

**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:** February 8, 2023  
**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](mailto:TREGID2023@gmail.com)

**CALL MEETING TO ORDER:** Led by Chairman Brandon Taylor (via call-in) & Lisa Sandbo **TIME: 6:01pm**  
**PLEDGE OF ALLEGIANCE:** Led by Chairman Brandon Taylor (via call-in)  
**BOARD MEMBERS PRESENT:** Brandon Taylor (via call-in), Dave Akola, Lisa Sandbo, Michael Tanner, and Kaitlyn Insell

**STAFF MEMBERS PRESENT:** Christine Bradford, Reid Howard, Cody Dalhaus, Jeff Dines  
**INTRODUCTION OF GUESTS:** Counselor Frank Flaherty and Charles Zumpft

**AGENDA APPROVAL: For Possible Action:** Board action to approve the February 8, 2023, Agenda.

**Public Comment before Board Action:** No Public comment.

Dave Akola made a motion to approve the February 8, 2023, Agenda.  
Lisa Sandbo seconded.  
Motion carried 5-0.

**MINUTES APPROVAL:** For Possible Action: Board action to approve the Minutes of the January 11, 2022, Regular Board Meeting.

**Public Comment before Board Action:**

- Larry Offenstien – meeting minutes don't tell you anything, there is no discussion, very vague.

Dave Akola made a motion to approve the Minutes of the January 11, 2023, Regular Board Meeting with modifications to be made by Kaitlyn Insell (adding the respective names of each new Board member in their new Board positions and stating which Board members were removed from the board and adding better details as to what was discussed for each agenda item).  
Mike Tanner seconded.  
Motion carried 5-0

**PUBLIC COMMENT:**

Not for Board Action:

Christine Bradford – minutes from January also need to be amended to show who was removed from the board and who was added. "Kaitlyn Insell, Lisa Sandbo and Mike Tanner will be added to the bank account and Mark Bradshaw, Gerald Clark and George Barber will be removed from the bank account"

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**MEETING MINUTES**

**CONSENT CALENDAR**

For Possible Action: Bills to be Paid for: January 2023

- Water Bills: \$27,338.38
- Road Bills: \$9,730.73
- Bergkamp: \$2,121.80
  
- Dave Akola – when will we receive all the receipts for all bills, accounts, credit card charges, etc. over \$100 threshold – Christine Bradford’s response, last meeting it was stated that she only needed to provide (per last month’s meeting) receipts for charge cards and accounts that were over \$100.
- Dave Akola – there is a charge at the parts house for \$297.01 what is it for, there was no receipt provided – Christine Bradford’s response, we have an account with this part house, so much like our account with Western NV supply, was told it was not something that a receipt was necessary to provide since it in an account with the company. If in the future if the board would like them supplies Christine would be more than happy to do so. Dave Akola responded saying he would like all receipts over \$100 from anywhere.
- Mike Tanner – in response to Dave Akola’s comments above, he understood it to mean any purchase over \$100. Modified to state that it is to be ANY purchase over \$100, no matter where it is purchased from (account with a company, charge card, etc.) aside from the Verizon or Frontier bills which are normal monthly payments.
- Dave Akola – bank credit card for \$1,657.89, got copies, there are some issues with some of the purchases made on it. Why are we buying \$128.00 in propane from NV Trading? – Cody Dalhaus’ response, that was intended for the blow torch to thaw out ice. Bought 2 new tanks and filled them up. Mtn Dew at Tractor Supply Company (TSC)? Employee needs to pay that back to the GID. TSC Double loop 1inch x 20ft for tie downs. TSP High Test Chains purchased 5/16 x 10ft, \$47.99, chains and binders to strap down equipment on the trailer.
- Dave Akola – purchase from Amazon for \$321.00 for a battery jump pack, another \$177 for jump starter? Cody Dalhaus’ response, we try to have a jump pack for each vehicle so that we are not having to track down the one truck that has it on it in order to jump a vehicle when needed. One in the yard and one in the truck.
- Mike Tanner – we need to work on duty statements for each position. The public needs to know where their money is going and to what improvements the money is being used for.

