

# TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

Address: 1490 Albite Road, Arden Square, Suite 8, (Topaz Ranch Estates) Wellington, Nevada, 89444 / Telephone: 775.266.3000

## PUBLIC NOTICE & MEETING AGENDA MINUTES

**DATE: January 8, 2025**

**TIME: 6:00 PM**

**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 6, 2024**, or before the third day prior to the meeting date at the direction of Alton Randall, 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/>.

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- 1. Mail:** USDA Department of Agriculture  
Office of the Assistant Secretary of Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- 2. FAX:** (202) 690-7442 or
- 3. Email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

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**Agenda Items Supporting Documents:** Copies of back-up materials used in the preparation of these agenda items are available by contact to our office in writing at the address and phone number above, OR by email directed to: [TREGID2023@gmail.com](mailto:TREGID2023@gmail.com) copies are usually available in our office for pick up three business days prior to the board meeting.

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**Notice to Persons with Disabilities:** Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call (775) 266-3000 in advance so that arrangements may be conveniently made.

**Notice:** Items on the agenda may be taken out of order; two or more agenda items may be combined for consideration; and items may be removed from the agenda or discussion relating thereto delayed at any time.

**Public Comment:** Public Comment may not be limited based on viewpoint. Speakers will be asked to sign in for the record, speak from the podium, and limit remarks to 2 minutes. Public comment may be further limited due to time constraints. Public comment will be heard after Board Members and Staff are done speaking to an item, but before any Board action on the item. The Board is not required to respond to Public Comment.

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### **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.
- (4.) The Board will then discuss the item. Once the Board and Staff have concluded their discussion, public comment will be allowed.
- (5.) Public comment is limited to two minutes per speaker.
- (6.) Once Public comment is completed, the Board may engage in additional discussion and may take action. On agenda items that are placed on the agenda "For Discussion Only" with no action listed, the Chairman may defer public comment to the end of the meeting.

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### **AGENDA**

- 1) **CALL MEETING TO ORDER by Trustee Becker**      **TIME: 1803**
- 2) **PLEDGE OF ALLEGIANCE by Trustee Becker**
- 3) **ROLL CALL OF BOARD MEMBERS: Burgess, Becker, Tanner, Randall**

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- 4) **STAFF PRESENT: Carlos Aguilar, Roberta Reed, Frank Flaharty**

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- 5) **INTRODUCTION OF GUESTS:**

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### 6) AGENDA APPROVAL:

For Possible Action: Board action to approve the Agenda for the **January 8,2025** , Regular Meeting

Public Comment before Board Action: Wendy Jackson noted there is nothing in the Consent Agenda.

Trustee Randall moved to approve the agenda of the TREGID Regular Board Meeting, January 8,2025. Trustee Becker seconded.

Motion carried 4-0.

### 7) MINUTES APPROVAL:

For Possible Action: Board action to approve the minutes of the **December 11, 2025**, Regular Meeting.

Public Comment before Board Action:None  
Trustee Tanner moved to approve the December 11, 2025 as presented. Trustee Burgess seconded.

Motioned carried 4-0

### 8) PUBLIC COMMENT:

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. Speakers will be asked to sign in for the record, speak from the podium, and limit remarks to 2 minutes. The Board will not take action. The Board is not required to respond to Public Comment.

**No public comment**

### CONSENT CALENDAR

**A. For Possible Action:** Bills to be paid for: December 2024

1. Water Expenses: \$
2. Road Expenses: \$
3. Bergkamp: \$
4. Debt Service \$
5. Project Expenses \$

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Open for public comment before Board action: Sandy Offenstein has questions about where the TREGID checks were physically kept.

### REPORTS

- 9) **REPORTS:** For Discussion Only:
- A. Treasurer's Report: Presented by Roberta Reed, TREGID DBM
  - B. Water Operator's Report: Presented by Trustee Becker
  - C. Road Report: Presented by Trustee Becker.
  - D. Attorney's Report: Mr. Flaherty presented the overview of his work this month.
  - E. Engineer's Report: Presented by Trustee Tanner
  - F. FEMA Report: Trustee Tanner- State changed their reimbursement system and reimbursement is delayed. Trustee Tanner stated it may be before February.

