of Trustee Chairman to sign the 2024-25 Audit Engagement letter on behalf of Topaz Ranch Estates General Improvement District.

Public Comment before Board action. Trustee Becker motions, Trustee Sanchez seconds, motion carries 5-0

.TRUSTEE'S REPORTS (if any, for Discussion Only): Trustee Becker refers to an article posted in the newspaper.

PUBLIC COMMENT:

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Open for Public Comment before Board action: Sandi Offenstein questions withholding December payment from the prior DBM wages and if it was held. Brad Becker would like to know when Lisa resigned.

ADJOURNMENT

TIME: 8:01p.m.