

# TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

Address: 1490 Albite Road, Arden Square, Suite 8, (Topaz Ranch Estates) Wellington, Nevada, 89444 / Telephone: 775.266.3000

## REGULAR MEETING MINUTES

**DATE: June 11, 2025**

**TIME: 6:00 p.m.**

**LOCATION: TOPAZ RANCH ESTATES COMMUNITY CENTER**

3939 Carter Drive, Wellington, NV 89444

### AGENDA

- 1) **CALL MEETING TO ORDER - SHARON BECKER CALLED THE MEETING OF THE DISTRICT'S BOARD OF TRUSTEES TO ORDER AT 6:02 P.M.**
- 2) **PLEDGE OF ALLEGIANCE WAS LED BY SHARON BECKER.**
- 3) **ROLL CALL OF BOARD MEMBERS – TRUSTEE BECKER, TRUSTEE SANCHEZ, TRUSTEE TANNER, TRUSTEE RANDALL, AND TRUSTEE BURGESS**
- 4) **INTRODUCTION OF STAFF PRESENT – CARINA OWENS OIT, FRANK FLAHERTY ATTORNEY, AND ROBERTA REED DISTRICT BUSINESS MANAGER**
- 5) **INTRODUCTION OF GUESTS – CHRIS FACQUE FROM FACQUE CONSULTING**
- 6) **PUBLIC COMMENT:**

There was no Public Comment.

### **7) AGENDA AND MINUTES APPROVAL:**

- A. **For Possible Action: Board action to approve the Agenda for the June 11, 2025, Regular Board Meeting. Trustee Sanchez moved to approve the agenda. Trustee Tanner seconded the Motion. No public comment. The Motion carried 5-0.**
- B. **For Possible Action: Board action to approve the Minutes for May 14, 2025, Regular Board Meeting. Trustee Sanchez moved to approve. Trustee Becker seconded the Motion. No public comment. The Motion carried 5-0.**
- C. **For Possible Action: Board action to approve the Minutes for May 21, 2025, Special Board Meeting. Trustee Becker moved to approve. Trustee Sanchez seconded the Motion. No public comment. The Motion carried 5-0.**

### **8) CONSENT CALENDAR:**

#### **A. For Possible Action: Bills to be paid for June 2025:**

- i. **Water Expenses:     \$ \$25,932.47**
- ii. **Road Expenses:     \$ 7,697.22**

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Trustee Sanchez moved to approve payment of the bills. Trustee Tanner seconded the Motion. No public comment. The Motion carried 4-1.

### **B. REPORTS:**

- i. Treasurer's Report: The Board was provided with a list of bills (pending and paid). Trustee Becker moved to approve payment of the bills. Trustee Tanner seconded the Motion. No public comment. The Motion carried 4-1
- ii. Water Operators and Road Report:

### **May 2025 - Water and Roads Reports**

#### **Water Operator's Report:**

Total gallons produced May 1, 2025, through May 31, 2025, was 6,063,400 gallons. Well #1 produced 2,359,500 gallons and Well #6 produced 3,703,900 gallons. The total water sold for April was 3,224,699 gallons.

#### **Water permit extensions:**

Submitted 5-19-25 - 28779, 28781

Submitted 5-9-25 – 77551

Submitted 5-22-25 – 77550, 77552

Granted 5-22-25 thru 4-2-26 – 57681, 57682, 57685, 57686

#### **After hours' call:**

5-19-25 - 3775 Topaz Ranch Dr. – Low pressure issue

#### **Leak repairs:**

5-12-25 - 1329 Limestone – Meter had been tampered with prior. (DCSO was involved) A hole had been drilled, and a 3/8s valve had been installed to steal water.

#### **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 5-19-25

**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 5-14-25 and we received the results 5-20-25.

#### **Wells #1 and 6 - March adjustments:**

5-5-25 – Well #6 Changed Chlorine barrel, set@ 60/30

5-13-25 – Well #6, Pump set @60/40

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5-16-25 – Well #1, Replaced 4" discharge Troy valve  
5-20-25 – Well #6, Changed Chlorine barrel, set@ 60/40  
5-27-25 – Well #6, Cleaned quills  
5-28-25 – Well #1, Changed chlorine barrel, set@ 70/50  
5-30-25 – Well #1, Replaced pump, set@ 60/40

### **Well #8 Project:**

Waiting for final inspections, remaining testing and substantial completion

### **Work in progress:**

Working with SBP and NDEP to complete the Sanitary Survey Inspection deficiencies from 2020 and 2023. I'm also getting a quote for the CAP and abandoned piping issue from 2020. We are continuing to go through all our valves and vaults and creating a more detailed map. We are working with Ken (SPB D2) on improving our chlorine pumps, injectors, vault gauges and creating a safety plan.

### **Work Order Status:**

High usage/leak check: 12  
Disconnected non-payment: 2  
Verify computer meter read: 1  
Check the water pressure: 3  
System maintenance: 1  
Meter malfunctions/meter: 1  
Water on/off w/leak check: 2  
After hours calls: 2  
Customer request on/off: 3  
Other: 3  
Road:2  
Closing escrow reading: 5  
7-day disconnect warning: 21  
Turn water back on 2  
Disconnect non- compliance: 1  
Manual read – no Sensus reading:2

### **May 2025 - Road Report:**

#### **Seasonal labor:**

I interviewed 3 local prospects. Waiting for pre-employment background checks and drug screens.  
Enzo Hipwell  
Samanth Thurm  
David Villalobos

#### **Work in progress and completed:**

Ditch work, culvert work and mowing continued.

