

**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: December 8, 2021
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

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: Trevor Smith

INTRODUCTION OF GUESTS:

AGENDA APPROVAL: For Possible Action: Board action to approve the December 8, 2021 Agenda.
Public Comment before Board Action: None

Dave Akola made a motion to approve the December 8, 2021 Agenda. George Barber seconded.
Motion carried 5 Yes - 0 No.

MINUTES APPROVAL: For Possible Action: Board action to approve the minutes of the November 10, 2021 Regular Meeting.

Public Comment before Board Action: None

George Barber made a motion to approve the November 10, 2021 Minutes. Dave Akola seconded.
Motion carried 5 Yes - 0 No.

For Possible Action: Board action to approve the minutes of the November 17, 2021 Special Meeting.

Public Comment before Board Action: None

George Barber made a motion to approve the November 17, 2021 Minutes. Dave Akola seconded.
Motion carried 5 Yes - 0 No.

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PUBLIC COMMENT: None

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CONSENT CALENDAR

CORRESPONDENCE:

For Possible Action: Bills to be paid for: November 2021

1. Water Bills: \$ 31,511.79
2. Road Bills: \$ 3,337.45
3. USDA/Bergkamp: \$ 2,122.00

Open for public comment before Board action: None

George Barber made a motion to approve the Bills to be paid for November 2021. Dave Akola seconded. Motion carried 5 Yes - 0 No.

REPORTS

REPORTS – For Discussion:

- A. Treasurer's Report: None
- B. Water Operator's Report: Trevor Smith
- C. Road Report: Trevor Smith
- D. Attorney's Report: None
- E. Engineer's Report: None

Water Operator's Report:

- TOTAL GALLONS PRODUCED TO NOVEMBER 30, 2021: 3,262,600 GALLONS
- TOTAL MAN HOURS THROUGH NOVEMBER 30, 2021: 352.0 MAN HOURS
- CUSTOMER CONSUMPTION AS OF DECEMBER 3, 2021: 2,687,752 GALLONS
- BULK WATER CONSUMPTION AS OF NOVEMBER 30, 2021: 20,600 GALLONS

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WATER SAMPLING: All five routine bacteriological water samples on NOVEMBER 10TH came back negative for Total Coliforms.

MAINTENANCE & REPAIRS

Work Order Summary:

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

General Maintenance: Regularly scheduled PRV vault inspections & maintenance.

11/4: Rebuild ¾” pilot control at PRV vault #7.

11/5: Douglas County GIDs meeting to discuss possibility of the creation of a “coalition” for applying for “American Rescue Plan Act (ARPA)” federal funds received by the State of Nevada that were distributed to the counties.

11/8: Meeting with legal representatives for both, the District & David Park, to discuss information of terms of an agreement for easement access on Park Livestock Holdings property for a new well.

11/26: Repaired leak on PRV to 1450 Albite Rd.

Major Repairs: 11/2: Repaired another break near previous repair on 4” main near 3755 Ballman Way.

Future Projects - Short Range: USDA-RD grant application for drilling a new source well and water system upgrades has been submitted to the Nevada Board for Financing Water Projects for review, their board meeting will be held on December 15th at 1:00PM.

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 & 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.

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

Major Repairs: No major repairs to report.

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Road Report:

TOTAL MAN HOURS THROUGH NOVEMBER 30, 2021: 187.0 HOURS

MAINTENANCE & REPAIRS:

General Maintenance:

Daylight ditches and drainage culverts on Sandstone Road.

Continue burning brush & overgrowth stored at the district yard from ditch maintenance.

Screening overburden material stockpiled at old well #2, near Mica Drive, to collect rock for riprap projects in various areas; including dirt deliveries to improve clearing of stockpiled overburden from previous water projects.

Future Projects - Short Range:

Patching of remaining areas on Topaz Ranch Drive, from Ballman Way to Boulder Road.

Pothole & ditch maintenance tasks on Sandstone Road.

