

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

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

MEETING MINUTES

REGULAR MEETING MINUTES

DATE: March 8, 2023

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

CALL MEETING TO ORDER: Led by Chairman Brandon Taylor **TIME: 6:00 pm**

BOARD MEMBERS PRESENT: Brandon Taylor, Dave Akola, Lisa Sandbo, Michael Tanner, and Kaitlyn Insell

STAFF MEMBERS PRESENT: Cody Dalhaus, Jeremy Bradley, Christine Bradford, Jeff Dines

INTRODUCTION OF GUESTS: Counselor Frank Flaherty

PLEDGE OF ALLEGIANCE: Led by Chairman Brandon Taylor

AGENDA APPROVAL: For Possible Action: Board action to approve the March 8, 2023, Agenda.

Public Comment before Board Action: No Public comment.

Lisa Sandbo made a motion to approve the March 8, 2023, Agenda. Dave Akola seconded. Motion carried 5-0.

MINUTES APPROVAL: For Possible Action: Board action to approve the Minutes of the February 8, 2023, Regular Board Meeting.

Public Comment before Board Action: No Public comment.

Dave Akola made a motion to approve the Minutes of the February 8, 2023, Regular Board Meeting. Lisa Sandbo seconded. Motion carried 5-0.

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

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

MEETING MINUTES

PUBLIC COMMENT: Not for Board Action:

- Gene DiOrio – stated that he was gathering signatures on a petition to do something about the deplorable state of the district’s roads and a lack of maintenance. Mr. DiOrio stated that he wanted to see a plan from the District to address the problem, to include seeking infrastructure money from the federal government. Mr. DiOrio requested that we as a community reach out to our 5 County Commissioners telling them that we need help. See attachment # 4 for full details.
- Matt Torley – Wanted to know what the GID has planned to mitigate the flood channels in TRE, especially with the upcoming storm warnings.
 - Cody Dalhaus – the culvert has been cleared and staff will continue clearing culverts that we can before the next storm hits.
- Frank Schilling – asking if we could have some form of plan laid out for the public to see that explains how we plan to repair the roads, even if it taken 2+ years.

CONSENT CALENDAR

CORRESPONDENCE: None

For Possible Action: Bills to be Paid for: March 2023

1. Water Bills: \$96,054.23
2. Road Bills: \$16,722.82
3. Bergkamp: \$2,122.00 (**Monthly payment for truck used for plowing and patching of roads**)
4. 3rd quarter FY 2022-2023 depreciation from the water enterprise fund to CGP (CAPITAL GRANTS PROGRAM- TREWCO) in the amount of \$6,120.00
5. 3rd quarter FY 2022-2023 depreciation from the water enterprise fund to short lived assets (TRESLA) in the amount of \$2,302.60
6. 3rd quarter FY 2022-2023 deposit for the equipment set aside fund (TREGAQ) in the amount of \$670.00 from road operating funds.
7. 3rd quarter FY 2022-2023 depreciation from the water enterprise fund to USDA fund (TRECAP) for compliance regulation to cover minimum debt service reserve in the amount of \$2,308.35.

Public Comment: No public comment.

Kaitlyn Insell made a motion to approve the March 2023, Bills to be Paid. Lisa Sandbo seconded. Motion carried 5-0.

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

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

MEETING MINUTES

REPORTS

REPORTS: For Discussion

- A. Treasurer's Report:** no regular treasurer's report due to computer crashing. See attachment #1

