

**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 11, 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: 6:00 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 May 11, 2022 Agenda.

Public Comment before Board Action: None

George Barber made a motion to approve the May11, 2022 Agenda. Mark Bradshaw seconded. Motion carried 5 Yes - 0 No.

MINUTES APPROVAL: For Possible Action: Board action to approve the minutes of the April 13, 2022 Regular Meeting.

Public Comment before Board Action: None

Mark Bradshaw made a motion to approve the April 13, 2022 Minutes. Gerald Clark 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. None

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CONSENT CALENDAR

CORRESPONDENCE:

For Possible Action: Bills to be paid for: April 2022

1. Water Bills: \$ 44,958.59
2. Road Bills: \$ 10,761.71
3. USDA/Bergkamp: \$ 2,121.80

Dave wanted to know if the \$10,000.00 payment to Silva, Sceirine & Associates, LLC in April 2022 was a monthly payment. Brandon said no it was for the year ended June 2021.

Open for public comment before Board action: None

Mark Bradshaw made a motion to approve the Bills to be paid for April 2022. Gerald Clark seconded. Motion carried 5 Yes - 0 No.

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: None
- E. Engineer's Report: None

Water Operator's Report:

TOTAL GALLONS PRODUCED TO April 30, 2022:	<u>5,117,100</u> GALLONS
TOTAL MAN HOURS THROUGH April 30, 2022:	<u>339</u> MAN HOURS
CUSTOMER CONSUMPTION AS OF April 30, 2022:	<u>3,856,525</u> GALLONS
BULK WATER CONSUMPTION AS OF April 30, 2022:	<u>14,566</u> GALLONS

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WATER SAMPLING: All five routine bacteriological water samples on **April 15TH** came back negative for Total Coliforms.

MAINTENANCE & REPAIRS

Work Order Summary:

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

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General Maintenance: Regularly scheduled PRV vault inspections & maintenance.
Flushing hydrants at dead end lines throughout system. Dave wanted to know if a listing of all work was being kept.

Major Repairs: Repaired leak on main located at 1405 Eagle Mtn/Leak repaired at 3960 T.R.D.

Future Projects - Short Range: Continue work with Shaw Engineering to begin the rehab on well #6.
Working with Terra John from RCAC to find any additional funding that might be available for the District.

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. Met with Bridget from RCAC and began application process for the SRF loan/grant for upgrading water mains.

Road Report:

TOTAL MAN HOURS THROUGH April 30, 2022: 235 :MAN HOURS

MAINTENANCE & REPAIRS:

General Maintenance:

4/12 Brush removal/ditch maintenance on Gray Hills.

4/13 Brush removal/ditch maintenance on Gray Hills.

4/15 Brush removal/ditch maintenance on Gray Hills.

Filled large potholes throughout district, throughout the month of April

4/29 Repaired Road on Eagle Mtn. where the main was dug up and fixed.

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.

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Equipment Repairs:

Regularly scheduled maintenance & greasing of district equipment.

Got the Mitsubishi grader operational again, just finishing up some adjustments to the push pull cable.

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

Remove salt bin from the back of the international plow to repair holes in the bed.

Safety Meeting: "Personal Protection" – 4/1/2022

Foot Protection

Public comment: None

Attorney's Report: None

Engineer's Report: None

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:

Board to discuss updating the TREGID fuel tanks and what it would cost. gc

Gerald Clark opened the discussion with pictures of the tanks that were in question.

A Diesel (500 gallon tank elevated), A Gasoline (500 gallon tank 12V on the ground) and an oil recovery tank on the ground. The issues were the safety of the Diesel tanks' stand being in need of repair and the safety of a person having to be elevated to fill the Diesel tank. Possible solutions were to get a 500 gallon dual tank like the Fire Department has or as Brandon suggested rent tanks, have the rental company be the fuel supplier and set up a CFN use-age card for each vehicle for control purposes. Carson Valley Oil could be used for a container system and pumping the old oil out. Further research will be worked on to acquire names of vendors and cost.

Open for Public Comment: None

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

Requests the following items be added to the "Application Agreement for Water Service". cd

- a. Under T.R.E. Standing Rule #22 (Water Company Policy) "Schedule of Rates and Charges"
"If anyone damages T.R.E. G.I.D. property and the G.I.D. is required to make repairs, the person or company causing the damage will be billed \$125.00 per hour plus any parts required".
- b. Under T.R.E. Standing Rule #22 (Water Company Policy) 2.7.3. "Ingress and Egress"
Section 2.7.3.2. "Property owners are responsible to make sure that fences allow access to the meter boxes, hydrants and easements by the meter reader and they are to provide protection from animals at all times".
- c. Under T.R.E. Standing Rule #22 (Water Company Policy) 2.6.2. "Water Pressure and Supply"
Section 2.6.2.4. "All applicants for service shall hold the TREGID harmless for any damages arising out of low pressure or high pressure conditions or interruptions of service".

Discussions were about (section a. Standing Rule #22 "Schedule of Rates and Charges") that the minimum \$125.00 should be increased and there should be a charge for equipment used in the repair. This would require the Standing Rule to be updated and the Application would also have to be updated. Overall the "Application Agreement for Water Service" should be upgraded.

Open for Public Comment before Board action: It was agreed that the residents should be aware of the changes to the Standing Rules

Dave made a motion that this should be held over to the next Regular Meeting. Gerald Clark seconded. Motion did not carry. 2 yes 3 no

Brandon made a motion to approve the current change to the Application. George Barber seconded. Motion carried 5 yes 0 no

11. PUBLIC COMMENT:

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None

12. TRUSTEE REPORTS:

Dave brought up the report on mold at the old building. Discussions were that the cost to save the building would be costly given the results of the report.

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13. ADJOURNMENT:

Time: 6:55 PM

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

Minutes submitted by Board Secretary, George Barber

DRAFT