Ditch maintenance & brush removal will continue along ditch flowlines & road edges.

Screen rocky overburden & stockpiled material 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 erosion control, storm water runoff, & mitigation of overgrowth within ditch flow lines.

Equipment Repairs:

Regularly scheduled maintenance & greasing of district equipment.

11/1: Received and replaced hydraulic from Ramco Hydraulics for the 2012 Volvo BL70B.

11/19: Replace tire for 1985 Case 680k from Les Shwab and batteries from Napa Auto Parts.

11/24: Transmission lost all forward gears in the 2004 Chevrolet service truck.

11/30: Replaced fan and serpentine belts on 1985 Case 680k.

Safety Meeting: "General Excavation Safety" – 11/30/2021

Discuss the major hazards of excavation work, i.e., cave in collapses, water accumulation, falls into the excavated area, utility strikes, & possible collection of poisonous gases.

"Always follow OSHA guidelines!"

Public comment: None

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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 further discuss hiring Matt Torley, with Kamtec, to do various road, ditch and flood channel maintenance for the district for no more than allowed by NRS without soliciting with bids or estimates. mb bt

Open for Public Comment before Board action: Trevor tracked down the NRS regulations that would cover the GID (318) and the main one (332) that covers other requirements such as bids and estimates. Several comments were made in support of the hiring of Matt Torley within the NRS guidelines. Soliciting of bids is required over \$25,000.00. Brandon we don't have \$25,000.00 to spend so we won't have an issue. Dave, I recommend we don't do channel improvement until we find out about our grants.

Mark Bradshaw made a motion to approve the hiring of Matt Torley. Gerald Clark seconded the motion. Motion carried 5 Yes - 0 No.

2. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: To further discuss, and possible action on items from my Road Report. Have the stop signs been ordered? When will sight distances be cleared? When will highest priority roads be repaired? da

Brandon commented there was nothing to vote on, Dave agreed, but wants a monthly report

Open for Public Comment before Board action Trevor said he has ordered stop signs 3 times and is waiting on the last order to be completed. One of the order problems is that the Credit card has a \$1,000.00 limit.. As for sight clearance the crew is always working on that along with brush clearance. Trevor also listed the areas that have been done. Road repair continues as man power is available on the most needed areas. Fred asked are there any areas of zero progress? Trevor, No.

3. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: To further discuss and possible action what is status of equipment purchases? Priorities? da

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Brandon commented there was nothing to vote on, Dave agreed.

Open for Public Comment before Board action: Trevor said the whole \$150,000.00 is still available we haven't discussed or voted on any equipment to purchase. Brandon do you have anything you would like to purchase? There's a wish list from 3/23, we can keep the motor grater running, but we don't have a water truck, we have a water tank, so we could buy a trailer and mount the tank on it and use a trash pump to make it functional for other jobs. Various other 21 items were mentioned for possible purchase. Brandon, any pricing? Trevor I've been looking around at places some like Iron Planet and there all over the place so delivery cost is a variable. Fred and others made various comments to give ideas for acquiring equipment like auctions.

4. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:
To further discuss and possible action what has been done on new budget items, such as a new maintenance building? da

Brandon commented there was nothing to vote on, Dave agreed.

Open for Public Comment: Dave I need status. The board voted money for a lot of things and nothing has been done as far as I can tell on anything. Trevor with 2021-2022 budget we used \$65,000.00 for a tank. Trevor went on to explain and list some budget items like tanks 1 and 5 needing to be cleaned and repainted. The \$150,000.00 for equipment has not been used yet. Trevor to get a maintenance building Dave, I would suggest you contact CBDG (Community Block Development Grant) for a grant. Brandon, We should prepare an agenda item next month to vote to get maintenance building. We are spending our unrestricted \$14,000.00 money to hire Matt. Trevor other money from the savings would have to be applied for through an augmentation with the County to augment the budget. You need to talk to the CPA to find out how long that would take. Brandon said he had already talked about that

5. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:
to further discuss and possible action. Need to select a Trustee to represent TRE GID at GID coalition. da

Dave said he was the one who put together the idea of a coalition and he volunteered to be the TRE GID representative. No other volunteers came forward.

