

**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 14, 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

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, Christine Bradford

INTRODUCTION OF GUESTS: None

AGENDA APPROVAL: For Possible Action: Board action to approve the December 14, 2022 Agenda.

Public Comment before Board Action: None

Dave Akola made a motion to approve the December 14, 2022 Agenda. Mark Bradshaw seconded. Motion carried 5 Yes - 0 No.

MINUTES APPROVAL: For Possible Action: Board action to approve the minutes of the November 9, 2022 Regular Meeting.

Public Comment before Board Action: None

Mark Bradshaw made a motion to approve the November 9, 2022 Minutes. Dave Akola seconded. Motion carried 5 Yes - 0 No.

PUBLIC COMMENT: None

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. Tim Stevenson commented that Northern Nevada had some arsenic in its water. Does TRE also have arsenic? Brandon Yes small quantities for years.

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CONSENT CALENDAR

CORRESPONDENCE:

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

1. Water Bills: \$ 28,143.32
2. Road Bills: \$ 8,475.04
3. USDA/Bergkamp: \$ 2,121.00

Dave asked what is the current pay-off on Bergkamp? Christine said she would email the information to him.

Open for public comment before Board action: None

Mark Bradshaw made a motion to approve the Bills to be paid for November 2022. George Barber seconded. Motion carried 5 Yes - 0 No.

B. For Possible Action: Budget Transfers:

Second Quarter FY 2022/2023 depreciation from the Water Enterprise Fund to CGP (Capital Grants Program – TREWCO – aka AB198) in the amount of \$6,120.00

Second Quarter FY 2022/2023 depreciation from the Water Enterprise Fund to Short Lived Assets (TRESLA) in the amount of \$2,302.60.

Second Quarter FY 2022/2023 deposit for the Equipment Set-Aside Fund (TREGAQ) in the amount of \$670.00 from the Road Operating funds.

Second Quarter FY 2022/2023 depreciation from the Water Enterprise Fund to USDA fund (TRECAG) for compliance regulation to cover minimum Debt Service Reserve in the amount of \$2,308.35.

Open for public comment before Board action: None

Mark Bradshaw made a motion to approve the Budget transfers for the second quarter. George Barber seconded. Motion carried 5 Yes - 0 No.

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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, 2022: 3,649,900 GALLONS
- TOTAL MAN HOURS THROUGH NOVEMBER 30, 2022: 231.0 MAN HOURS
- CUSTOMER CONSUMPTION AS OF DECEMBER 3, 2022: 4,190,828 GALLONS
- BULK WATER CONSUMPTION AS OF NOVEMBER 30, 2022: 0.00 GALLONS

WATER SAMPLING: All five routine bacteriological water samples on NOVEMBER 9TH came back negative for Total Coliforms.

MAINTENANCE & REPAIRS

Work Order Summary:

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

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General Maintenance: Regularly scheduled PRV vault inspections & maintenance.

- 11/8: Vault checks.
- 11/18: Flushed hydrants
- 11/22: Vault checks

Major Repairs:

- 11/18 Inspect and diagnose high pressure in vaults and district.
- 11/22: Repair PRV at vault 8 west and vault 7.
- 11/21: Main repair on Eagle Mountain.

Future Projects - Short Range: Talked to Cody Black with Shaw Engineering and the well 6 drilling project is to start earlier than scheduled. The estimated start is now the 5th of December

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. Met with Bridget from RCAC and began the application process for the SRF loan/grant for upgrading water mains

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

Major Repairs: None to report.

Road Report:

TOTAL MAN HOURS THROUGH NOVEMBER 30, 2022: 148.5 HOURS

MAINTENANCE & REPAIRS:

General Maintenance:

- 11/1: Flood channel at granite.
- 11/3: Started demo of deck around the old office building
- 11/4: Ditch repair and brush removal @ Granite
- 11/9: Plowed snow around district.
- 11/16: Road repair on Granite
- 11/17: Removed skirting on old office building

Future Projects - Short Range:

- Complete patching of remaining areas throughout district.
- Continue work on emergency flood channels around the district.
- Ditch maintenance & brush removal will continue along ditch flow lines & road edges brush will be loaded into a 40-yard container provided by Douglas disposal.
- Screen rocky overburden and dirt around the district for materials needed for riprap projects.
- Map, clean and repair culverts crossing under roadways.
- Removal of old office building.

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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 and mitigation of overgrowth within ditch flow lines.
Construction of a new office building/shop.

Equipment Repairs:

11/9: put a new light on the Ford for use when plowing.
Regular maintenance on the Ford 350.

Safety Meeting: "Proper safety gear" - 11/6/22

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 Engagement letter for the well project. cb

Brandon said he would sign the Engagement letter.

Open for public comment before Board action: None:

Mark Bradshaw made a motion to approve the Engagement letter for the well project. Dave Akola seconded.
Motion carried 5 Yes - 0 No.

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

To get rid of the Chevy truck. cd

Cody said the truck had a bad transmission, didn't run and would have to be hauled away. Brandon, selling would require advertising and approval. Repair would be costly and time consuming. The best option would be to trailer the truck to the junk yard.

Open for public comment before Board action: None

Dave Akola made a motion to approve to get rid of the Chevy truck. Gerald Clark seconded.
Motion carried 5 Yes - 0 No.

- 3 For Discussion only:

This item is to inform the board and public that there will not be a Kubota shop in the northern Nevada area to do warranty work on the new skid steer until a new shop takes the contract. In case of an emergency there is a warranty shop in Auburn, CA. cd

Cody explained that Ahern would no longer be able to do warranty work due to closing the work shop. United Rentals only handles rentals but does not do warranty work. The nearest location for warranty work would be Auburn California. Cody went on to say he would follow up with Smith Valley Garage to see if they could work on the Skid Steer. Brandon commented that the warranty work would get done going forward. Cody said the Skid Steer should be delivered in a month or two.

Open for public comment:

4. For Discussion only:

Thomas Ruben: Complete the "loop" in the water system to pass-by & through 1360 Eagle Mountain Road.

This Agenda item is a second request having been originally submitted September 14, 2022 Ruben did not attend that meeting. The vote was 0 yes - 5 no the motion did not carry.

Brandon said the board had reviewed this item in September and the cost to complete was too high. Dave said if Ruben pays the GID will complete. Ruben said he understood and would possible drill a well.

Open for public comment: None

PUBLIC COMMENT: None

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TRUSTEE REPORTS: Brandon thanked the departing members for their service. Gerald Clark said it was a pleasure to serve as did the other 2 departing board members. Dave asked about the status of the operations manual. Cody said it was in process.

ADJOURNMENT:

Time: 6:32 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