

**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:** August 10, 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)

---

**CALL MEETING TO ORDER:** Led by Chairman Brandon Taylor **TIME: 6:00 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, Brittnie Morris, Christine Bradford

**INTRODUCTION OF GUESTS:** None.

**AGENDA APPROVAL:** For Possible Action: Board action to approve the August 10, 2022 Agenda.

Public Comment before Board Action: None

Mark Bradshaw made a motion to approve the August 10, 2022 Agenda. Dave Akola seconded. Motion carried 5 Yes - 0 No.

**MINUTES APPROVAL:**

For Possible Action: Board action to approve the minutes of the July 13, 2022 Regular Meeting.

Public Comment before Board Action: None

Mark Bradshaw made a motion to approve the July 13, 2022 Regular Meeting Minutes. George Barber seconded. Motion carried 5 Yes - 0 No.

**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.

Most of the discussion was on the boil water order because of a water leak at Eagle Road and Topaz Ranch Road. Cody explained the pipe was repaired at both ends of the leak and that 40 notifications were sent to the residents in the surrounding area. Calling residents on the phone was brought up but the office said of the 736 residents only 200 numbers were accurate. It was also brought up that maybe a reverse phone verification could

**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**

be set up for future problems. Brandon explained that the process was expensive to implement. Another item was the use of social media for notification; however the reliability of comments might be misleading. It was noted that the current grant was just for the new well not for other purposes.

**CONSENT CALENDAR**

**CORRESPONDENCE:**

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

- 1. Water Bills:       \$ 36,835.94
- 2. Road Bills:       \$ 11,846.04
- 3. USDA/Bergkamp: \$ 2,121.80

Open for public comment before Board action: None

Mark Bradshaw made a motion to approve the Bills to be paid for July 2022. Gerald Clark seconded. Motion carried 5 Yes - 0 No.

**REPORTS**

**REPORTS – For Discussion:**

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

**Treasurer’s Report:**

The bank has changed from City National Bank to Nevada State Bank because Nevada State Bank acquired City National Bank.

**Water Operator’s Report:**

<b>TOTAL GALLONS PRODUCED TO July 31, 2022:</b>	<b><u>9,892,300</u> GALLONS</b>
<b>TOTAL MAN HOURS THROUGH July 31, 2022:</b>	<b><u>531</u> MAN HOURS</b>
<b>CUSTOMER CONSUMPTION AS OF July 31, 2022:</b>	<b><u>6,447,241</u> GALLONS</b>
<b>BULK WATER CONSUMPTION AS OF July 31, 2022:</b>	<b><u>59,435</u> GALLONS</b>

**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**

**WATER SAMPLING:** All five routine bacteriological water samples on **July 13<sup>TH</sup>** came back negative for Total Coliforms.

**MAINTENANCE & REPAIRS**

Work Order Summary:

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

**General Maintenance:** Regularly scheduled PRV vault inspections & maintenance.

7/14 Vault Checks

7/21 Cleaned booster 1 and changed oil.

7/22 Cleaned well 1 and changed oil.

7/25 Vault Checks.

**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**

**Major Repairs:**

7/5 Leak repair @ 3850 Sandstone  
Leak repair @3736 TRD

**Future Projects - Short Range:** Continue work with Shaw Engineering to begin the rehab on well #6. Continue work with RCAC to do a rate study of the district.

**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 for the drilling of a new source well & upgrades to remaining 4" water mains throughout approximately 30% of the water system. Met with Bridget from RCAC and began application process for the SRF loan/grant for upgrading water mains.

**Road Report:**

**TOTAL MAN HOURS THROUGH July 31, 2022: 150: MAN HOURS**

**MAINTENANCE & REPAIRS:**

**General Maintenance:**

7/12 Pothole on Sandstone @ Deadmans  
7/19 Cleared hydrants around district  
7/22 Cleared hydrants around district  
7/26 repair & rip wrap ditch @ Zeolite & Arden

**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.  
Talked to Douglas County about getting equipment and herbicide for spraying easements throughout district, they agreed to let us use the equipment for no charge we will just have to pay for the herbicide.  
Talked to Douglas disposal and they have now dropped off a 40 yard bin for brush removal

**Future Projects - Long Range:**

Continue planning patching projects throughout the district until all district roadways have been maintained.  
Continue clearing brush and sediment from ditches until all ditches in the district have been maintained.  
Riprap ditches to aid with storm water runoff & mitigation of overgrowth within ditch flowlines.

**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

Working with RCAC to get SRF funding for road improvement from infrastructure bill

### **Equipment Repairs:**

Fix battery & cables on International dump truck

**Safety Meeting:** “working around bird and bat droppings” – 7/4/2022

**Engineer’s Report:** Pre-bid for Well #6 replacement was received 8/2/22 The closing date is 8/16/22.

## 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:

To approve the GID to pay for myself or one of my guys to attend a CDL class in order to obtain a CDL. cd  
Tabled from the July 13, 2022 Agenda

Tabled from the August 10, 2022 Agenda to the September 14, 2022 Agenda, pending an attorney’s letter and changes to the Standing Rules #25 to include the employee reimbursement requirements linked to time requirements for obtaining a CDL.

Open for Public Comment before Board action: None

2. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:  
Annual Road Report for presentation and possible action. da

**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**

Dave did a presentation of the need to start to properly repair the roads with 4 inches of base and a proper sealant instead of pothole repairs. Various locations needing the most repair work were discussed. Dave offered to train the crew, but Mark said it is not the position of the board to tell employees how to do their job. Dave then offered to assist. The question was asked about Walker view waterline upgrade; Brandon commented that when the waterline is repaired on Walker view the road will also be repaired.

Discussed only no vote was taken.

Open for Public Comment before Board action: None

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

Reward for reporting possible leak. Proposal to deduct \$25.00 from their next month water bill to the first individual to report a water leak, except on their own property. Possible action. da

It was discussed that a \$25.00 deduction should not be allowed due to the confusion and time required to determine the 1<sup>st</sup> call in. Brandon; signs at the 5 TRE entrance/exit locations could encourage residents to report possible water leaks. The office could follow-up.

Open for Public Comment before Board action: Responses were in favor.

Gerald Clark made a motion to approve the Proposed \$25.00 deduction. Dave Akola seconded. Motion did not carried 1 Yes - 4 No.

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

Results of the inspection of the old office building on Carter Way. da  
Brandon said the mold report showed the repairs would exceed the value of the building.

It was agreed that the building should be put up for "sale and removal".

Dave Akola made a motion to approve that the building should be put up "for sale and removal". Gerald Clark seconded.

Motion did not carried 5 Yes - 0 No.

Open for Public Comment before Board action: None

**11. 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. Michael Tanner wanted to know if high water useage was being tracked? Cody said yes it is on the water report.

**12. TRUSTEE REPORTS:** None

**13. ADJOURNMENT:**

**Time: 7:26 PM**

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

Minutes submitted by Board Secretary, George Barber