

# 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: June 12, 2024**

**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 Chairperson Sharon Becker **TIME: 6:03 PM**
- 2) **PLEDGE OF ALLEGIANCE:** Led by Trustee Mike Tanner
- 3) **BOARD MEMBERS PRESENT:** Mike Tanner, Jeffery Burgess, Sharon Becker, Lisa Sandbo. Alton Randall present via phone. Attorney Frank Flaherty joined at 6:15 pm.
- 4) **STAFF MEMBERS PRESENT:** Deborah Connor via phone
- 5) **INTRODUCTION OF GUESTS:** None
- 6) **AGENDA APPROVAL:** For Possible Action: Board action to approve the **June 12, 2024**  
No Board Comments

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

Trustee Becker Motion to approve the agenda of June 12, 2024

Trustee Randall seconded.

Motion Carried 5-0

- 7) **MINUTES APPROVAL:** For Possible Action: Board action to approve the minutes of the May 8, 2024, regular meeting and May 29, 2024, special meeting.

Public Comment before Board Action: No comments.

Trustee Becker moved to approve the minutes of May 8, 2024. Seconded by TannerTrustee.

Motion Carried 5-0

Trustee Becker moved to approve the minutes of May 29, 2024, special meeting. Seconded by Trustee Burgess.

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Motion Carried 5-0

- 8) 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 2 minutes per speaker, and speakers will be asked to sign in for the record. The Board will not take action. The Board is not required to respond to Public Comment.

**Donna Tanner:** Thank you to Rob McVicker, DOM, board members, and staff for getting the grindings. Questions about what is happening with street improvement. Post a weekly schedule update to help the residents avoid certain areas where work is being completed. Explained need for better documentation to help with FEMA and possible upcoming grants. Possibly posting on the GID door, Joe's, and the community center and Facebook page TRE Community.

**Deborah Connor:** I can get the webmaster to update site with a tab to put updates. Discussed FB and get a staff member to progress forward . Free services available for streaming also.

**Cynthia Sanchez:** Meetings can be streamed through our current website.

**Michael May:** FB is tied to a phone number.

**Trustee Tanner:** stated the contractor's use their signage. Our staff uses our signage as needed.

**Fred Farley** (read into the comment by Trustee Becker). Mr. Farley wants to thanks our DOM and staff for finally taking care of the water pressure in their area. It has been 2 years of complaints, and it is no longer an issue. The water heaters are no longer blowing their tops. Also, thank you Jeff and Rob for dealing with his water meter issue so quickly.

**Brad Becker:** Road signage placed properly would act well also

## CONSENT CALENDAR

### A. FOR DISCUSSION ONLY: Bills to be paid June 2024

1. Water Bills: \$ 24,786
2. Road Bills: \$ 25,674

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- 3. Debt Service: \$ 27,221
- 4. Bergkamp: \$ 2,122

### REPORTS

**9) REPORTS:** For Discussion Only: Read into the record by Trustee Sandbo.

A. Treasurer's Report: See Attachment Treasury Report 5/01/2024 – 5/31-2024

Bank and Investment Accounts	\$	Restricted
	\$	Unrestricted
	\$	Deposits
	\$	Debits
Cash Accounts:		
	\$	Water Operations
	\$	Water Projects Account
	\$	Cash in Transit to bank
	\$	Petty Cash
Investment Funds		
	\$	Capital Projects
	\$	Short Lived Assets
	\$	TREWRT
	\$	LGIP Investment WCO
	\$	Equipment
Income		
	\$	Grant Revenue
	\$	Interest on Investments
	\$	Customer Payments
	\$	Road Tax/Consolidated Tax

B. Water Operator's Report: Read into the record by Trustee Becker. See attachment

C. Road Report: See Attachment

D. Attorney's Report: Agenda and small amount of legal research.

E. Engineer's Report: Cody Black will be on a tele-meeting tomorrow with FEMA south roads and #8 well will be out for bid.

F. FEMA Report: Trustee Tanner reported debris project is underway with CVG. There is a telephone pole that is close to the culvert. Trustee Tanner states NVE should be contacted to purview the position.

BSDW sent over approval to use Well #8- reported by Deborah Connor.

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### 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:** The sale of Chevy Truck, non-working Case backhoe, Emulsion Kettle. This will be done by placing an advertisement for highest acceptable bid or auction or other method authorized by NRS 332.185 as determined by the Board and DOM.