Dave Akola – When I became Treasurer in January, I started reviewing all purchases and time sheets. I found numerous problems such as excessive fuel usage, parts and supplies and timecard issues. I discussed this with Mike Tanner, and he indicated that he would help me to get to the bottom of these problems. Mike Tanner started looking at fuel usage while I looked at invoices and timecards. I found numerous examples where possible fraud, embezzlement, or theft. Items not used by the GID were purchased and charged to the GID. Also, items not necessary were purchased just because employees wanted them. Mike Tanner and I met with our attorney, Frank Flaherty, to discuss our problems and changes to our standing rules. Frank Flaherty suggested that we meet with Sheriff Dan Coverley, upon meeting with Sheriff Coverley, Captain Britton and their chief investigator, Steve Schultz, they informed us that the findings are prosecutable right now. The team at the Sheriff's office said to continue our investigation and research, they also recommended that we hire our own criminal investigator and a separate investigator for the TRE personnel and bookkeeping problems. In the course of our investigations, we determined that there were also problems with numerous purchases, the Bergkamp pothole machine that is being used to plow TRE roads does not have a qualified, licensed operator, the use of the Bergkamp machine must stop immediately, until we have an employee with a CDL license to operate it. If we continue to allow the machine to be used and something were to happen, it would be a huge liability for the community. The annual audit was due back in November 2022, and is still incomplete. Changes to our bookkeeping practices recommended by our accountant at Silva, Sceirine & Associates have still not been completed and our recordkeeping is shoddy at best. Mike called the company we use to test our water samples with and was told that employees have informed them not to release any copies of paperwork or invoices. Our insurance bonds through the POOL/PACT have been inadequate, Mike Rowe (previous attorney) just charged us for reviewing it. I asked Mark Bradshaw about the required bonds, and he didn't know anything about them. The Treasurer has to have a separate bond as required by NRS; this has never been done in the past. In reviewing the insurance and bonds we found that our equipment trailer and the large emergency generator were not on the insurance. We (Dave Akola and Mike Tanner) also found that the equipment trailer that was purchased last year was too small to transport any of the equipment the GID had at the time of purchase. It was indicated that the trailer was an emergency purchase at the time because of the Tamarack fire. Mike Tanner and I had been looking at trailers and determined that the other trailers we looked at were not appropriate for the GID. They didn't ask us about the trailer the GID purchased but got approval from 2 other trustees. Mike Tanner was not a trustee at that time but was volunteering his expertise in heavy equipment.

- B. Water Operator's Report:** Total gallons produced through February 28, 2023, 4,398,700 gallons. Total man hours through February 28, 2023, 192 hours. Total

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

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

MEETING MINUTES

customer consumption through February 28, 2023, 4,964,700 gallons. Bulk water consumption as of February 28, 2023, zero gallons. Water sampling, all 5 routine bacteriological water samples taken on February 17, 2023, came back negative. General maintenance, regularly scheduled PRV vault inspections, February 21, 2023, vault checks and well maintenance. See full report on attachment #2 for full details.

- C. Road Report: Total man hours through February 28, 2023, 98.5 hours. General maintenance, February 10, 2023, road repairs at Topaz Ranch Estates and Grey Hills, February 13, 2023, filled potholes at Sandstone, Topaz Ranch Estates and Grey Hills. See full report on attachment #3 for full details.
- D. Attorney's Report: On my way to the meeting tonight, I picked up all records from previous attorney Mike Rowe (7 banker boxes). I am in the process of cataloging and reviewing all contents of the boxes.
- E. Engineer's Report: Not Present but sent an email – Prebid meeting to be held on March 15, 2023, at 10am (non-mandatory) to hook up the new well to the distribution system at Well #6. Bid opening is scheduled for March 23, 2023, at 2pm. Recommendation of award will be posted to the Quest CDN website after they are reviewed, and we coordinate with USDA and State Office of Financial Assistance. The schedule is to bring the construction contract for Phase 1B to the Board at the April 12th Board Meeting. Start construction by the beginning of May and have the new well pumping into the system by the end of June.

ADMINISTRATIVE AGENDA

1. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: To form a GID task force to research possible Federal, State, or local grants and to prepare grant applications for water, road, or drainage projects within the Topaz Ranch Estates GID. DA**

- Dave Akola – Mike Tanner, Donna Tanner and myself went to a grant writing program with the USDA and DOT to look at grants that are available. It is too late to apply for any of them this year, it takes months and months to apply. Grant application was due February 28, 2023. We would like to appoint a taskforce to collect data and talk to public officials, we can do this for next year's grant application period. Lobby your County Commissioners to get their support.

Open for Public Comment before Board Action:

- Trevor Smith – have we utilized the grant writer that was offered to us from the County?
 - Brandon Taylor – there is a grant writer that is available to us part time from the County.
- Fred Farley – it would be great to see a “team” put together to research and apply for upcoming grants, but can we also get a list of grants that are coming available from the

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

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

MEETING MINUTES

grant writer that was offered to us from Douglas County? Is anyone working on a short term solution to filling/fixing potholes? I also understand that you want a letter written to the County about maintaining their property that is causing issues, do we have any plans to have our new attorney if it is wise to go ahead and write a letter?

