

# 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

**DATE** March 11, 2026

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

**LOCATION:** TOPAZ RANCH ESTATES COMMUNITY CENTER

3939 Carter Drive, Wellington, NV 89444

**POSTING:** Copies of the finalized agenda for the meeting were posted by 9:00 am on **Friday, March 6, 2026**, or before the third day prior to the meeting date at the direction of Cynthia Sanchez, TRE GID Secretary, in accordance with NRS Chapter 241 at the following locations: TREGID, 1490 Albite, #8, NEVADA TRADING COMPANY, 3900 Carter Dr., TOPAZ RANCH ESTATES COMMUNITY CENTER, and at PINION PINES REALTY, 1490 Albite, #6, <https://notice.nv.gov/>.

**Agenda Items Supporting Documents:** Copies of back-up materials used in the preparation of the agenda items are available by contacting the GID office in writing at the address and phone number above, OR by email directed to: [Cindyandfive@yahoo.com](mailto:Cindyandfive@yahoo.com). Copies are usually available in our office for pick up three business days prior to the board meeting.

### AGENDA

- 1) **CALL MEETING TO ORDER:** Trustee Becker 6:01 p.m.
- 2) **PLEDGE OF ALLEGIANCE:** Trustee Becker
- 3) **ROLL CALL OF BOARD MEMBERS:** Trustee Becker, Trustee Randall, Trustee Burgess, and Trustee Tanner, Trustee Sanchez Absent
- 4) **INTRODUCTION OF STAFF PRESENT:** No staff
- 5) **INTRODUCTION OF GUESTS:** No guests
- 6) **PUBLIC COMMENT:** None
- 7) **AGENDA AND MINUTES APPROVAL:**
  - A. **For Possible Action:** Board action to approve the Agenda for March 08, 2026, Regular Board Meeting.  
  
Public comment before Board action: Trustee Tanner motions, Trustee Burgess seconds, motion carries 4-0
  - B. **For Possible Action:** Board action to approve the Minutes for February 11, 2026, Regular Board Meeting.

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**Public Comment before Board Action: Trustee Becker motions, Trustee Burgess seconds Motion Carries 4-0**

### 8) CONSENT AGENDA:

#### A. For Possible Action: Bills to be paid for January and February 2026:

- i. Water Expenses: \$ 60,728.21
- ii. Road Expenses: \$ 26,831.30
- iii. Total Expenses: \$ 87,559.51

Approve payment of bills as presented. Trustee Burgess, Trustee Randall seconds, motion carries 4-0

### 9) For Discussion Only: REPORTS:

- i. Treasurer's Report. Prelim budget for next month
- ii. Water Operator's Report and Road Report.

### February 2026 - Water and Roads Reports

**Water Operator's Report:** Total gallons pumped February 1, 2026, through February 29, 2026, was 4,482,700 gallons. Well #1 produced 2,470,100 gallons and Well #6 produced 2,012,600 gallons. The total water sold for February was 4,587,587 gallons. AFA= 13.72.

**Leak repairs:** 2/17/26 – Leak @ Sandstone/Granite – Service line.

**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: 2/9/26

**Water Sampling:** Five DW samples were taken from the community 2/27/26. The samples chain of custody went to SGS in Reno for testing.

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

2/3/26 – Well #6, Change chlorine barrel, pump set @60/50

2/4/26 – Well #6, Pump set@ 60/45

2/6/26 – Well #1 - Replaced the chlorine pump with rebuilt pump – set@ 60/60

2/6/26 – Well #1 - Cleaned quill

2/6/26 – Well #6 – Pump set@ 60/35

2/10/26 – Well #1 – Pump set@ 60/65

2/17/26 – Well #6 – Changed chlorine barrel

2/19/26 – Well #6 – Pump set@ 60/40

2/20/26 – Well #1 – Pump set@ 60/70

2/24/26 – Well #1 – Changed chlorine barrel

2/25/26 – Well #6 – Pump set@ 60/45

2/26/26 – Well #6 – Pump set@ 60/50

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**Well #8 Project:** Continued installing drive by radios on meters. Warranty inspection with Shaw and USDA completed 2/25/26.

