

**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: July 13, 2022
TIME: 6:00 P.M.
LOCATION: In person at the TRE 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 2:30 p.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: Gbarber1430@gmail.com

CALL MEETING TO ORDER: Led by Chairman Brandon Taylor **TIME: 6:00 PM.**

PLEDGE OF ALLEGIANCE: Led by Chairman Brandon Taylor

BOARD MEMBERS PRESENT: Brandon Taylor, Dave Akola, George Barber, Gerald Clark and Mark Bradshaw.

STAFF MEMBERS PRESENT: Cody Dalhaus, Brittnie Morris, Christine Bradford

INTRODUCTION OF GUESTS: None.

AGENDA APPROVAL: For Possible Action: Board action to approve the July 13, 2022 Agenda.

Public Comment before Board Action: None

Mark Bradshaw made a motion to approve the July 13, 2022 Agenda. Dave Akola seconded. Motion carried 5 Yes - 0 No.

MINUTES APPROVAL:

For Possible Action: Board action to approve the minutes of the June 8, 2022 Regular Meeting.

Public Comment before Board Action: None

Mark Bradshaw made a motion to approve the June 8, 2022 Regular Meeting Minutes. George Barber seconded. Motion carried 5 Yes - 0 No.

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. 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 act. Steve Mitchell commented that there was a 50% drainage blockage on Andesite to Highway 208. Brandon asked under the highway? No. Cody said to order a work order. Christine said she would make a work order up tomorrow. Mike Tanner said good job on a water leak he had reported but there should be better system timing. Dave Akola brought up maybe a \$25.00 credit could be offered to get more response on reporting water leaks. This item will be put on the August 10, 2022 Agenda for further discussion.

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CONSENT CALENDAR

CORRESPONDENCE:

For Possible Action: Bills to be paid for: June 2022

1. Water Bills: \$ 81,357.27
2. Road Bills: \$ 26,150.26
3. USDA/Bergkamp: \$ 2,121.80

Open for public comment before Board action: None

Mark Bradshaw made a motion to approve the Bills to be paid for June 2022. Gerald Clark seconded.
Motion carried 5 Yes - 0 No.

REPORTS

REPORTS – For Discussion:

- A. Treasurer’s Report: None
- B. Water Operator’s Report: Cody Dalhaus
- C. Road Report: Cody Dalhaus
- D. Attorney’s Report: None
- E. Engineer’s Report: None

Water Operator’s Report:

TOTAL GALLONS PRODUCED TO June 30, 2022:	<u>11,206,300</u> GALLONS
TOTAL MAN HOURS THROUGH June 30, 2022:	<u>434</u> MAN HOURS
CUSTOMER CONSUMPTION AS OF June 30, 2022:	<u>9,431,652</u> GALLONS
BULK WATER CONSUMPTION AS OF June 30, 2022:	<u>52,865</u> GALLONS

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WATER SAMPLING: All five routine bacteriological water samples on **June 8TH** came back negative for Total Coliforms.

MAINTENANCE & REPAIRS

Work Order Summary:

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

General Maintenance: Regularly scheduled PRV vault inspections & maintenance.

- 6/7 Vault checks
- 6/15 Flushed hydrants @ Lava Ct., Tile Ct., West Ballman, West Boulder.
- 6/21 Took VOC, Nitrate and Odor Samples with Cameron McKay.
- 6/23 Cleaned and maintenance, booster station 1 and well 1.
- 6/27 Vault checks

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Major Repairs:

- 6/9 Service leak repair @1211 Slate
- 6/13 Service leak repair @1500 TRD
- 6/14 Service leak repair @3910 Walkerview

Future Projects - Short Range: Continue work with Shaw Engineering to begin the rehab on well #6. Shaw Engineering has sent out the bid items to Jason Cooper @SRF and they are waiting to hear back from him, once Jason gets back to them with the approval, we can put it out to bid and begin drilling. Working with Terra John from RCAC to find any additional funding that might be available for the district, Terra will be out to do a rate study with us sometime this month (July).

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, CDBG, & USDA-RD for project funding for the drilling 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:

TOTAL MAN HOURS THROUGH June 30, 2022: 172: MAN HOURS

MAINTENANCE & REPAIRS:

General Maintenance:

- 6/2 Brush removal on Sandstone
- 6/3 Brush removal on Sandstone
- 6/10 Pothole on Sandstone
- 6/24 Pothole on Sandstone from Ruby to Boulder
- 6/28 Ditch maintenance on Eagle Mtn. to TRD, TRD to Albite
- 6/29 Pothole on Sapphire.
- 6/30 Pothole on Sapphire.