- Jeremy Bradley – are the members of this team going to be paid or strictly volunteers?
- Byron Curtis – who will be leading this team?
 - Brandon Taylor – we need to determine who will be doing so once we have voted on this agenda item.
 - Donna Tanner – the task force must be led by a board member, but other community members can help along with employees.

Dave Akola made a motion to form a GID task force to research grants that we can apply for to be led by two GID board members (Dave Akola and Mike Tanner). Mike Tanner seconded the motion. The motion carried 5-0.

2. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Prohibit all purchases for the next 120 days unless approved by the treasurer. DA

- Dave Akola – in my research, I have found all kinds of problems with our purchasing. Things are being purchased that are not used by the GID. There were 13 braided hoses purchased, what are they used for? Why would the GID need them?
 - Cody Dalhaus – the braided hoses are used for connection from the bonnet to the clay valves for the clay valve to activate.

Open for Public Comment before Board Action:

- Trevor Smith – there are 2 to 3 braided hoses used in each vault to ensure that people's houses don't get over pressurized.
- Gene DiOrio – seems like the 120-day mark is excessive, seems like you are shooting yourself in the foot.
- Debbie Lower – would it be helpful to have an expense report?
 - Kaitlyn Insell – that was on last month's agenda which was implemented for over a certain dollar amount.
- Dave Akola – there are charges on the company credit card used to buy food for personal consumption. There were 2,000 lbs. of ice melt purchased, and then another 50 lbs. of ice melt.
 - Cody Dalhaus – the larger quantity of ice melt was to be used to be mixed with sand for the roads and the smaller purchase was to be used for use at the office. As far as the purchase of fuel, we sometimes have to go to Reno for things for the GID and sometimes have to fuel up.
- Adam Temple – how do you know that these purchases weren't made on an emergency basis? Do you know all the circumstances involved when these purchases were made?

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

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

MEETING MINUTES

- Rex Right – it looks to me that we are arguing over nickel and dime stuff. The supervisor should be the one who handles this rather than having a whole board meeting about it.
- Larry Offenstien – it is clear that the public is not in favor of this, so I feel that the board should make a vote on this now and turn it down.
- Christine Bradford – so when we switched from to City National Bank to Nevada State Bank, they did away with the requirement for Board approval for purchases. It used to be put in the computer and then approved via a board member. Also in conversation with the auditor I was informed that it is the Treasurer's responsibility to be going over all the bank records and doing the Treasurer's report. That has not been done as long as I have been here. When I brought this up to Dave Akola, he stated he just wanted to look over the invoices. I have spent 2 separate days now going over these invoices with Dave Akola, and these questions that he has here are not questions that he has asked me in the office.
- Frank Flaherty – the Bylaws state that the treasurer is to keep and account for all expenses. I think he needs to work out a system to facilitate this with the employees.

Dave Akola made a motion to prohibit all purchases for the next 120 days unless approved by the Treasurer.

Mike Tanner seconded the motion. The motion carried 3-2.

3. For Discussion only: Staff to provide an update or reconciliation of all items or tasks discussed at the January and February board meetings. DA

- Dave Akola – we have a number of items that the staff was supposed to provide to the Board and we have yet to see it.

Open for Public Comment:

- Fred Farley – can we get a list of those items?
 - Brandon Taylor – they are available on the minutes from the previous meeting.
- Brandon Taylor – Cody are you working on any of the items we discussed in the January and February board meetings?
 - Cody Dalhaus – yes, I have the O&M manual, and was in the process of getting the start up for the well done when my computer went down. The valves that were discussed, where they are/location.
 - Jeremy Bradley – we have also started working on the tool list that was requested.
 - Brandon Taylor – what do we think for timewise as to finishing at least the tools list?
 - Jeremy Bradley – depending on what we have going on, we can likely get it done in 30 days, if there are no emergencies, snow, etc.
- Sharon Becker – we talked about doing pin drops on the valve locations, is this something that we are still looking at doing?
 - Cody Dalhaus – it is something that we could do, but this book has a general idea of where each valve is exactly located.

