

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

DATE August 13, 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, August 8, 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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Washington, D.C. 20250-9410
2. **FAX:** (202) 690-7442 or
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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: Cindyandfive@yahoo.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 speak from the podium, limit their remarks to 3 minutes and sign in for the record. 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 three 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.

AGENDA

- 1) **CALL MEETING TO ORDER** Trustee Becker 6:03 p.m.
- 2) **PLEDGE OF ALLEGIANCE** Trustee Becker
- 3) **ROLL CALL OF BOARD MEMBERS** Trustee Becker, Trustee Tanner, Trustee Sanchez, Trustee Randall and Trustee Burgess on phone.

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- 4) **INTRODUCTION OF STAFF PRESENT** Rob McVicker DOM, Roberta Reed DBM, and Carina Owens OIT.
- 5) **INTRODUCTION OF GUESTS** Ryan Stanton Deputy Director Community Services Department and Mark Gardner County Commissioner

6) 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 3 minutes per speaker, and speakers will be asked to speak from the podium and sign in for the record. 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: Donna Tanner resident, Statements made at the July 2025 meeting were not entirely correct. I would respectfully ask that these clarifications be included in the meeting minutes. The Vice Chairman during the FEMA report questioned The District Business Manager about being notified personally of the documentation needs for TREGID's review and hearing. Regarding the culvert and Northern Roads projects. The DBM indicated no. Beginning in January 2025 multiple requests were made to the District Business Manager and District Operation Manager via email and verbal request during FEMA reports at the monthly Board of Trustee meetings. At a subsequent board meeting the DBM had stated paperwork in the office was missing in March the Board Chairman, Board Secretary, and District clerk all spent hours searching outside storage. All documents acquired that pertained to the districts hearing were submitted to FEMA. Topaz Ranch Estates General Improvement District's Board of Trustees should consider moving to censure the Vice Chairman for ill informed, prosecutorial, disruptive, and aggressive behavior in the July 2025 board meeting as well as previous meetings toward volunteers, contractors, staff, and fellow board members. This behavior is not conducive to orderly and productive meetings, discourages public participation and volunteerism in meetings, depletes resources, and hampers the board in its work Lenore Strong resident speaking on behalf of 3 properties on Mica Court. 3905, 3915, and 3925 Mica Court. Mrs. Strong is requesting a new berm. She is asking again for help with the flow of water. Fred Farley, resident is speaking about Payclix. He believes there is an issue of billing. He has not spoken to Roberta Reed DBM as of yet. Renee Strong resident is addressing issues on Mica Court. Mrs. Strong is addressing Phase II. She believes the road erosion is messing up her vehicle.

7) AGENDA AND MINUTES APPROVAL:

- A. **For Possible Action: Board action to approve the Agenda for the August 13, 2025, Regular Board Meeting.**

Public comment before Board action: Trustee Becker motions, Trustee Sanchez seconds, motion passed 5-0

- B. **For Possible Action: Board action to approve the Minutes for July 9, 2025, Regular Board Meeting.**

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Public Comment before Board Action: Trustee Becker motions, Trustee Sanchez seconds, motion passed 5-0.

8) CONSENT CALENDAR:

A. For Possible Action: Bills to be paid for August 2025:

- i. Water Expenses: \$ 83,829.61
- ii. Road Expenses: \$ 33,325.78
- iii. Total Expenses: \$117,155.39

Approve payment of bills as presented by the DBM Roberta Reed. (see attached)

All Financials questions should be directed to Roberta Reed DBM by making an appointment at the GID office

Public comment before Board action. Fred Farley is happy with the new format of how bills are recorded and shown to the committee. Trustee Sanchez motions, Trustee Randall seconds, motion carries 5-0.

B. For Discussion Only: REPORTS:

- i. Treasurer's Report. This will be updated next month for July and August
- ii. Water Operator's Report: Road Report.

Water Operator's Report:

Total gallons produced July 1, 2025, through July 31, 2025, was 10,438,700 gallons. Well #1 produced 6,387,300 gallons and Well #6 produced 4,051,400 gallons. The total water sold for July was 8,580,501 gallons. 1,858,199 gallons of difference between pumped and sold amount.

Leak repairs:

7-10-25 – 3830 Zeolite, PRV failure

7-28-25 – 1280 Sandstone Drive, leak repair at the meter

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.

PRV Vault inspections:

Completed 7-15-25

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 7-29-25 and we received the results 8-1-25.

Wells #1 and 6 - July adjustments:

7/5/25 – Well #6 Changed chlorine barrel

7/8/25 – Well #6 Cleaned quill and set pump@ 60/60

7/10/25 – Well #6, Pump set@ 60/50

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7/14/25 – Well #6, Changed chlorine barrel.
7/16/25 – Well #6, Pump set@ 60/50
7/17/25 – Well #1, Changed pump oil
7/17/25 – Well #6, Changed chlorine barrel, set@ 60/40
7/20/25 – Well #1, Cleaned quill
7/21/25 – Well #6, Changed chlorine barrel
7/22/25 – Well #6, Pump set@ 60/30
7/25/25 – Well #6, Changed chlorine barrel

Booster Station 1: Carson pump gave us multiple options for pump issue. Replace the pump with a new pump or rebuild the current pump. It would take at least 12 weeks to rebuild. No cost yet for either option.

