

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, June 14, 2023
TIME: 6:00 P.M.
LOCATION: TOPAZ RANCH ESTATES COMMUNITY CENTER
3939 Carter Drive, Wellington, NV 89444

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- 1) **CALL MEETING TO ORDER:** Led by Chairman Brandon Taylor **TIME: 6:02 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:** Christine Bradford, Cody Dalhaus, Jeff Dines, Larry Hathcock
- 5) **INTRODUCTION OF GUESTS:** Cody Black and Brooke Adie
- 6) **AGENDA APPROVAL:** For Possible Action: Board action to approve the **June 14, 2023**, Agenda.

Public Comment before Board Action: No Public comment.

Dave Akola made a motion to approve the June 14, 2023, Agenda. Lisa Sandbo seconded. Motion carried 5-0.

- 7) **MINUTES APPROVAL:** For Possible Action: Board action to approve the **May 10, 2023**, Meeting Minutes.

Board Action: No public comment.

Kaitlyn Insell made a motion to approve the Minutes of the May 10, 2023, Regular Board Meeting. Lisa Sandbo seconded. Motion carried 5-0.

- 8) **PUBLIC COMMENT:** No Public Comment

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CONSENT CALENDAR

A. For Possible Action: Bills Paid for: May 2023

1. Water Bills: \$
2. Road Bills: \$
3. Bergkamp: \$
4. Attorney Bills: \$
5. Fourth Quarter FY 2022/2023 depreciation from the Water Enterprise Fund to CGP (Capital Grants Program – TREWCO – aka AB198) in the amount of \$6,120.00
6. Fourth Quarter FY 2022/2023 depreciation from the Water Enterprise Fund to Short Lived Assets (TRESLA) in the amount of \$2,302.60.
7. Fourth Quarter FY 2022/2023 deposit for the Equipment Set-Aside Fund (TREG EQ) in the amount of \$670.00 from the Road Operating funds.
8. Fourth Quarter FY 2022/2023 depreciation from the Water Enterprise Fund to USDA fund (TREC AP) for compliance regulation to cover minimum Debt Service Reserve in the amount of \$2,308.35.

Public Comment:

- a. Cody Black – these accounts are not tracked, they don't show up in QuickBooks, they are set aside money that is there for major breaks in the system, not intended to be used unless it is an emergency.
 - i. Mike Tanner – these are not kept in our regular account with Nevada State Bank?
 - ii. Cody Black – they are kept in a completely separate account that is not accessible unless you have a legitimate reason to utilize them.
 - iii. Dave Akola – the reason I said that there is a problem with our accounting is because the numbers I receive from our bookkeeper state that we have \$2,993,145.92 in the equipment set aside fund, we don't have that much money in all of our accounts combined. The total in our bank account is \$700 or \$800 thousand.
 - iv. Christine Bradford – there was an extra zero added to this number. That is an LGIP account that we fund quarterly, but it is \$200,000 not \$2,000,000.

Kaitlyn Insell made a motion to approve # 5 – 8 of May 2023 Bills Paid. Dave Akola seconded. Motion carried 5-0.

REPORTS

9) REPORTS: For Discussion Only:

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- A. Treasurer's Report: in the restricted account we have \$378,312.34, in the unrestricted we have \$180,383.77, all the numbers have been taken from the bank accounts not from QuickBooks.
- B. Water Operator's Report: Total gallons produced through May 31, 2023, 4,821,200 gallons. Total man hours through May 31, 2023, 295 hours. Customer consumption as of May 31, 2023, 4,248,626 gallons. Bulk water consumption as of May 31, 2023, 0 gallons. All 5 routine bacteriological water samples taken on May 10, 2023, came back negative for total coliforms. General maintenance, all regularly scheduled PRV vault inspections and maintenance were performed, 5/6/2023 – replaced old locks with matching key locks on all gates, doors and any other water related entry points around the district. 5/9/2023 – pre con meeting with Shaw online regarding well #6 project. 5/22/2023 – vault checks. 5/24/2023 – in person hydrant repair and maintenance refresher course given by Pak Hughes from Western Nevada Supply Company. 5/24/2023 – Flushed all 3 hydrants on the west side of Carter Dr. Major repairs, 5/15/2023 – work on well #6 project began. Future projects – Short Range, continue to work with Shaw Engineering on the rehab of well #6, continue working on the meter replacement program, put together a valve working program to exercise the gate valves throughout the system. Future Projects – Long Range, continue with Shaw Engineering reviewing information for system mapping and proper abandonment of old 4-inch water mains, upgrades to meter reading equipment and complete the well #6 rehab.
- C. Road Report: Total man hours through May 31, 2023, 98.5 hours. General maintenance, 5/8/2023 – worked on ditch / flood line in Mini Ha-Ha Canyon north of Sandstone. 5/9/2023 – ditch repair on Eagle Mtn and Grayhills. 5/10/2023 – ditch repair on Eagle Mtn. 5/16/2023 – road work on Ballman. 5/18/2023 – continued work on Ballman. 5/23/2023 – cleared culverts on Andesite and Granite. 5/25/2023 – worked on ditch line on Ballman.
- D. Attorney's Report: Frank Flaherty - 1) Appearance in front of Douglas County Commissioners on May 18, 2023, got approval to acquire the property on Granite, there is a 90-day redemption period where the owner can still get it back by paying all back taxes / penalties. Once we have acquired the property, we have to go through the rezoning process. In speaking with Amy Burgan's, she recommended that we get going on the rezoning process now. 2) on May 30, 2023, I emailed the board a memorandum re: NRS 354, Local Government Finance, with dates and deadlines to help us stay on track.
- E. Engineer's Report: Cody Black – 1) Phase 1B of well #6 replacement project, everything is progressing. 2) working with Cody Dalhaus on issues on Ballman. 3) Dave Akola requested a road repair update report.
- F. FEMA Report: Mike Tanner – with the information gathered the spreadsheet was filled out to FEMA's satisfaction and returned / accepted, next step is grouping and planning, which means we have to get bids from contractors for approval. They will only be fixing what was damaged during the event. Next is mediation planners to help us not have as much damage if this were to happen again.

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Dave Akola – we were asked if we controlled the land where the issues happened, I researched it and all of our channels are owned by Douglas County from the top of TRE all the way to Hwy 208, we only own the culverts that go under the TRE roads.

- a. Douglas County Commission Chairman Mark Gardner was recognized by the District Chairman. Chairman Gardner shared with the Board that per the ordinance that created the District in 1997, all roads, inlets and outlets, and responsibility for drainage was conveyed to the District. Chairman Gardner offered to provide a copy of the ordinance to the Board.

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.) Public comment will be allowed and is limited to two minutes per speaker.
- (5.) Once Public comment is completed, the Board will then ask any follow-up questions and take action.

For 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 open public comment.

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:**

To award Amendment #1 to the agreement with Shaw Engineering for the Well 6 Replacement project to add additional engineering services for Phase 2 in an amount not to exceed \$190,000. Additional services will include design, permitting, resident project representative services and construction administration for Phase 2A and 2B of the Well 6 Replacement project to drill, equip and connect a new Well #8. Work will also include misc. distribution system

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rehabilitation for hydraulic modeling and abandonment of dead-end mains and SmartPoint Meter Retrofits and Auto-Read Metering equipment. Amendment #1 also updates the fee schedule in Appendix 2. Cody Black

Cody Black – this is outlining the next phase of this project, this is to cover another well being dug (well #8), our hope is that by the July meeting we will be about to pump or already pumping water from well #6 to show that it is working. My recommendation is because of how long it took last time to get well #6 drilled, is that we start well #8 to bid now and start drilling in the 3+ months it will take to get the bids in, etc.

Open for Public Comment before Board action:

- a. Bob Stevenson – have you spoken with the County water master, so you know where to put your well down?
 - i. Cody Black – yes, we met with a hydrogeologist about where to place these wells.