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

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

MEETING MINUTES

4. For Discussion and Possible Action to approve, approve with modifications or conditions, or Deny: To change paydays for all employees from Thursday to Friday. DA

- Dave Akola – the system is currently set up to sign paychecks on Thursdays, they work from Friday to Thursday, currently we are signing checks on Thursday before business hours are complete. How can we sign checks for those hours not yet worked?
- Brandon Taylor – it is very strange to me that we don't have a waiting week. This is not something that can be resolved with the staff currently but can be addressed and added for any future staff, we can change the pay period to end of Wednesdays and payday still be on Friday. I wish that we would get set up on direct deposits.
- Christine Bradford – if direct deposit was set up, and we changed the pay period from Thurs – Fri to Thurs – Wed, we still wouldn't get paid until Friday at 12:01am, the issue currently is that direct deposit is not set up.

- Dave Akola – I can't sign the paychecks to be paid at 3:00 pm on Thursdays when the employees' timecard states that they are working until 3:30 pm.
 - Christine Bradford – so if we were to change the pay period to end of Wednesdays, I would do payroll on Thursdays, the time would already be worked and there wouldn't be an issue of signing for hours not yet worked.
- Frank Flaherty – the only hiccup would be the transition, the very first time you do it, the 1st paycheck would be light 10% of the pay but would be caught up on the following check.

Open for Public Comment before Board Action: No public comment.

Kaitlyn Insell made a motion to change the scheduled work week from Fri – Thurs to Thurs – Wed. Mike Tanner seconded the motion. The motion carried 5-0.

5. For Discussion and possible action to approve, approve with modifications or conditions, or deny: Change the days of each payroll period. CB

This agenda item as it was covered under agenda item #4.

6. For Discussion only: FROM FEBRUARY MEETING TABLED ITEM - DOM to prepare Valve Location Book, first 50 locations with layout sheets by next meeting. MT

- Brandon Taylor – Cody Dalhaus has already provided the portion of the DOM manual from Shaw Engineering in regard to this agenda item from the February 2023 meeting.
- Dave Akola – Christine Bradford said that they were going to speak with RCAC about having them do this as this may be covered under something that they already offer.

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

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

MEETING MINUTES

- Christine Bradford – we had a meeting with RCAC scheduled but they canceled and have not rescheduled.

- **Open for Public Comment:**

- Donna Tanner – we do have a member of the community who is working on dropping pins for each valve location, so we should have a specific map very soon.

7. For Discussion and Possible Action to approve, approve with modifications or conditions or deny: FROM FEBRUARY MEETING Tabled ITEM - Approve bid for Lock Change. Howell's bid is \$4,950. CV Locksmith will have second bid in by meeting time. MT

- Mike Tanner – I understand that many of the locks have already been purchased and installed by GID employees.
 - Cody Dalhaus – this agenda item when it was first brought up was appointed to me as a job for me to complete. It is my responsibility to ensure that the water system is safe and secure as the DOM. It is my head on the block if something were to happen to our water system.
- Mike Tanner – to satisfy this agenda item, we did get the bid from CV Locksmith of \$3,621.50. Mike Tanner requested to table this agenda item.

Open for Public Comment before Board Action: No public comment.

8. For Discussion and Possible Action to approve, approve with modifications or conditions or deny: FROM FEBRUARY MEETING Tabled ITEM - Discuss and vote on updating/changing Standing Rules:

- **SR 25 3.1.1** All field operations will be under the supervision of the Operations Manager of the Board, in collaboration with the Vice President/Vice Chairperson of the Board. The Staff DOM will supervise day to day operations with the Operations Manager of the Board and the Vice President/Vice Chairperson of the Board having ultimate authority.
- **SR 25 3.1.2** All office operations will be under the supervision of the Treasurer of the Board, in collaboration with the Board Secretary.
- **NEW: SR 25 3.1.3** All Board Members shall have oversight of matters concerning **Theft, Waste, Fraud, Abuse and Safety** concerning employees, operations, and properties. Board Members shall have full immediate access to all GID Properties, Keys, Equipment, Buildings, Offices, Files, Vehicles, Cyber Content and Records.
- **SR 4.7** Salaried and hourly staffing: The authorized salaried and hourly staffing is composed of a MAXIMUM of the following positions. These shall be regulated by necessity, economy, and availability.