SCADA: We have had Ken Morgan out trouble shooting communication and battery issues with our tanks. We think the issues have been resolved. We'll see if the techs still are receiving alarms throughout the day and night.

Well #8 Project:

Installing drive by radios and set up with Sensus is remaining

Work in progress: Working with SBP and Shaw to complete the 2020 and 2023 SSR. Quote pending for CAP piping issues. We are continuing to go through all our valves and vaults. Working with RCAC (Marianne Denton) on updating procedure manuals required by the state of Nevada every five years.

Work Order Status:

High usage/leak check: 10

Verify computer meter read: 3

Check water pressure: 2

After hours calls: 2

Other: 3

Road: 2

7-day disconnect warning: 24

Pull meter: 3

Disconnect due to past due: 1

Leak at meter box: 1

Verify serial number: 2

July 2025 - Road Report:

Seasonal labor:

Seasonal employees started June 3, 2025, working 3 days a week. Samantha Thurm resigned 7/22/25 via text. Looking to hire another seasonal employee ASAP.

Work in progress and completed:

Pot hole repairs with the BergKamp have continued throughout the community. Two 10 ton loads of additional QPR have been delivered. Ditch and culvert work at E. Ballman, Slate Rd, Grayhill, Slate, Sandstone and Stone.

Skid steer: Received the windshield from SVG and waiting for it to be installed by another vendor.

Equipment and fuel logs: Continuing to do per-op inspections and all logs.

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Equipment maintenance: Cleaning the Bergkamp at regular intervals, vehicle and equipment filters and oil changes as required.

- iii. Attorney's Report. No report.
- iv. Engineer's Report. Chris Facque has been contacted and working on our water permits and beneficial use. Cody Black is currently working on well 8 and bid for culverts.
- v. FEMA report: We are currently waiting on bid packages on culvert project.

Reports may be attached. All Projects, maintenance water and road questions should be directed to Rob McVicker DOM by making an appointment at the GID office.

9) ADMINISTRATIVE AGENDA

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

- A. For Presentation:** Ryan Stanton Deputy Director Community Services Department presenting update on the upcoming TRE Splash Pad Project and providing Department updates. All funding is provided by taxes. There is no cost to the residents for operation or maintenance.
- B. For Discussion Only:** Wendy Jackson Resident requests closed session May meeting outcome. **Summary:** Closed session regarding settlement of litigation for Connie Richardson. Part D of Administrative Agenda for June 11, 2025 Minutes.
- C. For Discussion Only:** Wendy Jackson resident requests background checks for Board Trustees like GID employees. Other government officials undergo an ethical and credible check. Ms. Jackson would like this as well. **Summary:** Per NRS 318 GID Trustees are not required to do background checks. The state handles paperwork needed upon elected.
- D. For Discussion Only:** Wendy Jackson resident would like Status of Phase II to get system up and hydrants for fire suppression. She would like planning, funding, implementation, and streets impacted. **Summary:** Phase 1 has not been completed yet. Cost estimate for Phase 2 as of June 03, 2021, was \$6,670,401.50. there is currently no funding or timeline available.

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- E. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Direct and Authorize Rob McVicker DOM to purchase CVG QRP materials for roads from Carson Valley Sweeping in the amount not to exceed \$16,188.45 Two loads for July and three loads for August. Each load cost \$3,237.69.

Public Comment before Board action: Trustee Sanchez motions, Trustee Randall seconds, motion passes 5-0

- F. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Tabled Item from July 2025 meeting. After reviewing the 2025 budget 2025 and under the direction of Rob McVicker DOM a request for removal of the Road Foreman position. **Amended motion:** Remove the Road Foreman position by resolution 2503.

Public Comment before Board action Trustee Becker motions, Trustee Randall seconds motions passes 4-1 with Trustee Tanner voting Nah.

- G. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Direct and Authorize Rob McVicker DOM to replace old water meters. Approximately 400 meters \$196.00 each meter.

Public Comment before Board Action: Trustee Sanchez request tabled, Trustee Becker seconds, motion passes 5-0

- H. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Under the direction of Roberta Reed to approve a cost-of-living pay increase for Susie Hunt Billing Clerk for \$1 per hour starting next pay period.

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

- I. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve Trustee Tanner as the signing agent for the Topaz Ranch Estates General Improvement District Project #724633 District Wide Culverts Subrecipient Grant Award.

Public Comment before Board action. Trustee Becker motions, Trustee Becker seconds, motions passes 5-0

- J. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Trustee Tanner to inform FEMA and the State of Nevada DEM

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that TREGID has no further documents and/or evidence to support the districts appeal to FEMA's denial of public assistance for Project # 724632 Northern Roads due to the lack of maintenance. The district will no longer be pursuing an appeal.

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

10) TRUSTEE'S REPORTS (if any, for Presentation Only):

11) PUBLIC COMMENT:

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12) ADJOURNMENT

7:12 P.M.

Prepared by Cynthia Sanchez

August 13, 2025