Board discussion: Trustee Tanner informed the board and community there are items that need to be auctioned as they are not useful to the GID at this time.

Motion by Trustee Becker moved to authorize and direct the TREGID DOM to place ads in newspapers and other online sites to sell to the highest bidder, as is, the Chevy Truck, Case backhoe, and emulsion kettle. A removal/pickup date will be included. The cost of advertising is not to exceed \$500. Seconded by Trustee Tanner.

Open for Public Comment before Board action: None

Motion carried 5-0

2. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve a contract for the non-FEMA road work utilizing road millings/grindings. Current contract Bid returned is Calbre

Board discussion: Trustee Tanner- question about available funding to pay contracts on a timely basis. Discussion about how to bid within the NRS statutes. Must define the project definitively to limit the expense and area covered. Also, discussion about covering the district liability and Ms. Connor feels it would be worth the attorney expense to create a document specifically for the TREGID to use with the upcoming contractors as to a specifically.

Public comment:

Michael May- does this include water to be used as with the grindings during the work. Qualcom may not have time to call back since it is paving season.

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Trustee Tanner motioned to accept the contract from Calbre for 9 days of work at the rate stated (\$7995/ day for time and material) for areas to be stated in the contract. This will be known as Project Contract 2024-01. Trustee Becker seconded the motion. Motion carried 5-0.

Trustee Becker amended motion to include that Calbre include proof of the governmental regulatory documentation required by the TREGID. Trustee Tanner seconded the motion. Carried 5-0.

No board discussison. No public comment.

Donna Tanner- do we have written proof of solicitation for bid process? There are exclusions in the contracts and read into the record by Trustee Becker.

Motion carried 5-0.

3. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Repair the Bergkamp. Removed from the agenda.
4. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Modify or rescind Standing Rules 25.5.1.1 and 25.11.1.regarding drug testing and medical inquiries to ensure compliance with state and federal law.

Board discussion: Trustee Becker presented the reason for removal due to conflict with state and federal regulations. Attorney Flaherty agreed the wording is of concerns. Recommended we contact POOL/PACT. Trustee Tanner and Ms. Connor states job description should include the necessary physicality of each job.

Open for Public Comment before Board action:

Trustee Becker motioned to rescind SR 25.5.1.1 and 25.11.1. Trustee Tanner seconded the motion. Motion carried 5-0.

5. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Amend Standing Rule 22.3.7.1.1 - Add wording: This fee will be assessed annually beginning (month 2024 to be determined).

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**Board Discussion:** Service availability fee. For property owners of unimproved property. This is only effective when ownership changes. Trustee Burgess recognized this is a fee for an unavailable service (for nothing). Trustee Becker-How do we charge the property owner, if we chose to charge? This is a lot of work for such a small amount of money. Trustee Randall- this is not a justifiable fee.

Open for Public Comment before Board action:

Michael May- Commented about previous work done on the property by the TREGID.

Trustee Becker motioned to table and bring it back after legal counsel research. Trustee Randall seconded the motion. Motion carried 5-0.

- 6. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the Liability and Workman's Compensation insurance.

**Board Discussion:** This does not include Workman's Comp as it renews in January 2025. This item is for TREGID liability insurance.

Board Discussion: Trustee Tanner and Becker both acknowledged this policy is impressive. Trustee Burgess asked about the payment plan. What fee is attached to the pay overtime.

Open for Public Comment before Board action:

Trustee Becker motioned to authorize and direct Deborah Connor (DBM) to pay the premium of \$19,663.93 to Assured Partners for the policy issued by Accord Insurance with an effective date of June 24, 2024. Trustee Tanner seconded the motion. Motion carried 5-0.

- 7.
- 8. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the design, cost and purchase of work clothing for employees.

Board discussion: This is safety equipment for the field staff. The DOM gave price breakdown of costs for coveralls, short sleeved, and long sleeved. The amount is 20 pieces. This comes under operational cost. Discussed the set up for screen printing. Trustee Randall is there a requirement for the employees to wear a uniform. Is printing necessary? Reviewed the safety rules and clothing as covered in Chapter 28. Put the logo on the vest rather than the tee shirt.

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Open for Public Comment before Board action:

Cynthia Sanchez- Why is this small entity taking on this expense in a time when money needs to be dedicated to other expenses.

Michael May- Issue may be with Workman's Comp? Issue with proper PPE when accident occurs. OSHA has very definitive rules to protect the employees.

