

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 February 11, 2026

TIME: 6:00 p.m.

LOCATION: TOPAZ RANCH ESTATES COMMUNITY CENTER

3939 Carter Drive, Wellington, NV 89444

POSTING: Copies of the finalized agenda for the meeting were posted by 9:00 am on **Friday, February 6, 2026**, 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 Items Supporting Documents: Copies of back-up materials used in the preparation of the agenda items are available by contacting the GID 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.

AGENDA

- 1) **CALL MEETING TO ORDER: Trustee Becker 6:00 P.M.**
- 2) **PLEDGE OF ALLEGIANCE: Trustee Sanchez**
- 3) **ROLL CALL OF BOARD MEMBERS: All present, Trustee Becker, Trustee Randall, Trustee Sanchez, Trustee Burgess, and Trustee Tanner**
- 4) **INTRODUCTION OF STAFF PRESENT: No staff present**
- 5) **INTRODUCTION OF GUESTS: No Guests**
- 6) **PUBLIC COMMENT: No public comment**
- 7) **AGENDA AND MINUTES APPROVAL:**
 - A. **For Possible Action: Board action to approve the Agenda for February 11, 2026, Regular Board Meeting.**

Public comment before Board action: None. Trustee Tanner motions, Trustee Sanchez seconds, motion carries 5-0
 - B. **For Possible Action: Board action to approve the Minutes for January 14, 2026, Regular Board Meeting.**

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Public Comment before Board Action: None. Trustee Sanchez motions, Trustee Burgess seconds, motion carries 5-0

8) CONSENT AGENDA:

A. For Possible Action: Bills to be paid for January 2026:

- i. Water Expenses: \$
- ii. Road Expenses: \$
- iii. Total Expenses: \$

Approve payment of bills as presented. Trustee Sanchez motions to table to March, Trustee Becker seconds, motion carries 5-0

9) For Discussion Only: REPORTS:

- i. Treasurer's Report. Trustee Burgess is working on reports with percentage rates.
- ii. Water Operator's Report and Road Report.

Water Operator's Report:

Total gallons pumped January 1, 2026, through January 31, 2026, was 3,791,300 gallons. Well #1 produced 1,747,800 gallons and Well #6 produced 2,043,500 gallons. The total water sold for January was 112,000 gallons. AFA= 11.60. The gallons sold is only a representation of two manual reads we had to do for customer leaks. No water billing this month, the RVS software wasn't working with the new computer. The issue was resolved late January. The community was only charged the meter fee of (\$45.50).

Leak repairs

1-12-26 – 3955 Walker View – Main line leak. The water was shut down to make the repair. A boil notice was distributed to the 20 effected customers. After the leak was repaired on 1/12/26, we took two Bac-T samples on 1/13/26 and 1/14/26. and the samples were taken to SGS in Reno. The Bac-T sample results came back absent on 1/15/26. The rescinded notice was distributed on 1/15/26.

1-29-26 – 3935 Sandstone- Service line leak

1-31-26 – Leak reported on Sandstone near Slate

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: 1/26/26

Water Sampling: Five DW samples were taken from the community on 1/27/26. The samples chain of custody went to SGS in Reno for testing.

Thatcher delivered chlorine 1/7/26- 8 containers and 8 returns.

Wells #1 and 6 - January adjustments:

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1/7/26 – Well #6, Change chlorine barrel, pump set @60/50
1/12/26 – Well #6, Pump set@ 60/45
1/22/26 – Well #1, Pump set@ 60/55
1/26/26 – Well #6, Changed chlorine barrel, Pump set@ 60/50
1/29/26 – Booster station 2 – Replaced the vent screen

Well #8 Project:

Continued installing drive by radios on meters (223 installed). Warranty inspection with Shaw and USDA scheduled for 2/18/26.

Work in progress: RCAC is working on a water cost survey. 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.

Work Order Status:

High usage/leak check: 8

Check water pressure: 1

System maintenance: 1

Water on/off w/leak check: 1

After hours calls: 1

Customer request on/off: 3

Other: 2

Closing escrow reading: 1

7-day disconnect warning: 28

Pull meter: 1

Disconnect due to past due: 3

Service line leak: 1

Leak reported by customer: 2

Manual read: 5

January 2026 - 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. Received another 30 tons of QRP. Pot hole repairs were performed on Topaz Ranch Dr., Andesite, Ruby, Sandstone, Clay, Gray hills, Slate, Zeolite, and Walker View.

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

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

CVG: The board approved CVG to do the abandonment project. The work will proceed in early February.

Safety: OSHA tail gate safety meetings have been performed weekly through the month of January. 1/7/26, 1/14/26, 1/21/26, 1/28/26.

- iii. Attorney's Report. Only working on Agenda and contract for Alysse Akers, our Bookkeeper.
- iv. Engineer's Report. None
- v. FEMA report. Trustee Tanner currently working on Northern Roads. Donna Tanner has spoken to FEMA Department of Emergency Services for

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reimbursement for culverts. Depending on Government shutdown. We could possibly have payment soon.

10)ADMINISTRATIVE AGENDA

- A. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Presentation of auditor's opinions and findings to the Board and motion to direct that entire audit report and management letter be filed as a public record with the GID Secretary and filed with the Douglas County Clerk and the Department of Taxation.

Public Comment before Board Action: No action because audit not yet completed.

- B. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Amend the introduction to Standing Rule 25.4.7 Salaried and Hourly Staffing to read "The authorized salaried and hourly staff, if budgeted, may be composed of the following positions:" The current wording in 25.4.7 does not allow for flexibility when hiring staff. The proposed change will allow the General Improvement District to hire staff as necessary when the need arises

Public Comment before Board Action: Donna Tanner wants to make sure we will have a redline version. Trustee Sanchez motions, Trustee Tanner seconds, motion carries 5-0

- C. For Discussion and possible Action to approve, approve with modifications or conditions. Or deny:** Approve a contract for the former TREGID District Business Manager Roberta Reed services completing 2025 Audit.

Public Comment before Board Action: This contract will be for hours invoiced. Trustee Tanner would like to make sure Alysse Akers is on our workers Compensation. This contract would be for completion of Audit, Google Workspace, and TopazREGID.Gov, Workers Compensation case and any extra tasks for transition. Trustee Randall motions to approve a contract for Roberta Reed the former Topaz Ranch Estates District Business Manager Roberta Reed at \$33 per hour not to exceed 100 hours with a termination date of March 31, 2026. Trustee Sanchez seconds, motion carries 5-0

- D. For Discussion only:** Possible water rate increase: RCAC is completing a water study. We have not had a water increase in over 8 years. We are charged from Clover fees for bank cards and checks. Payclix also charges fees. We are currently charged .15 cents for every check. We need to see what our limit is for a rate increase. Alysse will work on this.

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11) TRUSTEE REPORTS: Phase 11 has been reviewed by Trustee Becker. We are going to request a presentation from Cody Black regarding Phase 11 updates and Chris Faque for water permits updates. Grants - the reason we have problems with grants is the US census bureau lumped us in with Holbrook Highlands in 2022 making us ineligible for Grants because our median household income went from \$30,000 to \$70,000. Our median income is no longer in the 30% threshold. The Granite property can be sold. The issue will be obtaining Title insurance for 3 years due to a lawsuit in California. A haul-away for the buildings may be an option. The marks on the roads are for our sanitary survey. To be considered having your name on the ballot for the three seats open on the Board, you can register between March 3 to March 12 at the old county courthouse.

12) PUBLIC COMMENT: None.

13) ADJOURNMENT: 7:07 P.M.

Prepared by Cynthia Sanchez: