

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: July 09, 2025

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 **Thursday, July 3, 2025**, 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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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, 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.

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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 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 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 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.
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AGENDA

- 1) **CALL MEETING TO ORDER** Trustee Becker
- 2) **PLEDGE OF ALLEGIANCE** Trustee Tanner
- 3) **ROLL CALL OF BOARD MEMBERS** Trustee Tanner, Trustee Sanchez, Trustee Becker, Trustee Burgess and Trustee Randall
- 4) **INTRODUCTION OF STAFF PRESENT** Roberta Reed DBM, Carina Owens OIT
- 5) **INTRODUCTION OF GUESTS** No Guests present

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6) PUBLIC COMMENT:

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7) AGENDA AND MINUTES APPROVAL:

A. For Possible Action: Board action to approve the Agenda for the July 09, 2025, Regular Board Meeting.

Public comment before Board action: Trustee Sanchez motions, Trustee Becker seconds motion approved 5-0

B. For Possible Action: Board action to approve the Minutes for June 11, 2025, Regular Board Meeting.

Public Comment before Board Action: Wendy Jackson requests update on closed session. Trustee Sanchez motions, Trustee Becker seconds, Motion carries 5-0

8) CONSENT CALENDAR:

A. For Possible Action: Bills to be paid for July 2025:

- i. Water Expenses: \$ 59,405.06
- ii. Road Expenses: \$ 39,603.37

Public comment before Board action.

B. For Discussion Only: REPORTS:

- i. Treasurer's Report. (see attached bills) Roberta Reed received a bill for our insurance package that was not paid for (Assured Partners) requesting \$19,046.01 Trustee Randall requesting all addresses and emails for all entities changed so bills are paid on time. Trustee Tanner asking for a line item for reimbursement stated. LGIP transfer was made for \$150,000

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

Water Operator's Report:

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Total gallons produced June 1, 2025, through June 30, 2025, was 8,707,600 gallons. Well #1 produced 3,830,800 gallons and Well #6 produced 4,876,800 gallons. The total water sold for June was 5,872,365 gallons.

After hours' call:

6-29-25 - 1285 Topaz Ranch Dr. – Leak

6-29-25 – Tank 3 loss all water pressure, caused by a pump failure in booster station 1.

Leak repairs:

6-30-25 – 1285 Topaz Ranch Dr. – Service line leak. The service line was replaced from the main union back to the service meter.

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 6-19-25

Water Sampling: Five DW samples were taken from the community. The samples chain of custody then went to SPB to deliver to SGS in Reno for testing on 6-9-25 and we received the results 6-17-25.

Wells #1 and 6 - June adjustments:

6-2-25 – Well #6 Changed Chlorine barrel, set@ 60/40

6-9-25 – Well #6, Pump set @60/50

6-10-25 – Well #1, Pump set@ 60/45

6-10-25 – Well #6, Changed Chlorine barrel, set@ 60/50

6-18-25 – Well #6, Changed Chlorine barrel, set@ 60/50

6-24-25 – Well #6, Changed chlorine barrel, set@ 60/50

6-29-25 – Well #1, Changed chlorine barrel, set@ 65/50

6-30-25 – Well #6, Changed chlorine barrel, set@ 60/60

Booster Station 2:

The generator was down. Fuses were replaced and the block heater was disconnected. The generator was manually test and is operating.

Booster Station 1: Carson pump quote pending. Scada is investigating possible controls issue. Simerson will take a look at the power system in July.

Weekend checks: The visual and chlorine checks at the Wells, booster station and tanks over the weekends has been reinstated at least in the summer months.

Well #8 Project:

Waiting for final inspections, remaining testing, substantial completion and beneficial water use.

Work in progress: Working with SBP and Shaw to complete the 2020 and 2023 SSR. Quote pending for CAP piping issues. We are continuing to go through all our valves and vaults.

Work Order Status:

High usage/leak check: 14

Disconnect for non-payment: 2

Verify computer meter read: 3

Water on/off w/leak check: 1

After hours calls: 3

Customer request on/off: 3

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Other: 2

Road: 1

Closing escrow reading: 3

7-day disconnect warning: 10

Manual read – no census reading: 1

Disconnect due to past due: 2

June 2025 - Road Report:

Seasonal labor:

Seasonal employees started June 3, 2025, working 3 days a week.

Work in progress and completed:

Pot hole repairs with the BergKamp (TRD and SS). Ditch work, culvert work and mowing continued.

Skid steer: I ordered a windshield through SVG and will have it installed when received.

Sweeper: Replaced the water pump and belt.

- iii. Attorney's Report. No Report. Trustee Randall would like itemized invoices for Attorney expenses.
- iv. Engineer's Report. Trustee Becker signed for the drive by meters change order. Working on the bid package on Well 8
- v. FEMA report: Donna Tanner said the board voted to have to have Cody Black do bid package for Culverts. Northern Roads was denied in a hearing; We are short documentation for the grant to be awarded. Right to Appeal does not seem attainable. Trustee Randall asks Roberta Reed if she has been tasked to find anything to help with documentation for FEMA. Trustee Randall has issues with non-board members spearheading FEMA. Donna Tanner states Trustee Tanner had to submit application for public assistance because the deadline was days away and members of the board at the time would not respond to calls, instead Trustee Tanner took over the application. Trustee Tanner is an applicant, and she is strictly administrative. This original application. This is a Grant started over 3 years ago. Wendy Jackson states she may have Video of the events and is willing to help if she finds some.

9) ADMINISTRATIVE AGENDA

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

- A. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the contract submitted by Chris Facque representing Facque Consulting to manage the district's water rights permit status, extension of time and beneficial use applications as well as provide professional consultation on district's water use strategies under the direction of the DOM Rob McVicker. **New motion:** Approve the contract submitted by Chris Facque in the amount of \$9,190 representing Facque Consulting to manage the district's water rights permit status, extension of time

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and beneficial use applications as well as provide professional consultation on district's water use strategies in conjunction with the DOM Rob McVicker.

Public Comment before Board Action: Wendy Jackson is requesting additional development from Facque for future board use. Trustee Tanner states strategies are part of the cost. Trustee Becker spoke with Cody at Shaw about water use and states that future vision for our water rights is important. Trustee Sanchez motions, Trustee Tanner seconds, motion carries 5-0.

- B. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Under the direction of Rob McVicker DOM to approve a yearly pay increase for Carina Moran OIT of at least \$1 per hour. **New motion:** Under the direction of Rob McVicker DOM to approve a cost-of-living increase pay increase for Carina Moran OIT for \$1 per hour.

Public Comment before Board action: Trustee Sanchez motions, Trustee Randall seconds motion carries 5-0

- C. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Under direction of Rob McVicker DOM approve a yearly pay increase of at least \$1 per hour for Jeff Dines Water Laborer. **New motion:** Under the direction of Rob McVicker DOM to approve a cost of living pay increase of \$1 per hour for Jeff Dines Laborer.

Public Comment before Board action: Trustee Becker motions, Trustee Burgess seconds, motion carries 4-1

- D. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Direct and Authorize Roberta Reed DBM to read through Standing Rule 22.3.8 and review the processes of notifying the public of boil notices and boil notices rescinded.

Public Comment before Board action: Trustee Tanner suggests reverse 911 or 411. Trustee Becker has emergency numbers to be put on the homepage of webpages. and Magnets for refrigerators. Carina Owens suggests Television and Radio ads. They currently do Doorhangers.

- E. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** After reviewing the 2025 budget and under the direction of Rob McVicker DOM a request for removal of the Road Foreman position by resolution of standing rule 25.4.7.9

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Public Comment before Board action. There are legal questions surrounding Workers Compensation cases. Trustee Becker motions to table until August, Trustee Tanner seconds, motion tabled 5-0.

- F. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve payment of the bills as presented by the DBM, Roberta Reed: (See attached)

Public Comment before Board action. Trustee Sanchez motions, Trustee Becker seconds, motion carries 5-0

- G. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Direct and Authorize Rob McVicker DOM to replace or repair Pump 1 booster station. Carson pump quote pending.

Public Comment before Board action. Ongoing investigation. No Board action taken.

- 10) TRUSTEE'S REPORTS (if any, for Presentation Only):** Rob McVicker directed Carina Owens to take pictures of completed road work and weekly work orders or plans.

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- 12) ADJOURNMENT:** Trustee Sanchez motions Trustee Beckers seconds, meeting adjourned 5-0 7:38 p.m.