

**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: Wednesday, May 10, 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: 6:11 pm

PLEDGE OF ALLEGIANCE: Led by Chairman Brandon Taylor

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

STAFF MEMBERS PRESENT: Christine Bradford, Cody Dalhaus, Jeremy Bradley, Reid Howard, Larry Hathcock

INTRODUCTION OF GUESTS: Counselor Frank Flaherty, Becky Bruch (Pool PACT Attorney)

AGENDA APPROVAL: For Possible Action: Board action to approve the May 10, 2023, Agenda.

Public Comment before Board Action: No Public comment.

Kaitlyn Insell made a motion to approve the May 10, 2023, Agenda. Dave Akola seconded. Motion carried 5-0.

MINUTES APPROVAL: For Possible Action: Board action to approve the Minutes of the April 12, 2023, Regular Board Meeting.

Board Action: No public comment.

Lisa Sandbo – I have been unable to review them as I just received them tonight.

Kaitlyn Insell made a motion to approve the Minutes of the April 12, 2023, Regular Board Meeting. No other board member seconded.

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Board Chairman Brandon Taylor noted that the minutes stand approved.

PUBLIC COMMENT:

- Jeffrey Mehoves – Have you filed for FEMA funding?
 - Brandon Taylor – FEMA does not write a check to us; they reimburse us once we have spent the money. They also require a 25% match.
 - Mike Tanner – the funding is for roads and culverts only, homes need to be 40% damaged to even declare, although the money has been approved it has not been dispersed.
 - Fred Farley – I am requesting that a board member gives us a monthly FEMA report on each agenda.
- Warren Breakbill – do we have a start to finish plan?
- John Bang-Knudsen – there is a line on your property tax bill each year that says it goes to the GID, so I went back and looked at the past 3 years, my property taxes have gone from \$90 to over \$600, now my property taxes have skyrocketed but the condition of the roads have only gotten worse.
 - Cody Dalhaus – so Douglas County gets those funds first and disperses it back to the GID.
 - Mike Tanner – the GID itself has not seen a 10-fold increase
 - Brandon Taylor – the GID still only gets \$166,000 even with your property taxes increasing.

CONSENT CALENDAR

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

1. Water Bills: \$60,611.52
2. Road Bills: \$26,829.70
3. Bergkamp: \$2,122.00 (monthly payment for truck used for plowing and patching of roads)
4. Attorney Bills: \$12,864.82

Public Comment:

- Fred Farley – attorney's bills what's in the budget for that?
 - Brandon Taylor – the budget year that we are currently in, had \$7,500 budgeted to the line items of attorney bills, but it is also grouped into a budget that has enough money to cover an over-expenditure.

Kaitlyn Insell made a motion to approve the April 2023, Bills to be Paid. Mike Tanner seconded. Dave Akola abstained. Motion carried 4-0.

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REPORTS

REPORTS: For Discussion

- A. Treasurer's Report: none
- B. Water Operator's Report: Total gallons produced to April 30, 2023, 21,551,544. Total man hours through April 30, 2023, 300 hours. Total customer consumption through April 30, 2023, 4,644,500 gallons. Bulk water consumption through April 30, 2023, 0 gallons. Water sampling, all 5 routine bacteriological water samples taken April 12, 2023, came back negative. General maintenance, April 6, 2023, vault checks, April 19, 2023, vault checks and cleaned / maintenance well #1, April 20, 2023, clean / maintenance booster #1. Major repairs, April 6, 2023 – April 7, 2023, graded the road to well #1 for easier access, April 11, 2023, repair on Granite, April 17, 2023, two main leak repairs at 1405 Eagle Mtn and a service leak repair at 1450 Garnet, April 21, 2023, vault repair on vault #8 west. Future projects short range, continue working with Shaw Engineering on the rehab of well #6, I spoke with Cody Black and there is one piece of equipment (pit-less adapter) delaying the start of the second phase of this project and it is expected to begin around the second week of July. Future projects long range, continue to work with Shaw Engineering reviewing information for system mapping and proper abandonment of old 4-inch water mains, upgrades to meter reading equipment and complete the well 6 rehabs.
- C. Road Report: Total man hours through April 30, 2023, 77.1 hours. General maintenance, April 6, 2023, road edge repairs on Topaz Ranch Drive, road repairs on Carter and Sandstone. April 10, 2023, dirt load deliveries to customers throughout district. April 19, 2023, went to Granite Construction in Sparks, NV and got road tack. April 25 and April 26, ditch work on Topaz Ranch Drive and Grayhills. April 27, 2023, ditch work on Eagle Mtn and Granite.
- D. Attorney's Report: I directed correspondence to the Board of County Commissioners indicating the District's inquiry regarding the property on Granite Way. Nearly completed drafting the memorandum for the Board that sets out a "calendar" as to when certain items need to be completed by (NRS Ch 354)
- 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.

