

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: August 14, 2024

TIME: 6:00 P.M.

LOCATION: TOPAZ RANCH ESTATES COMMUNITY CENTER

3939 Carter Drive, Wellington, NV 89444

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 TRE GID office at the address and phone number above OR by email directed to: TREGID2023@gmail.com

- 1) **CALL MEETING TO ORDER:** Led by Chairperson Sharon Becker **TIME: 6:02 PM**
- 2) **PLEDGE OF ALLEGIANCE:** Led by Trustee Sharon Becker
- 3) **BOARD MEMBERS PRESENT:** Michael Tanner, Lisa Sandbo, Alton Randall, Jeff Burgess, Sharon Becker
- 4) **STAFF MEMBERS PRESENT:** Cathi Consolo, Frank Flaherty
- 5) **INTRODUCTION OF GUESTS:** None
- 6) **AGENDA APPROVAL:** For Possible Action: Board action to approve the **August 14, 2024**, Agenda.

No Board Comments

Public Comment before Board Action: No Public comment.

Trustee Becker Motion to approve the agenda of
Trustee Burgess seconded.
Motion Carried 5-0

- 7) **MINUTES APPROVAL:** For Possible Action: Board action to approve the minutes of July 10, 2024.

Public Comment before Board Action:

Cynthia Sanchez noted the TREGID website has not been updated with minutes from June and July.

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David Akola spoke to the completeness of the minutes, leaving out the illegal actions of the GID. He also stated he filed an ethics complaint against the TREGID attorney, Frank Flaherty.

Trustee Becker moved to approve the minutes as written. Seconded by Trustee Tanner.

Motion Carried 5-0

- 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.

Cynthia Sanchez- spoke to Congressman Amodei, Sam Brown, Ken Gray. Congressman Amodea furthered the conversation to Washington DC. Spoke with his executive Kenneth Brooke and advised to get a grant writer. Possible duty for the DBM.

Shelley Gonzales- Question about a new building for the GID office.

Donna Tanner- Spoke about the issue of the grants and matching necessity. FEMA is the priority for matching.

Trustees Sandbo and Randall spoke about grant issues.

CONSENT CALENDAR

A. FOR DISCUSSION ONLY: Bills to be paid **August 2024**

1. Water Bills: \$ 27,433
2. Road Bills: \$ 17,800
3. Debt Service: \$ 2,122
4. Debt service: \$ 14,831
5. Projects: \$140,002

Trustee Becker motioned to pay the bills. Trustee Sandbo seconded. Motion carried 5-0.

REPORTS

9) REPORTS: For Discussion Only:

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A. Treasurer's Report: See attached Report

Bank and Investment Accounts	\$ 295,348	Restricted
	\$ 1,097,124	Unrestricted
	\$ 143,086	Deposits
	\$ 68,872	Debits

B. Water Operator's Report: See attached report

C. Road Report: See attached report

D. Attorney's Report: Work on Meeting prep, Template contract/addendum

E. Engineer's Report: No significant report, continued work on well #8.

F. FEMA Report: Bids came in high. Debris phase waiting for reimbursement.

Others are in the Nevada queue and remain unreimbursed.

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:** Adopt the new job description for a Lead Road Person. Read into the minutes.

Trustee Randall- question about salary structure

Motion by Trustee Becker to approve the description under Appendix "O" for the Lead Road position. Seconded by Trustee Tanner.

Open for Public Comment before Board action:

Cynthia Sanchez- Is the DOM making this new position schedule.

Shelly Gonzales- Is this in lieu of contractors or in addition to using contractors? How did the last contractors work out on road work?

Motion carried 5-0

2. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Amend SR 25.4.7 under Categories of Service to include 25.4.7.9- One(1) full-time Lead Road Person.

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Motion by Trustee Becker to approve the amendment to SR 25.4.7 include Lead Road position as follows- 12.4.7.9-One(1) full-time Lead Road Person. Seconded by Trustee Randall.

Open for Public Comment before Board action: None Motion carried 5-0.

- 3. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Offer Carlos Aguilar the position of Lead Road Person at \$20/ hour with benefits.

Trustee Randall asked about this position being offered to any other employee. Make sure

Motion by Trustee Becker to authorize and direct, DOM, Rob McVicker, to offer the full-time position of Lead Road position to Carlos Aguilar at a starting wage of \$20/hour with benefits.

Seconded by Jeff Burgess.

Open for Public Comment:

Motion carried 5-0.

- 4. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Offer Carina Owens the full-time OIT position with benefits contingent upon passing the water certificate exam in September.

Motion by Trustee Becker to authorize and direct, DOM, Rob McVicker, to offer Carina Owens the full-time position of OIT upon completion of the certificate exam in September. The wage will continue to be \$19/hour with benefits. The Board also retains the right to rescind the offer if the above condition is not met within the timeframe stated. Seconded by Trustee Alton Randall.

Trustee Sandbo she will have the ability to retake the exam? She will not be designated OIT if she does not pass the exam.

Open for Public Comment before Board action:

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Cynthia Sanchez- Carina is a great employee and agrees with having her as OIT. Carina is using her personal number and recommended her phone will be paid by the TREGID.

Motion carried 5-0.

- 5. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Engage Shaw Engineering to prepare bids for FEMA culvert and Northern Road projects as soon as they are available. Each bid will not exceed \$2700.

Trustee Randall- what roads are covered in the South and North projects?

Motion by Trustee Becker to Authorize and direct Shaw Engineering to place to advertisement for FEMA bids on the upcoming Northern and culvert projects as soon as they are available with an expense to exceed \$2,700 per project for a total expense of \$5,400. Seconded by Trustee Tanner. Trustee Becker amended the motion to strike Northern road project in the motion for a total expense of \$2700. Trustee Tanner seconded.

