

# 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

### REGULAR MEETING MINUTES

**DATE:** Wednesday, July 12, 2023  
**TIME:** 6:00 P.M.  
**LOCATION:** TOPAZ RANCH ESTATES COMMUNITY CENTER  
3939 Carter Drive, Wellington, NV 89444

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 TRE GID office at the address and phone number above OR by email directed to: [TREGID2023@gmail.com](mailto:TREGID2023@gmail.com)

- 1) **CALL MEETING TO ORDER:** Led by Chairman Brandon Taylor **TIME: 6:09 pm**
- 2) **PLEDGE OF ALLEGIANCE:** Led by Chairman Brandon Taylor
- 3) **BOARD MEMBERS PRESENT:** Brandon Taylor, Dave Akola, Lisa Sandbo, Michael Tanner, and Kaitlyn Insell
- 4) **STAFF MEMBERS PRESENT:** Cody Dalhaus, Christine Bradford, Larry Hathcock
- 5) **INTRODUCTION OF GUESTS:** Cody Black, Debbie Neddenriep, Max Robinson, Rob Anderson, Keith Ruben, Mark Forsberg, David Park
- 6) **AGENDA APPROVAL:** For Possible Action: Board action to approve the **July 12, 2023**, Agenda.

**Public Comment before Board Action:** No Public comment.

Kaitlyn Insell made a motion to approve the July 12, 2023, Agenda. Lisa Sandbo seconded. Motion carried 5-0.

- 7) **MINUTES APPROVAL:** For Possible Action: Board action to approve the **June 14, 2023**, Meeting Minutes.

Board Action: No public comment.

Kaitlyn Insell made a motion to approve the Minutes of the June 14, 2023, Regular Board Meeting. Mike Tanner seconded. Motion carried 5-0.

- 8) **PUBLIC COMMENT:**

- a. Adam Temple – I would like an explanation of the \$40 something thousand dollars that have been spent on the attorney since his hiring?

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- i. Brandon Taylor – unfortunately, that is attorney client privilege.
- ii. Frank Flaherty – any board member can ask any questions about what the money is being spent on and what the meetings were about.
- b. Sharon Becker – I have personally been boots on the ground trying to decrease our 25% that we have to come up with for FEMA, there are forms down at the office available for pick up. Is there a way to send out a mass flyer to every address in TRE?
  - i. Brandon Taylor – unfortunately this is a financial thing so it can not be voted on tonight.
  - ii. Mike Tanner – I have placed it on social media multiple times with progress information and other ways to help.
  - iii. Karen Jensen – do we have email addresses for all members of the community?

### CONSENT CALENDAR

#### **A. For Discussion Only: Bills Paid for: June 2023**

1. Water Bills: \$ NOT PROVIDED BY TREASURER
2. Road Bills: \$ NOT PROVIDED BY TREASURER
3. Bergkamp: \$2,122.00 (monthly payment for truck used for plowing and patching of roads) NOT PROVIDED BY TREASURER but this payment is the same amount each month

### REPORTS

#### **9) REPORTS: For Discussion Only:**

- A. Treasurer's Report: I based the Treasurer's report based off our bank statements, not QuickBooks.
- B. Water Operator's Report: Gallons produced as of June 30, 2023, 15,990,943 gallons, total man hours as of June 30, 2023, 273 hours, customer consumption as of June 30, 2023, 8,721,700 gallons, bulk water consumption of as June 30, 2023, 0 gallons. All bacteriological water samples taken on 6/12/23 came back negative for total coliforms. 6/2 Maint on well #1, 6/27 vault inspections, 6/20 – 6/21 – re-route and rebuild well #1 packing glad drip system, 6/28 leak repair at vault on Deadman's curve (1281 Sandstone)
- C. Road Report: Total man hours as of June 30, 2023, 85 hours. 6/8 – 6/9 – swept throughout district, 6/8 – road repairs on Ballman, 6/22 – repaired sinking trench across the board by pearl and 208, 6/23 – installed trench plate on Pinion, 6/28 – 6/30 – worked on road repairs on Ballman.
- D. Attorney's Report: no attorney's report
- E. Engineer's Report: Cody Black – the well #6 project electrical panels have been installed, water connections will happen this coming Friday and hoping for start up next week. Moving forward we are getting the generator foundations put in so when the generators come in, they can easily be installed right away. Well #8 project goes out to bid to move forward with that project.

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- F. FEMA Report: Mike Tanner – May 15<sup>th</sup>, some of us attended an applicant briefing with FEMA representatives, on May 25<sup>th</sup>, submitted a damage inventory. May 26<sup>th</sup>, request for assistance was accepted, June 15<sup>th</sup>, donated resources documents were filed and applied for, June 30<sup>th</sup>, phone meeting to set up project groupings. According to FEMA our claims are in excellent standing, and going smoothly, process is up to date and even ahead of schedule.