**Public Comment before Board action:**

- Fred Farley – it seems that we want to get a handle on expenditures, they have been buying like they have been for the past 20+ years we just need to figure out the best way to go about doing so, like approving a handful of places the employees can purchase from, unless there is a written request to purchase at an outside store.
- Tim Stevenson – could the employees provide an itemized list weekly of items that were purchased that week that had to be turned in each Friday.
  - In Response to Tim Stevenson’s comment Kaitlyn Insell – if we could start doing an itemized list starting now that will be provided to Dave Akola each week, then he will have 1 week from the date he receives it to go in a set a time with Christine Bradford to go over everything if he has questions about the previous week’s purchases.
- Fred Farley – most companies that allow accounts to be set up will allow for a printout of itemization of each purchase made for each specific date.
- Jim Whalen – recommended an explanation list for each itemized purchase for justification.

Kaitlyn Insell made a motion to approve the January 2023, Bills to be Paid.  
Lisa Sandbo seconded.

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Lisa Sandbo, Brandon Taylor, and Kaitlyn Insell voted yea, Mike Tanner and Dave Akola voted nay.  
Motion carried 3-2

**REPORTS**

**REPORTS: For Discussion Only**

- A. Treasurer's Report: Dave Akola - inconsistencies have been found on timecards in the past month, people claiming to be working certain hours when in fact they were not. Asked for Board's permission to terminate any employee where he continues to find inconsistencies (not approved). Brandon Taylor responded : the proper way to proceed with a termination of an employee is to have a special meeting where the employee has representation, and we can discuss as a Board and vote as a Board. See full report on attachment #1 and #2 for full details.
- B. Water Operator's Report: Cody Dalhaus - Total gallons produced through January 31, 2023, 3,833,400 gallons. Total man hours through January 31, 2023, 203 hours. Total customer consumption through January 31, 2023, 3,158,860. Bulk water consumption as of January 31, 2023, 0 gallons. Water sampling, all 5 routine bacteriological water samples taken on January 16, 2023, came back negative. General maintenance, regularly scheduled PRV vault inspections, January 18, 2023, vault checks and well maintenance. January 23, 2023, vault checks and rebuilt chlorine pump. See full report on attachment #3 for full details.
- C. Road Report: Cody Dalhaus - Total man hours through January 31, 2023, 195.5 hours, plowed snow around district, filled sandbags, major road repairs on Eagle Mtn., repair and reopening of Granite, temp filled potholes at Topaz Ranch Road, Eagle Mountain, Sandstone and Albite. See full report on attachment #4 for full details.
- D. Attorney's Report: Not Present
- E. Engineer's Report: Not Present

**ADMINISTRATIVE CALENDAR**

**ADMINISTRATIVE 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:  
CHANGED TO For Discussion Only**

Board to set ground rules for having civil discussions and maintaining a professional demeanor when speaking to each other and to members of the public. Getting your turn to speak and be heard thoroughly before anyone else gets to speak regarding the topic being discussed. KI

- Kaitlyn Insell – Last meeting I was cut off many times while trying to speak and solve problems that we are facing as a board, I felt unheard and wanted to walk away from the being a Board member. My opinion didn't matter. Moving forward there needs to be some form of ground rules for being heard in completion when a board member, employee or the public is speaking. I want to be able to work with my other Board members and all employees of the GID and I want to be able to work with the public to help solve any issues that arise. We cannot work together if we are unwilling to hear each other out, we cannot fix anything if we are not willing to hear each other out. There are ways to go about things that is not currently happening and did not happen at all at the last meeting. If it is going to be only one person(s) opinion being heard, then there is no point for there to be any other members on the board. Can we just agree to respect each other going forward as I would love to be treated with respect and I would also love to be able to treat everyone else with respect.
- Brandon Taylor – I've been on this Board for a while, I chose to become a Board member for a reason because I care. I don't even benefit from the water that is produced for TRE as I am on my own well system, but I fought to get a second well. Each time before this when I brought up getting another well done I was voted against 4 to 1, but not once was I called a name, nor scream at me, or point a figure in my chest, or tell me

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## MEETING MINUTES

that “you’re either with me or against me and you’ll be gone”, or heard anyone being threatened to lose their job because of a mistake on a time card. The mentioned situations are going to end up with the GID Board in litigations.