Open for Public Comment before Board action:

Donna Tanner- The northern road project was approved at a previous board meeting. We are waiting for FEMA to complete their end.

Amended motion carried 5-0.

- 6. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the winning bid for the FEMA contract.

Trustee Becker explained the bids are \$100,000 over the FEMA estimates. Trustee Tanner explained how we might be able to fund the additional \$100,00.

Trustee Randall asked about letting the contractor that their bids are too high from FEMA estimates. What is the next step in approving this bid? Why are we not approving the bid since it will not change?

Trustee Becker explained how money from the accounts will be used to pay the bill. Monies will be used from the LPIG accounts, property taxes and consolidated taxes (which should be coming in September). Clarity is needed to make a good decision when using the TREGID funds.

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Trustee Becker motioned to table this item until September. Trustee Tanner seconded.

Open for Public Comment before Board action:

Donna Tanner explained FEMA courses of actions for overrun coverage by appealing in a letter. Also, recommended an extension for the Southern Roads and culvert projects.

Motion carried 4-1 with Trustee Randall dissenting.

- 7. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the purchase of an asphalt roller. The budgeted expense will not exceed \$12,000.

Motion by Trustee Becker authorizes and directs DOM, Rob McVicker, to purchase an asphalt roller. The cost, including moving and tax will not exceed \$12,000 and this purchase will be completed before September 11, 2024. Seconded by Trustee Tanner.

Trustee Tanner- This is the only way to use the grindings with a positive outcome.

Trustee Randall- Agrees a roller is a valuable piece of equipment to get a good result.

Trustee Sandbo- Maintenance is cheaper to have a mechanic come rather than employing a mechanic.

Open for Public Comment before Board action:

Cynthia Sanchez- in favor if there is a maintenance plan for the equipment.

Donna Tanner- Is there going to be a group effort?

Cathi Consolo- May need more help but is a roller necessary at this time.

Brad Becker- Water break, lose road surface. Without a roller to maintain the roads to effectively repair the roads.

Motion carried 5-0.

- 8. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** The purchase of parts and tires for the 4-yard dump truck. The budgeted expense will not exceed \$1,500.

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Motion by Trustee Becker authorizes and directs DOM, Rob McVicker, to purchase parts to repair the 4-yard dump truck. The expense will not exceed \$1,500 and will be completed in 30 days.

Open for Public Comment before Board action:

Cynthia Sanchez- Does not think \$1,500 is enough considering the price of tires.

Motion carried 5-0.

9. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the purchase of a new computer for the DOM.

Motion by Trustee Becker to table this item. No expense information was available. If the purchase is less than \$1,500 the board does not need to approve. Seconded by Trustee Tanner.

Cathi Consolo stated that Frontier has IT support and that may help with the issue.

Open for Public Comment before Board action: None.

Motion carried 5-0.

10. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Amended the previously approved expenditure awarded to Colbre. This is for the repair of the roads and was approved at the June 12, 2024, regular board meeting . The expenditure was for 9 days at \$7995 per day totaling \$71,955.

Motion by Trustee Becker to table this item until September 11, 2024. Seconded by Tanner.

Open for Public Comment before Board action: None

Motion carried 5-0.

11. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve overtime request and mileage reimbursement for the DOM, Rob McVicker. Mileage total: \$330.98 Overtime total: \$174.90 Total expense: \$505.88.

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Trustee Randall- Why is this on the agenda since it is an internal GID issue? What is in the SR about documentation?

Trustee Becker- Read 25.6.11 which pertains to reimbursement to employees for mileage. The TREGID office can create a mileage log for reimbursement.

Motion by Trustee Becker authorize and direct DBM, Deborah Conner, to pay the mileage expense of \$330.98. Seconded by Trustee Randall.

Open for Public Comment:

Brad Becker- If the mileage is valid, it should be paid.

Motion carried 5-0.

12. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve Resolution 24-06 amending 25.12.4.1-random drug testing- will include the wording, "safety sensitive employees" and strike out the wording, " and managers".

Motion by Trustee Becker to accept Resolution 24-06 amending 25.12.4.1. Seconded by Trustee Burgess.

Open for Public Comment before Board action:

Motion carried 5-0.

11) TRUSTEE'S REPORTS (IF ANY, FOR Discussion Only):

Trustee Becker: Attorney Flaherty work on contract addendum as recommended by the Board.

A CERT team will be forming at TREGID. Commissioner Gardner has been heading this up in the county. The county is overseeing this action. I am looking for volunteers and will be going to the Community Center to disseminate this information.

Grindings are available to the TRE residents for their personal use. Residents must go to the office and fill out a form. Cathi and Rob will create this form. Time must be arranged with the TREGID staff, as a private citizen cannot remove due to liability. This is a limited time offer.

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Grants- I talked with Kenneth Brook in Washington DC. He is our direct contact for Douglas County. Karen Beckerbauer, a local resident, and grant writer is willing to help with grant writing. Planning has to be done 6 months or more for federal grants. I met with Greg Reed at TRGID as to how they got their Federal grant of \$5,000,000. He said his trustee, John Sheridan, wrote their grant.

12) PUBLIC COMMENT:

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Shelley Gonzales- What is going on with Well #8?

13) ADJOURNMENT:

TIME:8:23 PM

Motion to adjourn by Trustee Becker and seconded by Trustee Tanner , carried 5-0.

Minutes submitted by Board Secretary Alton Randall.

A COMPLETE RECORDING OF THIS MEETINGS DISCUSSION CAN BE FOUND AT THE GID OFFICE