

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 January 14, 2026

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, January 9, 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/>.

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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

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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,

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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.

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 speak from the podium, limit their remarks to 3 minutes and sign in for the record. 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.

ADMINISTRATIVE AGENDA

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 three 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.

AGENDA

- 1) **CALL MEETING TO ORDER** Trustee Becker 6:03 p.m.
- 2) **PLEDGE OF ALLEGIANCE** Trustee Randall
- 3) **ROLL CALL OF BOARD MEMBERS** Trustee Becker, Trustee Randall, Trustee Burgess, Trustee Tanner, and Trustee Sanchez on phone.
- 4) **INTRODUCTION OF STAFF PRESENT** Roberta Reed District Business Manager and Carina Owens D1

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5) INTRODUCTION OF GUESTS None

6) PUBLIC COMMENT:

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7) AGENDA AND MINUTES APPROVAL:

A. For Possible Action: Board action to approve the Agenda for January 14, 2026, Regular Board Meeting.

Public comment before Board action: Trustee Tanner motions, Trustee Burgess seconds, motion carries 5-0

B. For Possible Action: Board action to approve the Minutes for December 10, 2025, Regular Board Meeting.

Public Comment before Board Action: Trustee Becker motions, Trustee Tanner seconds motion carries 5-0

8) CONSENT AGENDA:

A. For Possible Action: Bills paid for November and December 2025:

- i. Water Expenses: November \$97,543.80 and December \$29,086.48
- ii. Road Expenses: November \$85,952.59 and December \$57,893.57
- iii. Total Expenses: November \$183,996.19 and December \$86,979.15

Approve payment of bills as presented by the District Business Manager Roberta Reed. Trustee Tanner motions, Trustee Burgess seconds, motion carries 5-0

Questions about GID Financials questions may be directed to Roberta Reed District Business Manager by making an appointment at the GID office,

9) For Discussion Only: REPORTS:

- i. Treasurer's Report.
- ii. Water Operator's Report: Road Report.

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December 2025 - Water and Roads Reports

Water Operator's Report:

Total gallons pumped December 1, 2025, through December 31, 2025, was 4,206,000 gallons. Well #1 produced 1,929,900 gallons and Well #6 produced 2,276,100 gallons. The total water sold for October was 2,389,909 gallons. AFA= 12.87

Leak repairs

12-4-25 – 3765 Sandstone- After hours' water shut off due to property 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: 12/16/25

Water Sampling: Five DW samples were taken from the community 12/29/25. The samples chain of custody went to SGS in Reno for testing.

Wells #1 and 6 - December adjustments:

12/9/25 – Well #6, Pump set @60/50

12/15/25 – Well #6, Changed chlorine barrel, pump set@ 60/50

12/16/25 – Well #6, Pump set@ 60/45

12/30/25 – Well #1, Changed chlorine barrel, Pump set@ 60/50

Well #8 Project:

Continued installing drive by radios on meters (160 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: 3

Verify computer meter read: 1

Water on/off w/leak check: 1

After hours calls: 3

Customer request on/off: 5

Other: 1

Roads: 1

Closing escrow reading: 3

7-day disconnect warning: 36

Turn water back on: 1

Disconnect due to past due: 1

Manual read: 5

Verified if meter in pit: 1

Need meter #Lat – Long & Net

December 2025 - Road Report:

Work in progress and completed:

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Pothole repairs with the Berg Kamp have continued throughout the community. Ditch work has is also continuing. I received another 20 tons of QRP. Pothole repairs were performed on Topaz Ranch Dr., Andesite, Ruby, Sandstone, Clay and Grayhills.

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

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

Cutting Edge LLC - CVG: Cutting Edge to provide a bid for the Sanitary survey inspection abandonment requirement. Received bid. Waiting a bid from CVG.