**Open for Public Comment before Board action:**

- Fred Farley – We can work together, and we can have meetings that are productive, and we resolve problems. When things do get out of control it is the responsibility of the chair to manage this and keep the conversations on topic and civil.
- Gerald Clark – let the board know who you are each time you speak so they know exactly who you are and what you want to say.
- Christine Bradford – mission statement for the GID quoted, there is a recent video of a current board member arguing, cussing and verbally berating several GID employees, this behavior is discourteous, unethical, immature, unprofessional, unnecessary and unacceptable. Conduct such as that shown in the video is an example of a dysfunctional and hostile work environment being created by some board members, it is not just unacceptable but also exposes the GID to potential complaints and litigation. There was also recently an incident where a board member called me into my office and demanded that I write them a check without providing a receipt or invoice for the requested amount. I explained to this board member that I could not write the check without a receipt or invoice as in accordance with the GID past patterns and practices, as well as accepted and ethical business and accounting practices. My refusal to write the check was simply to avoid the perception of impropriety on my part or the GID. By doing the right thing and following sound business and accounting practices, I was verbally berated.
- Fred Farley – the above situation should be taken to some form of closed-door session to address these issues and correct them as needed.

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

Received a letter from GID attorney informing us that M. Rowe has made the decision to terminate his legal services for the district. BT

- Brandon Taylor – we had voted in January 2023 to search for a new attorney and somehow counsel Mike Rowe found out about this discussion and sent in his resignation.

**Open for Public Comment before Board action:**

- Gerald Clark – are we actively seeking new counsel?

**3. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:  
CHANGED TO For Discussion Only**

Interview attending Attorneys for position of GID Counsel MT

- Mike Tanner – we had submitted an ad in the paper seeking legal counsel, we received responses from interested parties, we then followed up with a questionnaire to the interested parties.

**Open for Public Comment before Board action:**

- Fred Farley – also add to the questionnaire for the attorney’s response along with those questions addressed by Mike Tanner, what is their experience with hostile work environments? Also experience with water rights, specifically the trading, buying, and selling of water rights.

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- Frank Flaherty and Charles Zumpft introduced themselves and spoke of their experience and qualifications to serve as counsel for the Topaz Ranch Estates GID.

**4. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:  
CHANGED TO For Discussion Only**

Create contract to have emergency construction contractors on response contract for any emergencies. Preferably 24 hr. response time to repair road, culvert, and water system issues. MT

- Mike Tanner – the reasoning for this is because of the issues we have seen from the flash floods and water run off that has caused damage, there will be times that we need some help.

**Open for Public Comment before Board action:**

- Bob Stevenson – FEMA has been doing work for many organizations, the GID should request help from them.
- Cody Dalhaus – Nevada Department of Environmental Protection (NPED) sends out help from other GID's in the area, along with NV Rural Water.
- Mike Tanner to spearhead putting the ad in the paper to solicit contractors within the Gardnerville, Minden, Smith Valley, and Yerington areas.

**5. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:  
CHANGED TO For Discussion Only**

Advertise for back up employment applications, all positions. MT

- Mike Tanner – informed by one of the employees that it has taken over a year to fulfill positions that are vacant.
- Brandon Taylor – advertising for a position that is already filled typically makes the employee that is currently in said position uncomfortable.

**Open for Public Comment before Board action:**

- Christine Bradford to provide all resumes / applications received for all positions to Mike Tanner to ensure that there are people actively seeking to be hired at the GID.

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

Provide purchase documents and details on new fleet items to board members. Generator and Equipment Trailer. MT

- Mike Tanner – recently the insurance for the GID had to be renewed and found that a couple of items (the two above specifically) were not on the insurance plan.
- Brandon Taylor – the generator was acquired from another agency; it was purchased during the construction for the last water line project with the grant for that project (Tec Engineering)

**Open for Public Comment before Board action:**

- Christine Bradford – the trailer was on the insurance, but it was listed as equipment not a vehicle. The generator is the only item that was not on the insurance plan.
- Christine Bradford to provide Mike Tanner with all the equipment listed (generator and equipment trailer).

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**MEETING MINUTES**

Mike Tanner made a motion to direct staff to provide purchase documents and details on new fleet items such as the generator and equipment trailer, top Board members.  
Lisa seconded the motion.  
The motion carried 5-0.

**7. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:  
CHANGED TO For Discussion Only**

Purchase Time Clock or Tablet System for Quick Books. MT

- Mike Tanner – there was a vote last month for the time clock, but there are many different options for us to choose from.
- Brandon Taylor – this item has already been approved in the last meeting, and any purchase under \$1,000 can be purchased with the credit card. We need to choose a program that works with the already established QuickBooks system that is currently in use in the office.