### 10) 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:** Extend public comment time limit to 3 minutes. (AR)

Open to Public Comment before Board action: None

Trustee Randall moved to extend public comment time from 2 minutes to 3 minutes. Seconded by Trustee Becker. Motions approved 4-0.

2. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Fill the open trustee position. Applicants will be allowed to speak at this time. (AR)

Board discussion ensued. Each Board member stated their concerns.

Open to Public Comment before Board action: Sandy Offenstein, Cynthia Sanchez, Donna Tanner and Gwen Click had public statements about the potential candidates.

Trustee Tanner moved to nominate Shelley Gonzalez for the board vacancy. Trustee Burgess seconded. Motion failed, 2-2 with Trustees Tanner and Burgess as Ayes and Trustees Randall and Becker as Nays.

Trustee Randall moved to nominate Wendy Jackson to fill the board vacancy. Trustee Becker seconded. Motion failed 2-2 with Trustees Randall and Becker as Ayes and Trustees Tanner and Burgess as Nays.

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This item will be on the next agenda (special meeting, January 29th).

- 3. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Assign Trustee positions. (Chair, Vice Chair, Secretary, Treasurer, Operations Manager) (SB)

Trustee Becker moved to assign agreed upon trustee positions as follows: Chair-Becker, Vice Chair- Randall, Treasurer- Burgess, Operations Manager- Tanner. Secretary position will be filled upon appointment to the now vacant trustee position.

Seconded by Trustee Randall.

Motion carried 4-0

- 4. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve and adopt Resolution 25-01 naming the signatories to District banking accounts by position. See attached supporting document from Roberta Reed, DBM.

Open for Public Comment before Board action: None

Trustee Becker moved to adopt Resolution 25-01 naming the signatories to the District banking accounts by position. Trustee Randall seconded.

Motion carried 4-0.

- 5. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve by minute order the positions of a) Chairman, b) Vice-Chairman, c) Secretary d) Treasurer, and e) Operations Manager. See attached supporting document from Roberta Reed, DBM.

Open for Public Comment before Board action: None

Trustee Becker moved to approve the minute order of the positions of a) Chairman, b) Vice-Chairman, c) Secretary, d) Treasurer, and e) Operations Manager.

Seconded by Trustee Burgess.

Motion carried 4-0.

- 6. For Discussion and possible action to approve, approve with modifications or conditions, or deny:** Approve and authorize the District Business Manager to acquire Google Workspace for the office at \$12/person/month (\$1728 per year for all employees, including Trustees.) See attached supporting document from Roberta Reed, DBM.

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Open for Public Comment before Board action: Cyntia Sanchez, Brad Becker, Donna Tanner and Wendy Jackson had public comment. Ms. Jackson brought to light that the TREGID may be able to “piggy back” off a county or state contract for a lower cost.

Trustee Becker moved to approve and authorize the DBM to acquire Google Workspace for the office at \$12/person/month not to exceed \$1728/year and direct the DBM to investigate the possibility of “piggybacking” off a state or county contract at a reduced cost.

Seconded by Trustee Randall.

Motion carried 4-0

- 7. For Discussion and possible action to approve, approve with modifications or conditions, or deny:** Approve and authorize the District Business Manager to acquire FastPass password management system for the office at \$7/person/month (\$756 per year for all employees, including Trustees.) See attached supporting document from Roberta Reed, DBM.

Open for Public Comment before Board action: Shelley Gonzalez spoke in favor of this while Donna Tanner was concerned about the fact this company was hacked a few years ago.

Trustee Becker moved to table this item until the next meeting for further research by the DBM. Trustee Burgess seconded.

Item was tabled. Item will be on the next meeting agenda.