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

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

MEETING MINUTES

- **SR 5.1.2** District Trustees will screen all job applications. District Trustees will designate the top candidates as prospective employees and refer them to our hiring board. Our Hiring Board shall consist of
 - 1. Appropriate Trustee/Trustees
 - 2. District Operation Manager
 - 3. Subject Matter Expert
 - 4. Outside Manager/SupervisorA minimum of three of the above will constitute a hiring board.
- Field Employees' work hours are 07:00 to 15:30 Monday through Friday, year-round. There will be 30 minutes set aside for lunch, 11:30 am – 12:00pm. There will be two 15-minute breaks, 9:00am – 9:15am and 01:30pm – 01:45pm daily. Breaks may be taken at the worksite. During inclement weather or emergencies, with Board Permission, DOM may adjust in compensation thereof.
- **ADD 6.9.1** Employees that work full time are eligible for Holiday Pay equal to their normally scheduled daily hours.

- Frank Flaherty – point of information for the Board, if a Board Member wanted to make a motion to bifurcate one or more of the above items that may be done.
- Mike Tanner – clarification of current standing rules and modifications to make them substantially more defined. Along with adding a new standing rule(s).
- Brandon Taylor – SR 25 3.1.1, I don't believe that someone who works for the District part time should have the authority to tell someone who is a full-time District employee how to do their job, this does not generate company morale, it does not create company fluidity, and it is not helpful 90% of the time. Oversight yes, definition of day-to-day activity, no. Next, SR 25 3.1.2, we are just removing the extra position that was in the original wording. SR 25 3.1.3, yes, it is 100% our responsibility to ensure that the board has oversight of matters concerning theft, waste, fraud, abuse, and safety concerning employees, operations, and properties, it is our job. There have been no background checks or fingerprints done for any member of this Board, we are elected officials, yet I am supposed to have access to the employee files? Not acceptable. SR 4.7, we cannot vote on, there is nothing to actually vote to change/modify. SR 5.1.2, I agree that we should be screening all job applicants. The hours are totally fine if at the end it stated that the DOM can schedule as needed due to emergency.

Open for Public Comment before Board Action:

- Adam Temple – I think these items should be broken down in different votes. In regard to SR 25 3.1.3, if I am not mistaken, Cody Dalhaus' head is on the chopping block if something were to happen, shouldn't we limit the amount of people that have access to these areas (GID Properties, Keys, Equipment, Buildings, Offices, Files, Vehicles, Cyber Content and Records)?
 - Cody Dalhaus – there are NRS rules that are involved in this as well (for example - NRS 445A.300 - NRS 445A.750).

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

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

MEETING MINUTES

- Fred Farley – I am unable to formulate any meaningful questions on this issue tonight because I have not been provided a red-line copy (old SR side by side to any new/modified SR).
- Lisa Sandbo – can we table this item and get a red-line copy to not only the public but also to the Board Members so we can all see what would be changed?
 - Frank Flaherty – the public's entitled to a copy of whatever the Board gets, generally speaking, unless it is something confidential. If the Board didn't say they wanted a red-line, then the public does not have the right to a red-line, but if the Board is requesting a red-line copy the public would get that red-line too.
- Adam Temple – I think we would also like to see each of these items broken down into individual agenda items rather than just one.
- Christine Bradford – for SR 25 3.1.3, if they don't want all the files, then it needs to state exactly what files they would like to have access to.
- Trevor Smith – Why would the board want unlimited access to our public water system without the proper certifications?
 - Kaitlyn Insell – the wording needs to be changed to “with the DOM present”.
- Mike Tanner – I would like to have a cooperative relationship with the DOM.

Mike Tanner requested that this agenda item be tabled and rewritten with a red line.

9. For Discussion and possible action to approve, approve with modifications or conditions, or deny: Authorization to purchase a new tower or computer system for bookkeeper. This would technically be under the spending limit for Cody Dalhaus but want confirmation that this is an acceptable purchase due to HDMI port on current laptop malfunctioning. CB

- Christine Bradford – the towers I have found are all under the spending limit that Cody Dalhaus is approved to purchase without Board approval, but I didn't want to go purchase something and have it become an issue and wanted to have an open discussion about it. The HDMI port was the original issue; I informed Dave Akola on Monday that the computer itself completely crashed. I was able to only access my emails, but cannot do anything else. When the HDMI port was going out, I backed everything up onto the external hard drive.
- Brandon Taylor – in the state we had a 3-to-5-year replacement plan.
- Cody Dalhaus – would it be possible to also get my tower/computer system replaced as well as mine is from 2016 and I have begun having issues with it.

Open for Public Comment before Board Action:

- Dan Finley – is our system backed up?
 - Christine Bradford – it is regularly backed up to our hard drive, but when the HDMI port was not working, I backed up everything from the laptop to the external hard drive.