**Open for Public Comment before Board action:**

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

Purchase Time Clock or Tablet System for Quick Books. MT

- Add tablet style to current system under 500 setups, add to monthly charge 10 –50 dollars.
- Purchase Interactive Clock under 1,000. Approve dollar amount, under 1500. No contract.

**Open for Public Comment before Board action:**

Removed from agenda, addressed under agenda item #7

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

DOM to prepare Valve Location Book, first 50 locations with layout sheets by next meeting. MT

- Dave Akola – it has been requested for 2 years for the DOM to provide a book that shows the exact location of where each valve is in the district.

**Open for Public Comment before Board action:**

- Cody Dalhaus – there is a blueprint that shows where each valve is in a general idea of where the valves are located.
- Jim Whalen – refer to the as-builts for the valves are located, engineer inspected.
- Jim Whalen – recommend a “pin drop” for each valve which can then be located via Latitude & Longitude and then be documented onto a master map. (OnX Hunting app or apps of the sort)
- Christine Bradford – RCAS marked and mapped all the hydrants, RCAC can be asked to mark the valves for us, as this is a service they may offer at no additional fees (coming out to GID February 21, 2023).

Board approved to table this discussion until the March 2023 meeting after RCAC has come out to the GID.

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

Approve bid for Lock Change. Howell’s bid is \$4,950. CV Locksmith will have second bid in by meeting time. MT



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- Mike Tanner – CV Locksmith bid \$3,621. This would include the DO NOT DUPLICATE stamped on each key. These keys and locks are proprietary to each locksmith.

**Open for Public Comment before Board action:**

- Cody Dalhaus – this was an agenda item that was originally assigned to Cody at the January 2023 meeting, he found same keyed locks on Amazon 25 + keyed locks and master lock keys that are keyed the same for all gates \$400 to \$500. All labor would be done by a GID employee.
- Fred Farley – recommended a keyed system in which each employee has their own specific key code that is connected only to their name / information. Key codes are specific and only to be used by the employee they are assigned to. Fred has calls in to a few different places to get a quote for this type of system and to have it installed.

Board approved to table this discussion until the March 2023 meeting.

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

Discuss and vote on updating/changing Standing Rules:

- 25 3.1.1
- 25 3.1.2
- 25 4.7
- 25 5.1.2
- 25 6.5.3 see footnote
- 25 6.9.1 ADD  
Handouts with details

- Mike Tanner – as soon as we have an attorney, we will have a meeting regarding changing any standing rules once our attorney has reviewed any potential changes.

**Open for Public Comment before Board action:**

Board approved to table this discussion until the March 2023 meeting or until counsel has been retained.

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

Pool Pact training for all GID board trustees and GID employees training will be available in person for Governance, Effectiveness, Ethics and Open Meeting Law as soon as it can be scheduled. CB

- Mike Tanner – requested that employees that classes on Ethics, Accountability, Communication, and Etiquette.

**Open for Public Comment before Board action:**

- Christine Bradford – Pool Pact has board member training, Wayne Carlson, said that these are the trainings that he offers. These trainings are classified as a workshop / training so there are no open meeting laws that would be in violation of if board members and employees take these classes outside of normal board meeting times and no agenda item is required.

Dave Akola made a motion that the GID Board and GID employee's attend Pool Pact training in person, GID Board to attend training on Governance, Effectiveness, Ethics and Open Meeting Laws, and GID employees to attend training on Ethics, Accountability, Communication, and Etiquette, to Board members.

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Mike Tanner seconded the motion.  
The motion carried 5-0.

**13. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:  
CHANGED TO For Discussion Only**

Researching a better more efficient way to record and store meeting recordings. KI

- Kaitlyn Insell – requested the ability to research a better way to record each meeting that was more reliable than the current recording device. No further discussion necessary.

**Open for Public Comment before Board action:**

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

**PUBLIC COMMENT:**

- Tim Stevenson – when roads are plowed there were major drifts put in front of driveways
  - Cody Dalhaus response, plowing of TRE roads is offered as a courtesy to the residents of TRE, if we know of emergency personnel than we can try to do better with the next time.
- Sharon Becker – it was brought to her attention that there may be some state funds available to fix our roads.

