

**TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT
AND
TOPAZ RANCH ESTATES WATER COMPANY**

Address: 3924 Carter Drive, Wellington, Nevada, 89444 / Telephone: 775.266.3000

MEETING MINUTES

REGULAR MEETING MINUTES

DATE: March 9, 2022
TIME: 6:00 P.M.
LOCATION: In person at the TRE Community Center

Supporting material and the audio tape is available for public inspection at the TREGID office during regular business hours (8:00 a.m. to 2:30 p.m.), Monday through Friday, except legal holidays. Please make your request to the TREGID office at the address and phone number above OR by email directed to: Gbarber1430@gmail.com

CALL MEETING TO ORDER: Led by Chairman Brandon Taylor **TIME: 6:01 PM.**

PLEDGE OF ALLEGIANCE: Led by Chairman Brandon Taylor

BOARD MEMBERS PRESENT: Brandon Taylor, Dave Akola, George Barber, Gerald Clark and Mark Bradshaw.

STAFF MEMBERS PRESENT: Cody Dalhaus

INTRODUCTION OF GUESTS: None

AGENDA APPROVAL: For Possible Action: Board action to approve the March 9, 2022 Agenda.

Public Comment before Board Action: None

Dave Akola made a motion to approve the March 9, 2022 Agenda. Mark Bradshaw seconded.
Motion carried 5 Yes - 0 No.

MINUTES APPROVAL: For Possible Action: Board action to approve the minutes of the February 12, 2022 Regular Meeting.

Public Comment before Board Action: None

George Barber made a motion to approve the February 12, 2022 Minutes. Mark Bradshaw seconded.
Motion carried 5 Yes - 0 No.

PUBLIC COMMENT: None

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 two (2) minutes per speaker, and speakers will be asked to sign in for the record. The Board will not act.

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Last Payment: 05/03/2021 AMT: \$51.00
Reason: House was sold and there was no forwarding address for Clifford Lynch.

CURRENT AMOUNT OWED: \$48.25

ACCT# 797

Warren, Karen 1360 Hematite Court

Last Payment: 10/07/2020 AMT: \$230.97

Reason: Deceased

CURRENT AMOUNT OWED: \$59.25

ACCT# 298

Vaughn, Barry 3610 Slate Road

Last Payment: 10/29/2020 AMT: \$164.38

Reason: Deceased

CURRENT AMOUNT OWED: \$59.25

TOTAL AMOUNT OF UNCOLLECTABLE BAD DEBT MARCH 2022

\$228.47

The board discussed that it was on an audit for write off and agreed to write off.

REPORTS

REPORTS – For Discussion:

- A. Treasurer’s Report: None
- B. Water Operator’s Report: Cody Dalhaus
- C. Road Report: Cody Dalhaus
- D. Attorney’s Report: Brandon Taylor
- E. Engineer’s Report: Dave Akola

Water Operator’s Report:

TOTAL GALLONS PRODUCED TO February 28, 2022:	<u>3,120.00</u> GALLONS
TOTAL MAN HOURS THROUGH February 28, 2022:	288 <u>0</u> MAN HOURS
CUSTOMER CONSUMPTION AS OF February 28, 2022:	<u>2,486,208</u> GALLONS
BULK WATER CONSUMPTION AS OF February 28, 2022:	0 <u>000</u> GALLONS

WATER SAMPLING: All five routine bacteriological water samples on February 16TH came back negative for Total Coliforms.

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MAINTENANCE & REPAIRS

Work Order Summary:

TOTAL:	DESCRIPTION:	OFFICE (CODE):
11	HIGH USAGE – LEAK CHECK	(1)
-	INSTALL NEW METER BOX / LID	(2)
3	DISCONNECTED FOR NON-PAYMENT	(3)
1	VERIFY COMPUTER METER READS	(4)
3	CHECK WATER PRESSURE	(5)
-	SYSTEM MAINTENANCE	(6)
2	METER MALFUNCTIONS / REPLACEMENT	(7)
1	WATER ON / OFF WITH LEAK CHECK	(8)
13	VERIFY METER STATUS ON / OFF	(9)
-	PULL METER PER CUSTOMER REQUEST	(10)
7	DISCONNECT WARNING NOTICE	(11)
-	INSTALL CUSTOMER SHUT-OFF VALVE	(12)
-	LOCK-OFF METER	(13)
-	AFTER HOUR CALLS	(14)
7	CUSTOMER REQUEST ON / OFF	(15)
3	OTHER	(16)

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General Maintenance: Regularly scheduled PRV vault inspections & maintenance.
Flushing hydrants at dead end lines throughout system.