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

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

MEETING MINUTES

Kaitlyn Insell made a motion to give Christine Bradford permission to purchase a new tower for the bookkeeper. Mike Tanner seconded the motion. The motion carried 5-0.

10. For Discussion Only: All agenda items must be sent to the secretary via email only (TREGID2023@gmail.com) no later than the Tuesday, the week prior (8 days prior) to the upcoming meeting by 11:59pm. If any agenda items are time stamped for after 11:59pm the Tuesday, the week prior (8 days prior) will have to be saved for the following month's agenda. KI

- Kaitlyn Insell – I spoke with our attorney about the fact that I was receiving agenda items from Board Members the Thursdays/Fridays before the meetings and therefore was having to rush to get the agenda done, turned into the attorney to then get over to Christine Bradford. From now on, all agenda items must be sent to my email tregid2023@gmail.com by the Tuesday the week before the meeting by 11:59pm or they will not be added to the upcoming meeting. They will be held onto until the following month. I cannot continue to be put into a position where I am being made to look incompetent at doing my job.
- Brandon Taylor – I was receiving emails from Kaitlyn Insell and attorney Frank Flaherty up until at least 9pm, our attorney is paid specifically for his time, whereas we the Board Members are paid monthly. She should not have to stay up that late to work on the agenda because Members cannot get the items in at a reasonable time.

Open for Public Comment: No public comment.

11. For Discussion Only: Shavings available for roads – NDOT or CALTRANS. Sharon Becker

- Sharon Becker – a friend of ours works for CALTRANS and has informed us about the road that were repaired in Walker, CA, the contractor ground up the road, and they have to get rid of the grindings. Can TRE use these to repair / patch our roads?
- Jeremy Bradley – asked about the source of the grindings.
 - Brandon Taylor - explained how the grindings were generated.

Open for Public Comment: No public comment.

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

TRUSTEES' REPORTS. None

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

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

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

MEETING MINUTES

TIME: 8:54 pm

Minutes submitted by Board Secretary Kaitlyn Insell

DRAFT

TOPAZ RANCH ESTATES WATER COMPANY
ACCOUNTS RECEIVABLE
FEBRUARY 28, 2023

#5

RVS

RVS RECEIVABLE BALANCE - JANUARY 2023	\$20,392.45
WATER BILLING, LATE FEES, ADJUSTMENTS - DECEMBER 2022	\$47,728.14
PAYMENT RECEIPTS - FEBRUARY 2023	(\$35,148.31)
ACCOUNTS RECEIVABLE BALANCE - FEBRUARY 28, 2023	<u>\$32,972.28</u>

GENERAL LEDGER

#1550 ACCOUNTS RECEIVABLE -FEBRUARY 28, 2023	\$20,392.45
RECEIPTS - FEBRUARY 28, 2023	(\$35,048.31)
NEW DEPOSITS -FEBRUARY 28, 2023	(\$100.00)
WATER SALES - FEBRUARY 28, 2023	\$47,166.18
LATE FEES - FEBRUARY 28, 2023	\$889.62
ADJUSTMENTS (+/-) - FEBRUARY 28, 2023	(\$282.16)
REFUNDS AND BANK ADJ. -FEBRUARY 28, 2023	(\$45.50)
APPLIED DEPOSITS - FEBRUARY 28, 2023	\$0.00
RETURNED CK(S) -JANUARY 31, 2023	\$0.00
ACCOUNTS RECEIVABLE BALANCE -JANUARY 31, 2023	<u>\$32,972.28</u>

RVS	<u>\$32,972.28</u>
G.L.	<u>\$32,972.28</u>
DIFF	\$0.00

**TRE GID & WATER COMPANY
DISTRICT OPERATIONS MANAGER'S
WATER REPORT – Feb 2023**

- **TOTAL GALLONS PRODUCED TO Feb 28, 2023:** **4,398,700 GALLONS**
- **TOTAL MAN HOURS THROUGH Feb 28, 2022:** **192 MAN HOURS**
- **CUSTOMER CONSUMPTION AS OF Feb 28, 2022:** **4,964,700 GALLONS**
- **BULK WATER CONSUMPTION AS OF Feb 28, 2022:** **0 GALLONS**

WATER SAMPLING: All five routine bacteriological water samples on 2/17 came back negative for Total Coliforms.