#### **Yard equipment to be sold:**

I received a \$500 dollar offer on the Chevy truck.

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GID has two items up for bid. Chevy truck and Emulsion tank. DOM needs to know what an acceptable offer would be for the Chevy truck. The operation of the truck is unknown. I have been told the transmission and engine don't work; there are also a bunch of missing exterior and interior parts. Two inquiries have been made. I currently have an offer of \$200 for the truck.

- iii. Attorney's Report. Frank Flaherty has done usual Agenda preparations, GID had issues with internet posting of May Agenda which has since been resolved. Drafted emails to board. Budget process. Finalized the Pape settlement. More work on Connie Richardson case. Work on the transition for District Business Manager.
- iv. Engineer's Report. No new information from Cody Black. Drive-by meters are in the works.

### 9) ADMINISTRATIVE AGENDA

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

- A. For Discussion only:** Interview and/or review written proposals from water rights consultants and discuss contracting with a consultant to manage our water rights permits and beneficial use process. Facque Consulting made a presentation regarding Water Permits and Beneficial Use Permits going forward. The Board was provided with bids from Facque and RCI.
- B. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Board to accept the FEMA reimbursement deposited in the District's account May 2025 for project # 724722 Donated Resources in the amount of \$5,974.39.

Public Comment before Board action. Thank you to all the volunteers for making this happen. Trustee Sanchez moved to accept the FEMA reimbursement. Trustee Tanner seconded the Motion. The Motion carried 5-0.

- C. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Board to accept the FEMA funds obligation for District Wide Culvert project # 724633 and direct the District Operations Manager to start the bid package with an amount not exceeding \$2,700.

Public Comment before Board action. Carina Owens questioned the amount. This is for the bid package only. Trustee Becker researched the project and believed it could possibly be close to \$100,000. Trustee Becker consulted with Rob McVicker, District Operations Manager, who stated this is a good FEMA return investment. Trustee Becker moved to accept the FEMA funds obligation. Trustee Sanchez seconded the Motion. The Motion carried 5-0.

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- D. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve and ratify settlement of civil suit (small claims action) captioned Connie Richardson v. Topaz Ranch Estates GID; authorize and direct District Chair to sign settlement agreement; authorize and direct District Business Manager to immediately pay settlement sum of \$3,000 to Connie Richardson upon her execution of the settlement agreement and a stipulation to dismiss the suit with prejudice; and, authorize and direct District legal counsel to take necessary action to implement the settlement and dismissal.

No Public Comment. Trustee Becker moved to approve and ratify settlement of civil suit (small claims action) captioned Connie Richardson v. Topaz Ranch Estates GID; authorize and direct District Chair to sign settlement agreement; authorize and direct District Business Manager to immediately pay settlement sum of \$3,000 to Connie Richardson upon her execution of the settlement agreement and a stipulation to dismiss the suit with prejudice; and, authorize and direct District legal counsel to take necessary action to implement the settlement and dismissal. Trustee Sanchez seconded the Motion. The Motion carried 5-0. Frank Flaherty reported that he already has Ms. Richardson's signature and payment can be immediate.

- E. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Clarification of Standing Rule 25.4.7.7(One seasonal full- or part-time employee), as approved on April 10, 2024, to reflect change to up to 4 seasonal hires.

Public Comment before Board action. Donna Tanner questions the monthly figures but believes the DOM is only working the road crew 3 days a week for an approximate total of about \$25,000.

Trustee Sanchez moved to amend and clarify Standing Rule 25.4.7.7 to accommodate up to 4 seasonal hires. Trustee Becker seconded the Motion. The Motion carried 5-0.

- F. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Direct and Authorize Rob McVicker DOM to hire seasonal employees starting June 2025. The starting wage will be \$16 an hour, and employment will be 5 to 6 months, weather permitting. No public comment. Trustee Sanchez moved to direct and authorize the hires. Trustee Burgess seconded the Motion. The Motion carried 5-0.

- G. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Hire 3 seasonal employees (Samantha Thurm, Enzo Hipwell, and

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David Villalobos) for road maintenance and repair starting June 2025. The starting wage will be \$16 an hour, and employment will be for 5 to 6 months, weather permitting. No public comment. Trustee Becker moved to hire the 3 seasonal employees as presented. Trustee Sanchez seconded the Motion. The Motion carried 5-0.

- H. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Direct and Authorize Rob McVicker DOM to purchase CVG QRP materials for roads from Carson Valley Sweeping in the amount not to exceed \$3237.69. The Board was provided with an estimate.

Public Comment before board action. David Akola asked if the product is a cold mix. It was stated that QRP is a cold mix.

Trustee Becker moved to direct and authorize Rob McVicker DOM to purchase CVG QRP materials for roads from Carson Valley Sweeping in an amount not to exceed \$3237.69. Trustee Sanchez seconded the Motion. The Motion carried 5-0.

- I. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Direct and Authorize Rob McVicker DOM to sell Chevy Truck for the offer of \$500. No public comment. Trustee Tanner moved to direct and authorize the sale. Trustee Sanchez seconded the Motion. The motion carried 5-0.

**10)TRUSTEE'S REPORTS (if any, for Presentation Only): Wednesday Town hall at 6:00 p.m. Offering Naloxone training.**

### **11)PUBLIC COMMENT:**

Shelley Gonzales questioned the presentation for RCI.

David Akola is disturbed that potholes are not being fixed with the Bergkamp. He would like to have potholes fixed properly. Mr. Akola considers work being currently done useless.

**12)ADJOURNMENT: At 7:38 p.m., Trustee Tanner moved to adjourn. Trustee Becker seconded the Motion. The Motion carried 5-0.**