Open for Public Comment:

Gerald Clark made a motion to approve. George Barber seconded the motion.
Motion carried 4 Yes - 0 No. Mark Bradshaw abstained.

6. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Discussion and possible action on hiring Matt Torley for maintenance priorities. Need to put off drainage channel maintenance until after possible infrastructure grant is finalized. da

Brandon commented there was nothing to vote on, Dave agreed.

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Open for Public Comment: This item was covered in Agenda item #1. Various comments were made with mostly positive remarks concerning projects to be done.

7. **For** Discussion and Possible Action to approve, approve with modifications or conditions, or deny:
To discuss and possible action on the status of easement documents for a well site. da

Brandon commented there was nothing to vote on, Dave agreed.

Open for Public Comment: Brandon I received an email from our attorney Mike Rowe and he said I've got this easement acquisition written up for Holzauer. Apparently he's not getting much response or any willingness to pull anything back from Park if they had any wiggle room they are basically in a stalemate, do this or nothing at all. So that's why he did the writing of this easement draft. Brandon I only have one copy but I'll give it to Trevor to make copies. Dave if you get me a copy I will get it to the property owner so he can start reviewing it. Clark so that's a proposal from Mike Rowe? Brandon it's an easement request. Clark so it's for the other side? Brandon, yes for the private property and if it is signed and approved, then after the meeting on the 15th we would have to put in a request. Trevor and file a memo and appendix with all the information and all the changes and the cost estimates. Dave I've also talked to Cody Black and he and the hydro geologist are recommending that we drill a new well at the Well 6 site and possible put in 2 wells which would be much cheaper for us and everybody else, but I think we should still proceed with getting the easement on the property across 208. If we have it in hand and recorded then it's there forever. Property change hands so we'll have an easement and won't have to worry about in the future. Brandon, well the big question is about the meeting on the 15th and what happens there. I've been involved with meetings like this and I believe we will get approved. Steve so after you submit this easement to the property it establishes the easement? Brandon well it has to be with a notary and all that. Steve so that's it. Thank you. Dave then we will have to apply for a water line to be put in on 208 from NDOT and bore under 208 because it's a different location. Trevor we will have to send out notification letters and do cost adjustments before they will sign the funding agreement, but with what we have they might fund it, depending on the cost adjustment differences. They'll want all that submitted, should be alright. Dave I would recommend that we go for drilling at Well 6. Trevor, That would be another cost adjustment. The public continued to discuss the available water situation at Well 6. Fred is the board going to the meeting on the 15th Brandon, I'm planning to go as a public participant and will make comment if it isn't approved. I know we will be represented by Cody, right? Trevor, Yes. Fred if they say no we can't do anything at Well 6. Brandon, correct. Clark so we have options. Brandon, if we can do the private property easement we would not do the Park deal. Are there any additional comments on this item? Let's move on.

Clark I do have a question not on this item, but on our special meeting what about this resignation in accounting? Mark I hope you realize after 12/23/21 you won't get paid, our bills will not get paid, I can't approve anything if it's not sent to us. Trevor, she has been teaching someone on some of that stuff. Brandon we are required to advertise so we'll take care of that and get someone hired as quick as we can. Fred what are we talking about? Brandon our bookkeeper resigned. Fred ok so we put an ad in the newspaper and hire someone. Clark, Trevor so what is her position called? Trevor bookkeeper. Clark did she have a D1 certification? Trevor, yes it helps the job. Brandon I've been through this before, we are losing someone with experience, but we have to move forward and hire a replacement. Dave, we should ask our accountant to fill in. Brandon, that is good a bad idea. We are required to run the ad for 7 days, so let's get that done. Alright let's move on to item 11.

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TRUSTEE REPORTS: None

ADJOURNMENT:

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Time: 6:58 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