

**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: **MAY 20, 2020**
TIME: **6:00 P.M.**
LOCATION: **ZOOM CONFERENCE**

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 TREGID office at the address and phone number above OR by email directed to: wendytregid@gmail.com

CALL MEETING TO ORDER: Led by Chairman, Larry Offenstein **TIME: 6:04 p.m.**
PLEDGE OF ALLEGIANCE: Led by Chairman, Larry Offenstein
BOARD MEMBERS PRESENT: Larry Offenstein, Wendy Francis, Mark Bradshaw, Gordon Gray and Brandon Taylor.

STAFF MEMBERS PRESENT: Trevor Smith and Ashley Martin

INTRODUCTION OF GUESTS: None

AGENDA APPROVAL: For Possible Action: Board action to approve the May 20, 2020 Agenda.

Public Comment: No Public comment. Gordon Gray made a motion to approve the May 20, 2020. Mark Bradshaw seconded. Motion carried 5-0.

MINUTES APPROVAL: For Possible Action: Board action to approve the Minutes of the April 8, 2020 Regular Board Meeting.

Board Action: No public comment: Gordon Gray made a motion to approve the Minutes of the April 8, 2020 Regular Board Meeting. Mark Bradshaw seconded. Motion carried 5-0 .

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 two (2) minutes per speaker, and speakers will be asked to sign in for the record. The Board will not act. No public comment.

CONSENT CALENDAR

CORRESPONDENCE:

For Possible Action: Bills to be Paid for: April 2020

1. Water Bills: \$ 87,572.61
2. Road Bills: \$ 11,790.58

Open for public comment before Board action: Gordon Gray made a motion to approve the Consent Calendar. Mark Bradshaw seconded. Motion carried 5-0.

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REPORTS

REPORTS – For Discussion:

- A. Treasurer's Report: Mark Bradshaw stated Karen VanderVort has been taken off the bank accounts and Ashley Martin has been added.
- B. Water Operator's Report: General maintenance on booster stations and PRV stations. SCADA is now up and running.
- C. Road Report: Repair of substantial potholes on main thorough ways. Bergkamp FP5 Flameless Pothole Patching machine has arrived. Training will be in 3 or 4 weeks, delay due to COVID-19.
- D. Attorney's Report: Not present
- E. Engineer's Report: Not present

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.
- (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 and Possible Action to approve, approve with modifications or conditions, or deny: Funding for Well 1 rehab. This item was tabled from last month. bt

Open for Public Comment before Board action: No action taken. This item to be discussed in Item 8.

- 2. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: Approve the upgrade to the RVS billing system to include the RVS Work Order program at a cost of \$500. am

Open for Public Comment before Board action: Ashley Martin explained the upgrade would be a benefit for writing and tracking work orders. The \$500 is a one-time charge. No public comment. Mark Bradshaw made a motion to approve the upgrade to the RVS billing system to include the RVS Work Order program at a cost of \$500. Gordon Gray seconded. Motion carried 5-0.

- 3. For Discussion only: Review of the 2020 – 2021 General Improvement District Budget (Road and Water) am

Open for Public Comment no Board action: Ashley Martin stated the State discovered an error in our budget.

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This will be discussed in item 4. No public comment.

4. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: To approve the Final Budget with any additions and deletions previously made and to adopt the Final Budget for the Fiscal Year 2020 – 2021. am

Open for Public Comment before Board action: Ashley Martin stated she received the 17- page document from the State and on page 9, VT inadvertently posted \$802,179.00 instead of \$828,903.00. VT will correct this and send the corrected document to the State. No public comment. Mark Bradshaw made a motion to approve the Final Budget with any additions and deletions previously made and to adopt the Final Budget for the Fiscal Year 2020 – 2021. Corrections to be made by VT and sent to the State. Gordon Gray seconded. Motion carried 5-0.

5. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: To approve hiring a new Field employee at \$13.45 an hour, replacing current Field employee who is resigning May 28, 2020. ts

Open for Public Comment before Board action: Trevor Smith stated the person would be hired as an OIT and the starting wage is \$13.40 an hour, not \$13.45. No public comment. Gordon Gray made a motion to approve hiring a new Field employee at \$13.45 an hour, replacing current Field employee who is resigning May 28, 2020. Mark Bradshaw seconded. Motion carried 5-0.

6. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: To approve changing the Acting District Operations Manager from an hourly position to a salary position of \$3840 a month as District Operations Manager. gg

Open for Public Comment before Board action: No public comment. Gordon Gray stated this position should be a salary position and not hourly. Gordon Gray made a motion to approve changing the Acting District Operations Manager from an hourly position to a salary position of \$3840 a month as District Operations Manager. Mark Bradshaw seconded. Motion carried 5-0.

7. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: To approve a tank cleaning and inspection contractor. The tanks were last serviced by Inland Potable Services in 2015. The three companies that bid on the job are: Marine Industrial Tank Diving & Coating - \$3,450.00. Inland Potable Services - \$4,315.00. Blue Locker Diving - \$7,400.00. ts

Open for Public Comment before Board action: Sparky Clark asked if all three tanks will be done. Trevor said yes. Mark Bradshaw made a motion to approve a tank cleaning and inspection contractor. The tanks were last serviced by Inland Potable Services in 2015. The three companies that bid on the job are: Marine Industrial Tank Diving & Coating - \$3,450.00. Inland Potable Services - \$4,315.00. Blue Locker Diving - \$7,400.00. Inland Potable Services won the bid for \$4,315.00 Gordon Gray seconded. Motion carried 5-0.

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8. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny: To approve the Engineer Statements of Qualifications to hire an engineer for the expenditures of the remaining funds from Phase 1C, rehabilitation of the building for Well 1 and a new well. The three Engineering firms are: Lumos and Associates, Shaw Engineering and Dyer Engineer. ts

Open for Public Comment before Board action: Steve Mitchell asked if both projects would be handled by the same engineer. The answer was yes. Brandon Taylor stated he has worked with Shaw Engineering and was happy with their work. Mark Bradshaw made a motion to approve the Engineer Statements of Qualifications to hire an engineer for the expenditures of the remaining funds from Phase 1C, rehabilitation of the building for Well 1 and a new well. The three Engineering firms are: Lumos and Associates, Shaw Engineering and Dyer Engineer and to approve Shaw Engineering as the engineering firm. Gordon Gray seconded. Motion carried 5-0.

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 act. Dave Akoli said he feels the new equipment is too much for TRE and should be sent back. There was much discussion about a new well and where it should be located.

TRUSTEES' REPORTS. None

ADJOURNMENT: Gordon Gray made a motion to adjourn. Mark Bradshaw seconded. Motion carried 5-0
Time: 6:50 pm

Minutes submitted by Board Secretary, Wendy Francis