### ADMINISTRATIVE CALENDAR

#### 10) AGENDA

*(Any items removed from the Consent Calendar will be added and heard at this point.)*

##### 1. For Discussion Only:

Presentation by Debbie Neddenriep and Max Robinson of the Carson Water Subconservancy District regarding project to identify and list potential flood risk projects in the Walker River watershed in Douglas and Lyon Counties. – KI

Presentation by Debbie Neddenriep and Max Robinson from the Carson Water Subconservancy District in regard to the flood damage incurred from this last winter's snowfall melt and flooding.

Open for Public Comment:

1. Cody Black – this is a future project / issue / need funding program that is separate from any disaster relief funding.
2. Karen Jensen – What is the timeline for this project?
  - a. Debbie Neddenriep – Our goal is to get this project done Spring or Fall of 2025.
3. Larry Offenstien – what impact do you think your report will have on our homeowner's insurance?
  - a. Debbie Neddenriep – we are unsure if it will cause any changes, it depends on if you are in a mapped flood hazard area.

##### 2. For Discussion Only:

Presentation from Park Ranch Holdings re: request for water service at proposed development at Sleeping Elephant Ranch. – KI

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Mark Forsberg, I represent Park Ranch Holdings, I had written a letter to the Board dated March 10<sup>th</sup>, we have done a lot of work analyzing this area and how many acre feet of water rights are being used and how many would be used in our project. We are proposing developing on agricultural land across Hwy 208 (Sleeping Elephant Ranch).

Open for Public Comment:

1. Brad Becker – I am only at this point now confident in the water we have for TRE alone, now you're proposing that we supply you the rights to that water for your residential build.
  - a. Rob Anderson – a big part of my practice is water resources, water rights, etc. What is being asked tonight is not to take your water, but rather water rights. We understand and expect that Mr. Park would be required to put in his own facilities (water lines, valves, etc.) to develop additional and supplemental water sources for his development.
2. Larry Offenstien – I think what you guys need to do, is come back with an exact plan as to how many houses and what you will be expecting from the GID and what you think you will be getting from the county.
  - a. Mark Forsberg – anyone that wants a copy of this letter is more than welcome to request one.
3. Sharon Becker – just to clarify, you're telling me that the aquifers are substantial enough to sustain your plan.
4. Karen Jensen – how many homes are we talking about? Will they be horse properties, how many commercial properties?
  - a. Mark Forsberg – it is zoned for a total of 770 homes and a few other commercial uses.
5. Patricia McGee – how many people are we talking about? How many tourist / commercial buildings?
  - a. Rob Anderson – to answer your question specifically, it would be about 1600 people.
6. Sandy Fritch – will the county then require a water retention pond from the drainage of water from up here to down there?
7. Brad Becker – what you're telling me is that you're doubling the size of our community, what I am worried about is all the infrastructure that needs to be put in place and all the drainage that comes right down where you're planning on building.
8. Patricia McGee – I was just curious as to how many miles of road you were talking about here.

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- a. Brandon Taylor – as of right now they haven't actually created a plan for anyone to look.
9. Donna Tanner – did you say that the agriculture takes more water than the subdivision will? If you have all that water than why do you need ours?
10. Adam Temple – what kind of timeline are we looking at?
  - a. Rob Anderson – at least 2 to 3 years to breaking ground.

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

Hire HR/Payroll service with Nevada State Bank. Not to exceed \$1,150.00 a month with a \$1,575.00 onetime setup fee. This will facilitate direct deposit quickly and save money in employee payroll costs. Bring us up to legal standards including state and federal employee policy standards and create policy manuals as recommended by our accountant Dave Silva and Pool/Pact. A payroll service will keep us in compliance with employee taxes and benefits, saving money during yearly audits and more. – MT / LS

Lisa Sandbo – this would aid in money saving, board coherence, time savings, tax data backup, direct deposit, yearly audits will be easier and into compliance.

Mike Tanner – it has been suggested over and over again through our audits, to take a load off our bookkeeper, to get us offsite storage, basically to bring us into this century. There are a lot of things in our standing rules that don't hold water, the service would pave that road for us with input from the board and our employees.

Open for Public Comment before Board action:

1. Christine Bradford – there are actually 3 payrolls every single month (2 employee and 1 board), there are also some months that have 4 (3 employee and 1 board), also if we do this, there still won't be a report sent to the bank from the time clock, I will still have to do a huge part of payroll (splitting the guys hours 60/40 for water/roads) and basically someone else is only doing the direct deposit. There will be nothing really taken off my plate, in fact there is just as much if not more on my plate. I think you guys pay me maybe \$200 a month to do payroll, where now you would be spending an additional \$900 for someone else to do it, but I would still have to do most of the job.
2. Larry Offenstien – I think that this item needs to be tabled until the next agenda, because it is really unclear as to what you are wanting to do.

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3. Elaine Robertson – if the payroll stays as it is, it would be a small task to get direct deposit set up.
4. Cody Dalhaus – this is basically stating that you don't trust in the abilities of our bookkeeper, undermining her abilities. Also, I just requested rock the other day and was informed that we don't have that in the budget, yet we can afford this?