**TRUSTEES' REPORTS.** Dave Akola reported that he was going to confer with Kaitlyn Insell about a letter to the attorney Mike Rowes office requesting all records and correspondence.

**ADJOURNMENT:** Kaitlyn Insell made a motion to adjourn. Lisa Sandbo seconded. Motion carried 5-0.

**TIME: 9:01 pm**

Minutes submitted by Board Secretary Kaitlyn Insell



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**MEETING MINUTES**

DRAFT

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT  
AND WATER COMPANY  
FINANCIAL SUMMARY  
JANUARY 31, 2023

**# 1**

12/31/2022 IS SIXTH -MONTH OF THE TWELVE MONTH BUDGET	49.98%
<b>TREGID (WATER) CASH ACCOUNTS AS OF JANUARY 31, 2023</b>	
* OPERATING FUNDS FOR WATER	\$ 178,801.24
* WATER PROJECT FUND - CNB1300	\$ 3,462.09
PETTY CASH	\$ 150.00
<b>TOTAL CASH ACCOUNTS</b>	<b>\$ 182,413.33</b>
<b>TRE WATER COMPANY INVESTMENT FUNDS AS OF JANUARY 31, 2023</b>	
CAPITAL GRANTS PROGRAM "CGP" (aka AB-198) 1150WF (TREWCO)	\$ 168,960.85
CAPITAL PROJECTS USDA RESTRICTED FUNDS 1151WF (TRECAP)	\$ 109,806.79
SALE OF WATER RIGHTS 1152WF (TREWRT)	\$ 3,462.09
SHORT LIVED ASSETS 1153WF (TRESLA)	\$ 219,220.69
<b>TOTAL INVESTMENT FUNDS</b>	<b>\$ 501,450.42</b>
<b>TOTAL TRE WATER COMPANY FUNDS AS OF OF JANUARY 31, 2023</b>	<b>\$ 683,863.75</b>
INCOME RECEIVED	65.80%
EXPENDITURES	60.30%
<b>TREGID (ROAD) CASH ACCOUNTS AS OF JANUARY 31, 2023</b>	
* OPERATING FUNDS FOR ROAD	\$ 380,111.87
PETTY CASH (CASH & RECEIPTS)	\$ 150.00
<b>TOTAL CASH ACCOUNTS</b>	<b>\$ 380,261.87</b>
<b>TRE GID INVESTMENT FUNDS AS OF OF JANUARY 31, 2023</b>	
LGIP STATE INVESTMENT FUND - 1250RF (TREGID)	\$ 83,768.94
EQUIPMENT SET ASIDE FUND - 1251RF (TREGIQ)	\$ 25,053.59
<b>TOTAL INVESTMENT FUNDS</b>	<b>\$ 104,030.37</b>
<b>TOTAL TREGID FUNDS AS OF OF JANUARY 31, 2023</b>	<b>\$ 484,292.24</b>
INCOME RECEIVED	69.20%
EXPENDITURES	43.90%
<b>TOTAL UNRESTRICTED FUNDS - ROAD &amp; WATER AS OF JANUARY 31, 2023</b>	<b>\$ 671,497.73</b>
<b>TOTAL RESTRICTED FUNDS - ROAD &amp; WATER AS JANUARY 31, 2023</b>	<b>\$ 501,450.42</b>

Checking/Savings (matches Summary Balance Sheet) \$ 1,172,948.15

- \* Bank statements for these accounts have not been received as of this date.
- \* No reconciliation was done for this account as of posting date.

FULL FINANCIAL BACK-UP DOCUMENTS ARE AVAILABLE FOR VIEWING  
AT THE TOPAZ RANCH ESTATES GID & WATER COMPANY OFFICE.