Kaitlyn Insell made a motion to approve to award amendment #1 to the agreement with Shaw Engineering for well #6 and initiate the bidding for well #8. Dave Akola seconded the motion. Motion carried 5-0

2. For Discussion Only:

Douglas County's Master Trails Plan Presentation. CD

Brooke Adie assistant director of Community Services – updating the Douglas County comprehensive trails plan, consulting with Wood Rogers to do so. This process was started earlier in 2023, getting feedback on where you would like to see trails marked or if there are other issues pertaining to all trails. Gathering inventory for the maps, making sure that all trails are on the map. We will be back out here July 27, 2023, to give a larger presentation. The whole purpose of the master plan is to have a record so that you can make a plan as you travel if you are going to utilize certain trails. The maps will be easily decipherable as to what type of trail they are.

Open for Public Comment:

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

Removal and disposition of the District's old modular office building. BT

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Brandon Taylor – we either need to pay someone to tear it down / remove it, or we can do a closed bid for removal.

Frank Flaherty – there are 3 different statutes that speak to this, because Brandon Taylor is on the Board he has an interest in it, the rest of the Board can decide that they want to dispose of this building and thinking that there won't be much interest in it, we publish a notice in the paper offering for someone to come buy it. And as long as Brandon Taylor is not involved in the voting for the placement of the ad in the paper (he would abstain while voting) he can then bid on the building.

Open for Public Comment:

- a. Cody Black – you have this as an action item tonight, why not just recuse yourself (Brandon Taylor), and let the rest of the Board vote to let it go to auction.

CHANGED TO: For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:

Removal and disposition of the District's old modular office building on Carter Way, by placing an ad in the paper to accept requests for proposals for removal from property.

- b. Donna Tanner – what is our responsibility for mold?
 - i. Frank Flaherty – it is being sold as is.

Kaitlyn Insell made a motion to place an ad in the paper to accept requests for proposals for removal of the old office building from property. Lisa Sandbo seconded the motion. Motion carried 4-0, Brandon Taylor abstained.

11) TRUSTEES' REPORTS.

- a. Dave Akola – with respect to grants, we are going to put in for a grant for ARPA Funding. We are requesting \$250,000 for a new maintenance building. We have been looking through the process and have drafted a letter requesting the funds.

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.

- a. Sandy Fritch – last month there was a motion made to set up direct deposit.
 - i. Brandon Taylor – that is my fault at this point in time, we are having issues with getting it set up through our bank.

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- b. Cody Dalhaus – there was supposed to be a road plan for this upcoming fiscal year put together by the Vice Chair by June of the previous fiscal year.
- c. Sandy Maria – is there a plan for the roads? Do we have to wait for FEMA? What's going on?
 - i. Cody Dalhaus – we are working on getting these things corrected, but with the sinking of Ballman and the consistent rain, we are unable to lay cold mix with all the moisture.
- d. Gene DiOrio – Mike Tanner are you spearheading getting the funding?
 - i. Mike Tanner – this is a continued team effort; we were out sort of on the spot when we were told we had to apply at the same time as the County does.
 - ii. Kaitlyn Insell – can I make a request in regard to all the FEMA stuff, so that I myself and all of us can be previewed to all FEMA / Grant information.
- e. Sharon Becker (paraphrased) – why is the Board not working as a cooperative body? We elected you to do a job not to work towards personal gain. Why does the Treasurer not know how to do his job? Why are there Board members not previewed to all the FEMA / grant information?
 - i. Dave Akola – the paperwork I received for the financials it is 35 pages, I have found issues on each and every page, payments going to Citi National Bank? Missed charges? Personal charges on credit cards? Many things have been misappropriated.
 - ii. Sharon Becker – Christine said that she would give you total training on how to access and work QuickBooks.
 - iii. Lisa Sandbo – looking through some of the financials, there was a \$4,500 deposit we had to put in because NV Energy was late?
 - iv. Mike Tanner – maybe Kaitlyn can facilitate our 5-way correspondence?
 - 1. Kaitlyn Insell – from my understanding and speaking with my attorney friend in regard to the open meeting laws, we can all be BCC on a single email, as long as we do not reply all, and we can not discuss policy or anything like that via email.

13)ADJOURNMENT: Kaitlyn Insell made a motion to adjourn. Mike Tanner seconded. Motion carried 5-0.

TIME: 8:16 pm

Minutes submitted by Board Secretary Kaitlyn Insell

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