- 8. For Discussion and possible action to approve, approve with modifications or conditions, or deny:** Approve and authorize the District Business Manager to acquire Adobe Teams at \$23.99/person/month (\$287 per year for one employee.) See attached supporting document from Roberta Reed, DBM.

Open for Public Comment before Board action: None

Board discussion pertained to how this was being used. The DBM explained the ease with which documents that have changes will be easier to edit yet be safe when turned into a PDF for public, Board and office staff viewing.

Trustee Becker moved to approve and authorize the DBM to acquire Adobe TEams at \$23.99/person/month not to exceed \$287/year for a singly employee and direct the DBM to investigate the possibility of “piggy backing” off a state or county contract at a reduced cost.

Trustee Randall seconded.

Motion carried 4-0.

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9. **For Discussion and possible action to approve, approve with modifications or conditions, or deny:** Review Internal control recommendations from POOL/PACT Forensic Audit and Investigation. (MT)

Open for Public comment before Board action:None

The Board went over all the items in the LVC report recommendation. The Board and TREGID staff have endeavored to implement the recommendations.

10. **For Discussion and possible action to approve, approve with modifications or conditions, or deny:** Approve payment to Guided Truck and Equipment for transport and repair of the Bergkamp \$2350.56. (MT) See attached itemized invoice

Open for Public Comment before Board action: None

Trustee Tanner moved to pay Guided Truck and Equipment for the transport and repair of the Bergkamp in the amount of \$2350.56. Trustee Becker seconded.

Motion carried 4-0.

11. **For Discussion and possible action to approve, approve with modifications or conditions, or deny:** Status of FY 2024 audit and steps to complete same. (AR)

Open for Public Comment before Board action: None

Trustee Randall asked about the current status of the audit. Trustee Becker stated as of Monday, Mr. Connor had not forwarded any information to our auditor, Dave Silva. The last documents were uploaded November 3rd even though the portal has been open since October 15th. Trustee Becker continued with the audit and stated the audit must be into the Dept. of Taxation by January 31, 2025 or an extension must be filed with reasons. Trustee Randall questioned whether legal processes would be necessary to compel Ms. Connor to produce the information that is TREGID property.

No action was taken on this item.

12. **For Discussion and possible action to approve, approve with modifications or conditions, or deny:** Mandate that Reports be supported with adequate documentation to support the report including but not limited to itemization of Treasurer's itemized of Treasury Reports, invoices, printed quotes for goods or work in amounts requiring board approval, and copies of all contracts. (AR)

Open for Public Comment before Board action: Donna Tanner commented on what type of documentation.

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Board discussion- Trustee Randall has noted that many reports come before the board or are asked to be placed on the agenda without proper supplemental materials necessary for the Board to take action. This meeting was the first where the reports were covered by proper supplementary material. As stated, these materials must be sent with the agenda item as they are to be available to the Board as well as the community at the time of posting.

Trustee Randall moved to mandate that reports be supported with adequate documentation to support the report or item including but not limited to itemization of Treasury Reports, invoices, printed quotes for goods or work in amounts requiring board approval, and copies of all contracts.

Trustee Tanner seconded.

Motion carried 4-0.

- 11) TRUSTEE'S REPORTS (if any, for Discussion Only):** Trustee Becker acknowledged the hard work of the TREGID road/water crew citing the Standing Rule 10-grading after rain or snowfall. She witnessed this after a current rain when the TREGID was grading up Sandstone at deadman curve.

- 12) PUBLIC COMMENT:**  
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. Speakers will be asked to sign in for the record, speak from the podium, and limit remarks to 2 minutes. Public comment may be further limited due to time constraints. The Board will not take action, nor is the Board required to respond to public comment.

Donna Tanner had commented about the past election and her interpretation of the elections.

- 13) ADJOURNMENT** Trustee Tanner moved to adjourn the meeting.  
Trustee Becker seconded.  
Motion carried 4-0

**TIME: 2209**