Safety: Tail gate safety meetings have continued weekly throughout the month December. **Topic: 12/3/25 –** Excavation. **Topic: 12/10/25 –** OSHA soils classification **Topic: 12/17/25 –** Excavation shoring **Topic: 12/24/25 –** Clarifying two key definitions in the OSHA excavation standards.

iii. Attorney's Report. None

iv. Engineer's Report. None

v. FEMA report. Donna Tanner working on a few items for Roberta Reed. FEMA looking good.

Reports may be attached. Projects, maintenance water and road questions may be directed to Rob McVicker DOM by making an appointment at the GID office.

10)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 has attached the quote for the abandonment project from the 2023 sanitary survey report required repairs.

Public Comment before Board Action: Trustee Becker states Bureau of Safe Drinking Water is making this as a requirement. Trustee Tanner requests a list of 3 bids from District Operations Manager Rob McVicker. Trustee Tanner is questioning advertising the job. NRS 338 cites \$50,000 is the amount for advertising. Trustee Tanner requests verbiage regarding any incidents and responsibility. Donna Tanner requests chip seal on road. Trustee Tanner motions to award Carson Valley Sweeping bid of \$49,850.00 Trustee Randall seconds, motion passes 5-0.

B. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Amend standing rule 28.11 to increase the yearly safety allowance from \$250.00 a year to \$500.00 yearly reimbursement to purchase additional

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safety items, such as gloves, safety shirts, boots, etc. payable two times per year, once in July for \$250.00 and once in January for \$250.00 beginning next budget cycle.

Public Comment before Board Action: Trustee Becker motions amend SR 28.11 to show an increase of a reimbursable expense to employees for \$500 starting July 1st, 2026. Any employee who does not stay for 180 days will not be eligible and will be taken out of their final check. A resolution will be presented to the board for approval. Trustee Becker motions, Trustee Randall seconds motion, motion carries 5-0

- C. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve contract extension with SPB Utility Services until March 2026.

Public Comment before Board Action: Daniel Peterson is our new temporary D2 operator. Trustee Sanchez motions, Trustee Randall seconds, motion carries 5-0

- D. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Tabled from December 2025 meeting, Rob McVicker District Operations Manager requests D1 water operator pay increase. Jeff Dines at \$26 an hour for D1 work. NRS 354.598005 for review.

Public Comment before Board Action: There is currently no money in our budget to fund raises. Trustee Randall motions to table until budget hearing in April. Trustee Burgess seconds, motion carries 5-0

- E. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Tabled from December 2025 meeting, Rob McVicker District Operations Manager requests D1 water operator pay increase. Carina Owens at \$25 an hour for D1 work. NRS 354.598005 for review.

Public Comment before Board Action: There is currently no money in our budget to fund raises. Trustee Randall Motions to table until budget hearing in April Trustee Sanchez seconds, motion passes 5-0

- F. For Discussion Only:** Status of 2025 Audit and Extensions. The Audit is currently not finished and updates will be provided. We currently have an extension.

- G. For Discussion Only:** Outsourcing payroll. Requesting quotes for office clock in/clock out. We are looking and waiting for our new contractor to be familiar temporarily. We can look for some bids.

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- H. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve hiring a contingent part time office clerk.

Public Comment before Board Action: This job is posted on our website. This job is part-time for nothing over 16 hours per week. No more than \$16 per hour. Trustee Tanner motions Trustee Burgess seconds, motion carries 5-0

- I. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve a contract hire to replace Roberta Reed.

Public Comment before Board Action: Alysse Akers is the only candidate at this time. She would like a contract. Trustee Randall has reservations of a contract. We will continue to post the position. Donna Tanner requests we look into the future of financials with more than one manager. Brad Becker calls to question. Trustee Becker motions to move to hire Alysse Akers for \$4000 monthly on contract for 6 months with a clause for either party to terminate with notice. Trustee Tanner seconds, motion passes 4-1 Trustee Randall Nay.

11)TRUSTEE'S REPORTS: Granite Property on lien sale, Trustee Becker needs to look into the availability to sell. Financial disclosure are due January 15, 2026.

12)PUBLIC COMMENT:

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13)ADJOURNMENT: 8:48 p.m.

Prepared by Cynthia Sanchez