Major Repairs: 2/28 Service leak repair at 1242 Sandstone

Future Projects - Short Range: Cody Black came out on 2/3 and met with Cam and I to go over well 6 replacement project and we are just waiting on final environmental clearances from EPA in order to move forward.

Future Projects - Long Range: Continue work with Shaw Engineering reviewing information for system mapping & proper abandonment of old 4" water mains & with personnel at State Revolving Fund, CDBG, & USDA-RD for project funding the drilling of a new source well & upgrades to remaining 4" water mains throughout approximately 30% of the water system.

Road Report:

TOTAL MAN HOURS THROUGH FEBRUARY 28, 2022: 156 :MAN HOURS

MAINTENANCE & REPAIRS:

General Maintenance:

2/14 Brush removal/ditch maintenance on Pinenut

2/17 Brush removal/ditch maintenance on Pinenut

2/24 Brush removal/ditch maintenance on Albite

2/25 Brush removal/ditch maintenance on Albite

Filled large potholes throughout district, throughout the month of February

Future Projects - Short Range:

Complete patching of remaining areas on Topaz Ranch Drive.

Plan pothole & ditch maintenance tasks on Sandstone Road and other Roads throughout district.

Ditch maintenance & brush removal will continue along ditch flowlines & road edges until the stockpiling at the district yard is at capacity; at which point, ditch maintenance will continue in areas where minimal brush removal would be required.

Screen rocky overburden & dirt around the district for materials needed for riprap projects.

Future Projects - Long Range:

Continue planning patching projects & ditch maintenance until all district roadways & drainage ditches have been maintained.

Plan removal of accumulated sediment within the Topaz Ranch Estates main flood channel & reestablish the easement width & proper drainage from Sandstone through to Hwy 208.

Riprap ditches to aid with stormwater runoff & mitigation of overgrowth within ditch flowlines.

Equipment Repairs:

Regularly scheduled maintenance & greasing of district equipment.

Trouble shoot Mitsubishi Grader and found broken push pull cable, cable has been ordered and will be replaced

Trouble shoot Volvo backhoe as to why it won't go forward, still currently trying to assess the issue

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Safety Meeting: "Impact Stress" – 2/3/2022
Stress resulting from impact.

Public comment: None

Attorney's Report

Brandon commented that the attorney has written a letter that stated there are no actions or litigations pending.
Dave would like the attorney to attend next months meeting.

Engineer's Report

Dave commented Cody Black will get the Geotechnical/McKinley report by next month.

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.) The Board will then discuss the item. Once the Board has concluded their discussion, public comment will be allowed.
- (5.) Public comment will be allowed and is limited to two minutes per speaker.
- (6.) Once Public comment is completed, the Board will then ask any follow-up questions and take action. On 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 public comment on the item discussed.

AGENDA

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

1 For Discussion only:

Update on tax sale. da

Dave said the property tax sale would be in the fall around August/September and he will get the information to purchase the property.

Open for Public Comment before Board action:

Mike Tanner wanted to know if we had a preference position for purchasing? Dave said we would.

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

Cody Dalhaus would like to make a request for a seasonal hire for a maximum of 6 months by April 2022.

Mark suggested a seasonal employee for 6 months starting in April thru October 2022. Comments were also made concerning benefits for a seasonal employee which will be researched.

Open for Public Comment before Board action: Mike Tanner brought up the possibility of using outside programs to find potential employees. Brandon said we could and the success rate might be limited.

Mark Bradshaw made a motion to approve the request for a seasonal hire for a maximum of 6 months by April 2022. Gerald Clark seconded. Motion carried 5 Yes - 0 No

11. PUBLIC COMMENT:

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Steve Mitchell said that the Website doesn't have the Secretary on it. Cody Dalhaus said he would have the office take of the correction.

Mike Tanner commented the little box at Joe's place had a very old Agenda in it. Cody Dalhaus said he would check it out.

- 12. TRUSTEE REPORTS:** Dave commented that the TREGID board has 3 openings.

13. ADJOURNMENT:

Time: 6:50 PM

Mark Bradshaw made a motion to adjourn. Gerald Clark seconded. Motion carried 5 Yes - 0 No

Minutes submitted by Board Secretary, George Barber