Dave Akola made a motion to hire the HR / Payroll service offered through Nevada State Bank. Mike Tanner seconded the motion. Motion carried 3 – 2

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

Starting immediately all employees will use the biometric time system that has been in the office for months. - MT / LS

Mike Tanner – its pretty simple we voted to buy a time clock and use it.

Brandon Taylor – we actually never voted to buy one, we voted to bring options to the table for the board to vote on. This is a system that is hooked up to the internet, so someone has access to all the information that is on it, where does that go?

Mike Tanner – any board member can go down and log onto it at the office and log onto it.

Kaitlyn Insell motioned to table this agenda item until proper literature has been provided to all the board members. Mike Tanner agreed to table this agenda item and provide said literature to all board members. Motion to table agenda item until August 2023 agenda 5 – 0

Open for Public Comment before Board action:

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

Accept the resignations of Lisa Sandbo and Dave Akola from the offices of Vice Chairman and Treasurer and appoint Dave Akola, as Vice Chairman, and Lisa Sandbo, as Treasurer, until the next regular election of officers by the Board. – DA

Dave Akola – I have had a lot of complaints about my job as Treasurer, so I figured this would be the best way to change that, I have been very busy working on the FEMA stuff and that is going to be taking a lot of my time. So, I figured this would be the best for the Board.

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- a. Brandon Taylor – this is the concern I have, during the time that Dave was Vice Chairman, we had several (3) employees resign from the GID, all 3 stated that they had been personally verbally assaulted, harassed, etc. by the Vice Chairman. So now we are taking and putting it back to where the Vice Chairman is again overseeing the same set of employees where we had 3 people resign because of who was the Vice Chairman. I don't have an issue with Lisa Sandbo being the Treasurer, I feel like she can do that job successfully and work with our office staff. My concern is the Vice Chairman position, I would like to recommend for discussion, either we switch Kaitlyn Insell to Vice Chairman, Mike Tanner is already in Operations, that would leave the Secretary position open that could be filled by Dave Akola, and Lisa Sandbo as Treasurer.
- b. Mike Tanner – my understanding of the standing rules is that the Operations Manager is the direct overseer of the field employees, and the Vice Chairman also has oversight of the Operations Manager but usually in disciplinarian aspects only.
- c. Cody Dalhaus – my understanding is that you have direct relationship with me not directly with the field staff.
- d. Mike Tanner – it states all non-clerical staff, and etiquette would dictate through the DOM.
- e. Brandon Taylor – made a motion to amend the current agenda item to state :  
Accept the resignation of Kaitlyn Insell, Dave Akola, and Lisa Sandbo from the office positions of Secretary, Treasurer and Vice Chairman and appoint, Kaitlyn Insell as the Vice Chairman, Dave Akola as the Secretary and Lisa Sandbo as the Treasurer until the next regular election of officers by the Board.
  - a. Discussion by Dave Akola – I don't have time to be the Secretary, I am spending hours working on FEMA stuff, I don't have time to do notes and minutes. If I do, FEMA stuff will fall off and that is far too important to the GID. I have been speaking with and scheduled meetings with contractors.

Brandon Taylor made a motion to accept the resignations of Kaitlyn Insell, Lisa Sandbo and Dave Akola and appoint to new positions on the Board. Kaitlyn Insell seconded the motion. Motion not carried 2 – 3.

Open for Public Comment before Board action:

1. Larry Offenstien – this is an all time first, I've been going to GID meetings for going on 20 years, in all honesty it is clear that Mr. Akola should resign from his respective position as it is clear that he is not respected by the public.
2. Sue Bowlin – Mr. Akola admitted that he isn't the right person for the Secretary job, so I agree with the complete resignation from the Board.

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Kaitlyn Insell made a motion to accept the resignations of Lisa Sandbo and Dave Akola and appoint to new positions on the Board (Lisa Sandbo as new Treasurer and Dave Akola as Vice Chairman). Mike Tanner seconded the motion. Motion carried 3 – 2.

### 11) TRUSTEES' REPORTS.

- a. Dave Akola – earlier this week I spoke with the manager of Granite construction about our problems out here and he is going to send a project manager to look at our problems and give us recommendations of the best way to resolve.
  - i. Mike Tanner – we are doing site surveys with FEMA representatives.

### 12) PUBLIC COMMENT: Not for Board Action:

- a. Larry Offenstien – when will we receive the water / road / Bergkamp numbers? The attorneys report, did he do anything for us this month?
- b. Sue Bowlin – I want to know what is going to be done positively on that road and when will it be done? We are having problems getting our packages and deliveries and heaven forbid we have an emergency.
  - i. Cody Dalhaus – I have been working on it on my own the last few weeks, now that we can't get rock delivered and we are having to grizzly for it, that is taking twice as long.

**13) ADJOURNMENT:** Mike Tanner made a motion to adjourn. Dave Akola seconded. Motion carried 5-0.

**TIME: 8:44 pm**

Minutes submitted by Board Secretary Kaitlyn Insell

**A COMPLETE RECORDING OF THIS MEETINGS DISCUSSION CAN BE FOUND AT THE GID OFFICE**