**Work in progress: RCAC / NRWA** are working on a sustainability water cost survey. We are working with Shaw to complete the 2020 and 2023 SSR. Working with RCAC (Marianne Denton) on updating procedure manuals required by BSDW / NDEP every five years. BSDW / NDEP issued a non-compliance letter concerning the high pressure event in October. The drop down for the main water line was required to allow for the increased size culverts on Zeolite. We were required to provide engineered stamped drawings for the ARV's and water main drop down and submit to BSDW / NDEP. Shaw completed 2/18/26. The GID will post or send out the letter to the community by March 13, 2026. BSDW / NDEP also notified the GID that well #6 hadn't been tested as required. SPB has claimed they were told well #6 was not operational. There is some confusion with the ID of well #6. BSDW / NDEP has a different ID (well #07). We are currently working on the issue.

**Permits:** Fee's for 92905, 92907, and 92908 were paid per Bills.com (Bobbie). I haven't received confirmation of payment yet. I talked with Chris and he was going investigate. I'm still waiting for his response.

### **Work Order Status:**

**High usage/leak check: 5**

**Check water pressure: 1**

**Malfunction / Meter: 6**

**Customer request on/off: 1**

**Manual read Sensus: 1**

**Leak at meter box: 1**

**Service line leak: 2**

**Drive by manual reads: 3**

**Suspicious tampering of meter: 1**

**Verify if meter in pit: 1**

**Reinstall meter owner paid: 2**

**Verify meter number: 1**

### **February 2026 - Road Report:**

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

Pot hole repairs with the Berg Kamp have continued throughout the community. Ditch work has is also continuing. Pot hole repairs were continued.

**Snow removal:** The GID and 3D plowed the roads.

**Equipment and fuel logs:** Continuing to do per-op inspections and all logs.

**Equipment maintenance:** Cleaning the Equipment at regular intervals, vehicle and equipment filters and oil changes as required. The F350 broke a ball joint causing multiple issues with the front end while plowing. The F350 was towed back to the yard and repairs are currently in process.

**CVG:** Currently working on the abandonment project. It should be completed the first week of March.

**Safety:** OSHA tail gate safety meetings have been performed weekly thru the month January. 2/4/26, 2/11/26, 2/18/26, 2/25/26.

- iii. Attorney's Report.
- iv. Engineer's Report. Trustee Tanner reports for Chris Faque regarding water permits. Our permits are caught up. Changing little wells to big wells is a priority. A small haircut was already taken. Well 6 is now Well 7. Well 8 permit has come in today.

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- v. FEMA report. Trustee Tanner have asked for the reimbursement.

### 10) ADMINISTRATIVE AGENDA

- A. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Audit review.

**Public Comment before Board Action:** Dave Silva and Hamza called in from Auditors office. Disclaimer of opinion has been filed. Auditors do not have access to many pertinent records. There is no guarantee on financial records. Issued a 60 day extension through the Department of Taxation. Findings: Record Keeping and Accounting is very important. Protection of District Records. Compliance regarding loans. Corrective action plan in place. A response needs to be done in 60 days from this meeting. Trustee Randall would like the Audit to be posted on the website. Trustee Randall motions to approve the Audit as presented and posted to website. Trustee Tanner seconds, motion passes 4-0.

- B. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the single audit and the cost incurred.

**Public Comment before Board Action:** Trustee Becker motions to approve Payment to Dave Silva and associates for a single audit not to exceed \$20,000. Trustee Randall seconds, motion passes 4-0.

- C. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the hiring of Elene Lamb at \$16 per hour as the contingent office assistant for no more than 15 hours per week.

**Public Comment before Board Action:** Trustee Burgess motions, Trustee Becker seconds, motion carries 4-0.

- D. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the payment of \$2,500 to 3D enterprises for emergency snow removal on February 18-19, 2026, previously approved on emergent basis by Trustee Sanchez and Trustee Becker pursuant to Standing Rule 7.

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**Public Comment before Board Action:** Shelley Gonzales questions why we have 3D remove the snow and not GID employees. Trustee Tanner motions, Trustee Randall seconds, motion passes, 4-0.

- E. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve TREGID Employees to attend the 2026 RCAC Water Conference. Conference fees, hotel rooms, test fee, 8 hours straight pay per day and Per diem at \$60.00 for first and last day and \$80.00 per day. This is a work conference and Hotel rooms are for Employees only. Based on investment and opportunity, the GID will expect employees to continue employment for at least 6 months after certificate received.

**Public Comment before Board Action:** Trustee Tanner motions, Trustee Burgess seconds, motion passes 4-0.

**11)TRUSTEE REPORTS:** Conference calls from Dave Silva.

**12)PUBLIC COMMENT:**

**13)ADJOURNMENT: 7:28 P.M.**

**Prepared by Cynthia Sanchez:**