

**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: January 11, 2023
TIME: 6:00 P.M.
LOCATION: TOPAZ RANCH ESTATES 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 4:00 a.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: TREGID2023@gmail.com

CALL MEETING TO ORDER: Led by Chairman Brandon Taylor **TIME: 6:07 p.m.**
PLEDGE OF ALLEGIANCE: Led by Chairman Brandon Taylor
BOARD MEMBERS PRESENT: Brandon Taylor, Dave Akola, Lisa Sandbo, Michael Tanner and Kaitlyn Insell

STAFF MEMBERS PRESENT: Christine Bradford, Cody and Jeremy
INTRODUCTION OF GUESTS:

AGENDA APPROVAL: For Possible Action: Board action to approve the January 11, 2023, Agenda.

Public Comment: No Public comment.

Dave Akola made a motion to approve the January 11, 2023, Agenda. Michael Tanner seconded.
Motion carried 5-0.

MINUTES APPROVAL: For Possible Action: Board action to approve the Minutes of the December 14, 2022, Regular Board Meeting.

Board Action: No public comment.

Dave Akola made a motion to approve the Minutes of the December 14, 2022, Regular Board Meeting.
Kaitlyn Insell seconded.
Motion carried 5-0

PUBLIC COMMENT: Nancy Clark, Barry Ferguson, Cathy Consolo

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 take action. No public comment.

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CONSENT CALENDAR

CORRESPONDENCE: None

For Possible Action: Bills to be Paid for: December 2022

1. Water Bills: \$ No Internet
2. Road Bills: \$ No Internet

Public Comment: No Public comment.

Dave Akola made a motion to approve the January 11, 2023, Bills to be Paid. Michael Tanner seconded. Motion carried 5-0.

REPORTS

REPORTS: For Discussion

- A. Treasurer's Report: No Report
- B. Water Operator's Report: Routine maintenance on wells and booster stations. Regularly scheduled PRV vault inspections & maintenance.
- C. Road Report: Equipment maintenance. Clearing culverts in the main storm channels. Assess damage to roads, ditches, and flood channels.
- D. Attorney's Report: Not Present
- E. Engineer's Report: Not Present

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.
- (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.

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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:

Board positions for 2023. Each position can have a nomination and can be voted on individually or after discussion we can make 1 vote for all five positions.

B. Taylor – Chairman
L. Sandbo – Vice Chairman (NEW)
K. Insell – Secretary (NEW)
D. Akola – Treasurer
M. Tanner – Water Operations Manager (NEW)

Kaitlyn Insell, Michael Tanner, and Lisa Sandbo have been added to the GID Board of Trustees replacing previously elected Mark Bradshaw, George Barber, and Gerald Clark.

D. Akola made a motion to approve the new positions for each Board member.
K. Insell seconded the motion.
Motion Carried 5-0

2. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: For discussion and possible action to replace Mike Rowe as attorney for the GID. Da

Mike Rowe has not communicated with any of the board members for many months, therefore, board member Dave Akola would like to seek new counsel for the GID.

D. Akola made a motion to remove M. Rowe as acting attorney for the GID and seek new counsel.
L. Sandbo seconded the motion.
Motion Carried 5-0

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

For discussion and possible action on installing a time clock with identity verification feature for all GID employees. Da

Dave will research 3 options for discussion / approval for next meeting to provide a timeclock with identity confirmation.

D. Akola made a motion to approve the research of options for a identify verification time clock for use in the GID office.
M. Tanner seconded the motion.
Motion Carried 5-0

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MEETING MINUTES

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

For discussion and possible action to require GID to prepare an inventory of all GID tools, vehicles at GID yard valued at \$100 or more for the benefit of all new trustees. Da

It has been requested that the GID employees document and create an inventory list of all tools used in the yard / truck, vehicles within the GID yard that are valued at or over \$100 for the board to look over and ensure that all tools, etc. are accounted for.

K. Insell made a motion for the tools that the GID currently owns to be inventoried and reported to GID Board.

D. Akola seconded the motion.

Motion Carried 5-0

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

For discussion and possible action to require the GID to replace all GID access locks and provide a list of responsibilities to the trustees. Da

Dave Akola that we look into having all locks / tumblers replaced on access locks to be a single keyed system, Cody Dalhaus said that he would spearhead this and look into and get quotes for replacing these, and will provide this quote at next meeting.

K. Insell made a motion to investigate new locking systems / tumbler replacements for each access lock / well house / etc. to get all on a one to two key system

L. Sandbo seconded the motion.

Motion Carried 5-0

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

For discussion and possible action to have the GID staff provide a reconciliation of all purchases of all account purchases of items over \$100 purchased with credit card to be included in monthly report. Da

Dave Akola requested for all itemized receipts over \$100 and any supporting documents for the December 2022 Financial Summary and all subsequent Financial Summaries be provided on purchases over \$100.

D. Akola made a motion to have the GID employees give all itemized receipts for items purchased over \$100 with all supporting documents from December 2022 to current and any future purchases to the Board.

K. Insell seconded the motion.

Motion Carried 5-0

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

For discussion and possible action to have GID staff set up a meeting with our accountant to review the status of all GID finances. Da

D. Akola made a motion to have the GID front staff set up a meeting with the GID accountant to review the status of all GID finances.

L. Sandbo seconded the motion.

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Motion Carried 5-0

8. For Discussion Only:

Discussion on status of O & M Manual. Da

Dave Akola requested that Cody Dalhaus to have the O & M's table on contents and the first chapter completed and ready to present at the February meeting.

It has been requested many times to have a manual put together by the DOM and thus far this has not been started / completed to date.

9. For Discussion Only:

Discussion on making GID responsible for maintaining culverts across driveways, for future action. Da

Discussion about having the GID be responsible for all personal culverts for driveways to be maintained, overall discussion was not approved to move forward with this item.

10. For Discussion Only:

Close the public meeting and hold a closed meeting to determine who will do what and when. Da

Item discussed and not moved forward with.

PUBLIC COMMENT:

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TRUSTEES' REPORTS. Dave Akola requested for Cody Dalhaus to generate and have a Quick Start-Up instructional manual for the wells for the February meeting.

ADJOURNMENT: D. Akola made a motion to adjourn. L. Sandbo seconded. Motion carried 5-0.

TIME: 8:35 pm

Minutes submitted by Board Secretary Kaitlyn Insell