TOPAZ RANCH ESTATES WATER COMPANY  
ACCOUNTS RECEIVABLE  
JANUARY 31, 2023

#5

RVS

RVS RECEIVABLE BALANCE - DECEMBER 2022	\$24,186.46
WATER BILLING, LATE FEES, ADJUSTMENTS - NOVEMBER 2022	\$43,381.93
PAYMENT RECEIPTS - JANUARY 2023	(\$47,175.94)

ACCOUNTS RECEIVABLE BALANCE - JANUARY 31, 2023 \$20,392.45

GENERAL LEDGER

#1550 ACCOUNTS RECEIVABLE -JANUARY 31, 2023	\$24,186.46
RECEIPTS - JANUARY 31, 2023	(\$47,275.94)
NEW DEPOSITS -JANUARY 31, 2023	(\$100.00)
WATER SALES - JANUARY 31, 2023	\$42,380.38
LATE FEES - JANUARY 31, 2023	\$880.35
ADJUSTMENTS (+/-) - JANUARY 31, 2023	\$121.20
REFUNDS AND BANK ADJ. -JANUARY 31, 2023	\$0.00
APPLIED DEPOSITS - JANUARY 31, 2023	\$200.00
RETURNED CK(S) -DECEMBER 31, 2022	\$0.00
ACCOUNTS RECEIVABLE BALANCE - DECEMBER 31, 2022	<u>\$20,392.45</u>

RVS	<u>\$20,392.45</u>
G.L.	<u>\$20,392.45</u>
DIFF	\$0.00

**TRE GID & WATER COMPANY  
DISTRICT OPERATIONS MANAGER'S  
WATER REPORT – JANUARY 31, 2023**

- **TOTAL GALLONS PRODUCED TO January 31, 2023:** 3,833,400 GALLONS
- **TOTAL MAN HOURS THROUGH Times January 31 , 2023:** 203 MAN HOURS
- **CUSTOMER CONSUMPTION AS OF December 31, 2023:** 3,158,860 GALLONS
- **BULK WATER CONSUMPTION AS OF January 31, 2023:** 0 GALLONS

**WATER SAMPLING:** All five routine bacteriological water samples taken on **January 16<sup>TH</sup>** came back negative for Total Coliforms.

**MAINTENANCE & REPAIRS**

✓ **Work Order Summary:**

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

✓ **General Maintenance:** Regularly scheduled PRV vault inspections & maintenance.

- 1/18 Vault checks
- 1/18 Well maint.
- 1/23 Vault checks
- 1/23 rebuilt chlorine pump

✓ **Major Repairs:**

None to report

✓ **Future Projects - Short Range:** Continue working with Shaw on proper abandonment of old water mains, and well 6 project.

- ✓ **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, and other funding entities for the continued construction 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 application process for the SRF loan/grant for upgrading water mains.

## ROAD REPORT – JANUARY 31, 2023

TOTAL MAN HOURS THROUGH JANUARY 31, 2023, 195.5: MAN HOURS

### MAINTENANCE & REPAIRS:

#### ✓ **General Maintenance:**

- 1/1 Plowed snow around district
- 1/3 Plowed and cleared yard, booster station, and roads around district
- 1/4 Plowed snow around district
- 1/5 plowed around district and applied chains to f-350 in order maintain traction
- 1/6 Sanded intersection throughout the district and plowed snow
- 1/9 Filled sandbags and worked on flood channel
- 1/10 Major repairs to road on eagle mtn.
- 1/11 Snow plowing
- 1/12- 1/13 flood channel repairs on granite
- 1/16 Plowing snow
- 1/17 Snow removal
- 1/25 repair and reopening granite
- 1/26-1/31 temporary fill of potholes with base soil @ TRD, Eagle mtn, Sandstone and Andesite

#### ✓ **Future Projects - Short Range:**

- Complete patching of remaining areas throughout district
- Assess damage to roads, ditches, and flood channels in order to repair storm damage around the district.
- Continue to clean road edges, brush will be loaded into 40-yard container provided by Douglas disposal
- Screen rocky overburden & dirt around the district for materials needed for riprap projects
- Map, clean and repair culverts crossing under roadways
- Removal of old office building
- Removal/sale of the old water truck
- Continue to build O&M manual for district will be contacting RCAC for assistance
- Will be meeting with Shaw on Tuesday the November 17<sup>th</sup> to go over locations of old mains and wells.

#### ✓ **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 stormwater runoff & mitigation of overgrowth within ditch flowlines.
- Working with RCAC to get SRF funding for road improvement from infrastructure bill
- Construction of new office building/shop

#### ✓ **Equipment Repairs:**

✓ 1/19 serviced F-350 all fluid and filter changes

✓ **Safety Meeting:** “Rural and local road safety” – 1/3/2022

SUBMITTED BY: Cody Dalhaus – DISTRICT OPERATIONS MANAGER

REV: 2/8/22

✓