MAINTENANCE & REPAIRS

✓ **Work Order Summary:**

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

- ✓ **General Maintenance:** Regularly scheduled PRV vault inspections & maintenance.
 - 2/21 Vault checks
- ✓ **Major Repairs:**
 - 2/25 Service line repair @3630 Andesite
- ✓ **Future Projects - Short Range:**
 - Continue work with Shaw Engineering to begin the rehab on well #6. Pre-Bid for the second phase of the well 6 project is on Wednesday March 15th
 - Continue to replace old SR2 meters throughout district wherever needed.
 - Replacing locks on all gates and entries to wells, tanks and boosters
- ✓ **Future Projects - Long Range:** Continue work with Shaw Engineering reviewing information for system mapping & proper abandonment of old 4” water mains, upgrades to meter reading equipment and full rehab of well 6 for secondary water source.

SUBMITTED BY: Cody Dalhaus - DISTRICT OPERATIONS MANAGE 3/8/2023

ROAD REPORT – FEBRUARY 28, 2023

TOTAL MAN HOURS THROUGH FEBRUARY 28, 2023

98.5 :MAN HOURS

MAINTENANCE & REPAIRS:

✓ **General Maintenance:**

- 2/10 Road repair @ TRD & Grey hills
- 2/13 Filled potholes on Sandstone, TRD, & Grey hills
- 2/13 Road repair @ Andesite & Sapphire
- 2/16 Ditch maint. @ TRD & 208
- 2/24 Snow removal around district
- 2/25 Leak repair @3630 Andesite
- 2/25-2/28 Snow removal around district
-

✓ **Future Projects - Short Range:**

- Complete patching of remaining areas throughout district
- Assess damage to roads, ditches, and emergency flood channels, due to recent storm activity compile a priority list of damages listed from life threatening to minor inconvenience.
- Continue to clean road edges, brush will be burned if season permits or loaded into 40-yard container provided by Douglas disposal.
- Screen rocky overburden & dirt around the district for materials needed for riprap projects
- Map, clean and repair culverts crossing under roadways
- Removal/demolition of old office building

✓ **Future Projects - Long Range: .**

- Continue planning patching projects throughout the district until all district roadways have been maintained.
- Continue clearing brush and sediment from ditches until all ditches in the district have been maintained.
- Riprap ditches to aid with stormwater runoff & mitigation of overgrowth within ditch flowlines.
- Construction of new office building/shop

✓ **Equipment Repairs:**

- The F-350 was dropped off at Christiansen automotive on February the 14th and was picked up on February the 21st
- Battleborn Mobil Mechanics finished the repairs to the Volvo backhoe on Wednesday, February the 22nd

✓ **Safety Meeting:** “Protective clothing and equipment” – 2/23/2023

SUBMITTED BY: Cody Dalhaus – DISTRICT OPERATIONS MANAGER

REV: 3/8/23

Condition and Lack of Effective Repair Plan For All Roads in Topaz Ranch Estates

We, the residents of Topaz Ranch Estates (TRE), wish to address the deplorable conditions and ongoing lack of effective maintenance of all roads in the TRE community. We faithfully and diligently pay our mandatory taxes. Year after year our roads remain in horrible disrepair and suffer ineffective repair and maintenance practices that results in costly car repair bills and wasted tax money.

We, the residents of TRE, DEMAND the our road conditions be addressed and a plan be set in motion to repave the deficient, if not the entire, road system in the TRE community. We have no more patience for any excuses, apathy, or lack of action. Our roads are absolutely the worst in Douglas County. This is NOT a distinction we wish to be identified with.

Our wise and spendthrift President has set aside “TRILLIONS” of dollars for our nations infrastructure. It is your job as elected officials to ensure that our share, here in TRE, is allocated to us as deserving Americans. This is our right!

On a personal note, the road within a quarter of a mile of my residence has NEVER been repaired in the 4 1/2+ years I've lived here. A mudslide issue had been addressed ONLY after a phone call request had been logged. A subsequent revisit was performed after another torrential rain. Most likely because of the initial phone call on record. That's two visits in 4 1/2+ years and only after a phone call. But still NO repairs.

We, as a community, are all relying on you, our elected officials, to represent us and ensure a certain quality of life. If you cannot accomplish this, you can rest assured that I will personally take this matter to higher and higher authorities until this issue is satisfactorily addressed and resolved. Thank you for your time.

Sincerely, Gene Diorio