Brad Becker- Vest takes care of the PPE. Can be checked out to the employee and needs to turn in at their termination with the company.

No action taken

9. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the FEMA contract for road work.

Removed

10. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the new wage schedule and yearly increases.

Removed

11. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve wage increase for Jeff Dines.

Board discussion: This is his annual raise. Recommended by DOM. Anniversary raise. Trustee Tanner and Trustee Randall agree this is a yearly raise. This is time in grade.

Public comment: Ms. Connor asked Attorney Flaherty about the January discussion when this person.

Larry Offenstien – this

Trustee Becker motioned to approve the raise to \$19/hour. Trustee Randall seconded the motion. Motion carried 5-0.

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12. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the hire of David Villalobos as seasonal labor and Carina Owens as part-time office (2 days/week) and part-time operations (3days/week).

Board discussion: Mr. Villalobos has tentatively hired as seasonal part-time employee.

Public comment:

Donna Tanner- Is there a time frame on the hire.

Trustee Tanner recommended the hire of David Villalobos as part-time seasonal employee at \$16. Trustee Becker seconded the motion. Motion carried 5-0.

Trustee Tanner recommended the hire of David Villalobos as part-time seasonal employee at \$16. Trustee Becker seconded the motion. Motion carried 5-0.

13. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the hire of Cathi Consolo as part-time Bookkeeper.

**Board Discussion:** Trustee Randall- this is a full-time position per the Standing Rules. Ms Connor recommended this hire at part-time. Trustee Randall argued that standing rules need to be followed. Trustee Becker -Standing rules start the position at \$22.05 with a 10% raise to \$24.10. Trustee Randall- is this someone who will want to stay here since she was gone for the last year.

Public Comment:

Sandy Offenstein- This person has stated she does not want to be here through the winters. Is she planning on staying the during the winter.

Trustee Tanner motioned to approve Cathi Consolo for the position of bookkeeper/accounts payable at \$24.10/hour with a minimum of 30 hours a week. Trustee Sandbo seconded the motion. Motion carried 5-0.



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14. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the hire of Carina Owens as part-time staff to cross train the Clerk and other District activities as deemed necessary to fully operate in compliance with regulatory agencies.

**Board Discussion:** Interviewed by the DOM, Trustee Tanner and Trustee Sandbo. She was offered \$19/hour. She is being hired to work in the office and wants to get her OIT as soon as possible.

Public Comment: No public comment

Trustee Becker moved to hire Carina Owens as part-time permanent employee at \$18.70/hour Trustee Burgess seconded. Motion carried 5-0.

15. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Renew a contract with Deborah Connor to continue the contracted business manager services as delineated in the contract.

**Board Discussion:** \$10,000/month. Need to get

Public Comment:None

Trustee Becker motioned to renew Deborah Connors contract for \$10,000/ month to expire December 31, 2024. Trustee Tanner seconded the motion. Motion carried 5-0.

16. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Customer Account 1735 desires a refund for water usage from the date of property purchase until customer established service.

Board discussion: There is the customer accounting from January 2024 to current. The TREGID also included the office accounting from the date of the purchase of the property at the lien sale. Trustee Randall- there was no formal request to reinstall the meter. There was water

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usage. The Standing Rules states that the new owner is responsible for the previous unpaid bills on the property.

Open for Public Comment before Board action:

Michael May- I am responsible for account 1735. Standing Rules state the new owner needs to must establish the account and pay a re-establishment fee. Feels he should not have to pay a base fee until he starting using the water. Explained the possible reason for his request for reimbursement.

Trustee Becker-Read Standing Rule 3.2 about new service application form from the date a legal document is filed with Douglas County Recorder.

No action taken.

**17. For Discussion only:** Clean-up of 3870 Granite Way? Requested by Steve Oglesby.

This item is being dealt with per a conversation with the DOM. Trustee Tanner stated Carina Owens may be able to give us direction on the disposal of the abandon vehicles.

**11) TRUSTEE'S REPORTS (IF ANY, FOR Discussion Only):**

**12) PUBLIC COMMENT:**

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Michael May- Commissioner Tarkanian emailed him stating he put the \$95,000 from the sale of his home. Commissioner Tarkanian states this blocks the county from using the money at this time.

**13) ADJOURNMENT:**

**TIME:9:50 P.M.**

Motion to adjourn by Trustee Tanner and seconded by Trustee Sandbo, carried 5-0.

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Minutes submitted by Acting Board Secretary Sharon Becker.

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

DRAFT