Future Projects - Short Range:

- Complete patching of remaining areas on Topaz Ranch Drive.
- Plan pothole & ditch maintenance tasks on Sandstone Road and other Roads throughout district.
- Ditch maintenance & brush removal will continue along ditch flowlines & road edges until the stockpiling at the district yard is at capacity; at which point, ditch maintenance will continue in areas where minimal brush removal would be required.
- Screen rocky overburden & dirt around the district for materials needed for riprap projects.
- Talked to Douglass County about getting equipment and herbicide for spraying easements throughout the District, they agreed to let us use the equipment for no charge we will just have to pay for the herbicide.
- Talked to Douglass disposal and they agreed to get us a 40-yard bin for \$325.25 per haul. This can be used for green waste in order to remove sage brush around the district.

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 have been maintained.
- Riprap ditches to aid with storm water runoff and mitigation of overgrowth within ditch flowlines.

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- Working with RCAC to get SRF funding for road improvement from infrastructure bill

Equipment Repairs:

- Regularly scheduled maintenance & greasing of district equipment.
- Need to look into heavy mechanic to inspect Volvo backhoe 4-wheel drive that has been making noises.

Safety Meeting: "Reporting unsafe equipment" – 6/8/2022

- Excavators, Loaders, Graders etc.

Brandon brought up that Cameron McKay was no longer the COD effective 6/30/22. Cody Dalhaus now needs to register as the COD.

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.
- (4.) The Board will then discuss the item. Once the Board has concluded their discussion, public 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.

AGENDA

*Any items removed **ADMINISTRATIVE** 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:

To Discuss and Approval of a dollar amount for the Top 3 items I feel our district could use.

#1 a new work truck for Water

#2 A new skid steer with a post hole attachment, a blade attachment and a brush hog attachment.

#3 A new tack pot. cd

Discussions centered around the costs of the 3 pieces of equipment on an individual basis. Cody Dalhaus had supplied 3rd party information on prices new, given different attachments. Additional comments were made to support buying used. The consensus was that old equipment could need repair and the used prices were also on the rise. Brandon commented that the board should consider the purchase price on an individual basis within the budgeted amount allowed.

Open for Public Comment before Board action:

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#1 a new work truck for Water for, \$32,000.00

Mark Bradshaw made a motion to approve the purchase of a new work truck for water for \$32,000.00.
Gerald seconded. Motion carried 5 Yes - 0 No.

#2 A new skid steer with a post hole attachment, a blade attachment and a brush hog attachment minus the post hole attachment, for \$81,000.00.

Mark Bradshaw made a motion to approve the purchase of a new skid steer with a blade attachment and a brush hog attachment for \$81,000.00. Gerald Clark seconded. Motion carried 4 Yes - 1 No, Dave Akola.

#3 A new tack pot. For \$18,000.00

Mark Bradshaw made a motion to approve the purchase of a new tack pot for \$18,000.00.
Gerald Clark seconded. Motion carried 5 Yes - 0 No.

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

To approve the GID to pay for myself or one of my guys to attend a CDL class in order to obtain a CDL. cd

Dave commented that the person getting the CDL should be required to stay for 1 year or pay back the cost of the training and that the attorney should write up a legal agreement. Cody said the cost of the CDL was \$4,950.00, but was going to go up to \$5,695.00.

Tabled to the August 10, 2022 Agenda

Open for Public Comment before Board action: Larry Offenstein suggested GID pay and offer a loan payback.

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

To approve RUS BULLETIN 1780-27 LOAN RESOLUTION (Public Bodies) for \$277,000.00 pursuant to the provisions of NRS 318.

Mark Bradshaw made a motion to approve the RUS BULLETIN 1780-27. Dave Akola seconded.
Motion carried 5 Yes - 0 No.

This item was also approved in April 2022.

Agenda item #7 on the April 13, 2022 had previously approved the loan for \$277,000.00

Dave Akola made a motion to approve. Mark Bradshaw seconded.

Motion carried 5 Yes - 0 No.

Open for Public Comment before Board action: None

11. PUBLIC COMMENT:

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Steve Mitchell wanted to know: If power went, out how long would the water system continue?
Cody said the water tanks would supply 3 days of water, if the generators were working 6 days or until the power was restored.

12. TRUSTEE REPORTS:

Dave Akola wanted the updates to the standing orders. Christine Bradford said it was the responsibility of the Vice-Chair

13. ADJOURNMENT:

Time: 7:19 PM

Mark Bradshaw made a motion to adjourn. Gerald Clark seconded. Motion carried 5 Yes - 0 No

Minutes submitted by Board Secretary, George Barber

DRAFT