

# 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 December 10, 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, December 5, 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/>.

### AGENDA

- 1) **CALL MEETING TO ORDER** Trustee Becker 6:01 p.m.
- 2) **PLEDGE OF ALLEGIANCE** Trustee Tanner
- 3) **ROLL CALL OF BOARD MEMBERS** Trustee Becker, Trustee Tanner, Trustee Sanchez, Trustee Randall and Trustee Burgess
- 4) **INTRODUCTION OF STAFF PRESENT** Jeff Dines and Corina Owens
- 5) **INTRODUCTION OF GUESTS** no guests
- 6) **PUBLIC COMMENT:** None.
- 7) **AGENDA AND MINUTES APPROVAL:**
  - A. **For Possible Action: Board action to approve the Agenda for December 10, 2025, Regular Board Meeting.**

**Public comment before Board action:** Trustee Tanner motions, Trustee Becker seconds, Motion carries 5-0
  - B. **For Possible Action: Board action to approve the Minutes for November 12, 2025, Regular Board Meeting.**

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

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### 8) CONSENT AGENDA:

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

- i. Water Expenses: \$ 85,452.39
- ii. Road Expenses: \$ 97,543.80
- iii. Total Expenses: \$182,996.19

Approve payment of bills as presented by the DBM Roberta Reed. Trustee Sanchez motions, Trustee Becker seconds motion passes 5-0

### 9) For Discussion Only: REPORTS:

- i. Treasurer's Report. Trustee Burgess reported on Supplement
- ii. Water Operator's Report: Road Report.

#### **Water Operator's Report:**

Total gallons pumped November 1, 2025, through November 30, 2025, was 3,735,000 gallons. Well #1 produced 1,440,300 gallons and Well #6 produced 2,294,700 gallons. The total water sold for October was 3,564,899 gallons. AFA= 11.43

#### **Leak repairs**

11-10-25 – Water main leak at Hematite. Main was mismarked and struck during the ARB install.

11-10-25 – 1470 Sandstone., service line leak

#### **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: 11/19/25

**Water Sampling:** Five DW samples were taken from the community 11/10/25. The samples chain of custody went to SGS in Reno for testing. Boil notice distributed 11/10/25 for Hematite main repair. and we received the results 10-25-25. Samples for boil notice were delivered to SGS, 11/12/25. Boil notices rescinded notices were distributed 11/14/25.

#### **Wells #1 and 6 - October adjustments:**

11/3/25 – Well #1, Changed chlorine barrel, set @60/50

11/3/25 – Well #6, Changed chlorine barrel, set@ 60/40

11/7/25 – Well #6, Pump set@ 60/60

11/12/25 – Well #6, Pump set@ 60/45

11/28/25 – Well #6, Changed chlorine barrel, set@ 60/40

#### **Well #8 Project:**

Installing 244 drive by radios on meters. Warranty inspection with Shaw and USDA scheduled for 2/18/26.

**Work in progress:** Cutting Edge completed all FEMA punch list items. Working with Shaw to complete the 2020 and 2023 SSR. Working with RCAC (Marianne Denton) on updating procedure manuals required by the state of Nevada every five years. Marianne completed the water conservation manual.

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### Work Order Status:

High usage/leak check: 1

Check water pressure: 6

Meter malfunctions/meter: 5

Water on/off w/leak check: 1

After hours calls: 1

Customer request on/off: 1

Other: 1

Roads: 3

Closing escrow reading: 5

7-day disconnect warning: 22

PRV-replaced/rebuilt: 1

Disconnect due to past due: 1

Service line leak: 1

Leak reported by customer: 1

Drive by manual read: 2

Manual read: 3

Manual read: 5

Meter Readings in 100's or 1000's: 3

Replace meter customer paid: 1

Verified if meter in pit: 1

Reinstall meter owner paid: 2

### November 2025 - Road Report:

#### Work in progress and completed:

Pot hole repairs with the Berg Kamp have continued throughout the community. Ditch work has is also continuing.

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

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

**Cutting Edge LLC:** ARB installation completed and staging area cleaned up. Cutting Edge to provide a bid for the Sanitary survey inspection abandonment requirement.

**Safety:** Tail gate safety meetings have continued weekly through the month of November. **Topic: 11/5/25** – The dark side of electricity. **Topic: 11/12/25** – OSHA soils classification **Topic: 11/18/25** – Overhead power lines **Topic: 11/26/25** – Clarifying two key definitions in the OSHA excavation standards. Trustee Tanner expresses concerns with getting multiple bids for Sanitary Survey. Trustee Becker verifies there are additional bids,

iii. Attorney's Report. No report.

iv. Engineer's Report. Trustee Becker attended a meeting with USDA regarding phase 2. When phase 2 was originally proposed, it was \$6 million, but new estimates are now at \$14 million. We are on the priority list. Additional bids are currently going out for this job. There was discussion of the streets included in the project.

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- v. FEMA report. Federal Shutdown has slowed down FEMA. Donna Tanner is working on closing out the FEMA projects.

### ADMINISTRATIVE AGENDA

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

- A. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Rob McVicker District Operations Manager requests D1 water operator pay increases: Jeff Dines at \$26 an hour for D1 work; and, Carina Owens at \$25 an hour for D1 work.

Public Comment: Corina Owens presented fair market wages and requested a raise. Trustee Randall requested information on percentages of work on road versus water. Trustee Tanner suggested records for all work performed. Trustee Sanchez discussed SR25.6.2 and SR25.6.4, stating 3% raises are for any certificates obtained. Trustee Becker explained the GID is a small entity. Trustee Sanchez suggested writing a new job description for work performed. Trustee Tanner stated his belief that the GID is already over budget. Trustee Becker expressed desire to put on next month's calendar and make increases retroactive from October. Trustee Becker indicated she wants Roberta Reed's input to determine if raises fit in the wage schedule budget. Trustee Becker stated that making good fiscal decisions is important. Trustee Randall discussed changing standing rules. Trustee Tanner indicated he wants accountability Trustee Becker motions to table this till next meeting. Trustee Sanchez seconds. Donna Tanner suggests the 60-40 rule for water and road money be considered. Motion carries 5-0

- B. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the payment of \$16,560.00, adding expenses for the FEMA Culvert project.

Public Comment: Donna Becker makes aware this is not a FEMA project. Becker motions to approve the payment of \$16,500.00 to Cutting Edge for water distribution repairs. Trustee Sanchez seconds, motion passes 5-0

- C. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Amend Standing Rule 25.6.9 concerning Holidays to reflect what happens when a holiday listed in the standing rules occurs on the weekend.

Public Comment: Trustee Tanner explains NRS already covers this. Trustee Becker moves to table for clarification. Trustee Sanchez seconds, motion carries 5-0.

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**D. For Discussion Only:** District's timeline for contracting a new D2 water Operator. State compliance status and issues confronting the District due to non-compliance. SPB has extended our D2 contract until March, and Jeff Dines will be taking the test in March. RCAC is training Carina Owens and Jeff Dines at no cost, 3 hours a month.

**E. TRUSTEE'S REPORTS (if any, for Presentation Only):** None

**F. PUBLIC COMMENT:** None.

**G. ADJOURNMENT 7:22 p.m.**