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- (4.) Public comment will be allowed and is limited to two minutes per speaker.
- (5.) Once Public comment is completed, the Board will then ask any follow-up questions and take action.

For 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 open public comment.

1. For Discussion Only:

Introduction of Becky Bruch (POOL/PACT Attorney) and presentation by Becky. DA

Dave Akola removed from agenda

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

Ratify the adoption of a resolution at the Board’s April 12, 2023, meeting, authorizing the issuance of the Topaz Ranch Estates General Improvement District, Nevada, Water Revenue Bond, Series 2023 in the maximum principal amount of \$277,000 to pay in part the cost of a water project, providing for other matters relating thereto and ratifying previous action taken in connection therewith. Cody Black

Brandon Taylor – this \$277,000 was a loan we were required to have for the new well project.

Open for Public Comment before Board Action: no public comment

Dave Akola made a motion to ratify the adoption of a resolution at the Board’s April 12, 2023, meeting, authorizing the issuance of the Topaz Ranch Estates General Improvement District, Nevada, Water Revenue Bond, Series 2023 in the maximum principal amount of \$277,000 to pay in part the cost of a water project, providing for other matters relating thereto and ratifying previous action taken in connection therewith. Kaitlyn Insell seconded the motion. Motion carried 5-0

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

As required by NRS 354.624(9), act upon the recommendations in the FY 22 audit report, to wit:

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- A. Material Weakness (Repeat Finding) - Internal Controls: Implement procedures to provide training to personnel responsible for the District's financial reporting in the unique aspects of governmental accounting, such that ledgers reflect accurate information to prepare financial statements in accordance with GAAP.
 - B. Material Weakness (Repeat Finding) - Internal Controls: Implement procedures to ensure timely preparation of bank reconciliation for each of the District's bank accounts, such that the general ledgers will reflect accurate information to prepare financial statements in accordance with GAAP; and implement secondary review of the monthly bank reconciliations as a key detective control in mitigating risk of errors and/or fraud.
 - C. Material Weakness (Repeat Finding) - Internal Controls: Continue backup of financial data on current frequency schedule but maintain external hard drives at a secure offsite location when backups are not in progress; and, consider changing backup solution to a cloud-based service, rather than an external hard drive to avoid risk of loss of or damage to such devices.
- DA

Dave Akola – these recommendations came from the annual audit that we are required to do by law, these have all been recommended in the past and have yet to be implemented. The board has to come up with a way to implement these items.

AGENDA ITEM BIFURCATED TO BE VOTED UPON INDIVIDUALLY

- A. Treasurer to contact auditor for recommended training to be provided to staff. Kaitlyn Insell made a motion for the Treasurer to contact auditor to get recommended training for the staff. Mike Tanner seconded the motion. Motion carried 5-0
- B. Act on audit recommendations, Treasurer and/or Secretary will review with staff proper implementation and the Treasurer will provide secondary review of monthly bank reconciliations. Dave Akola made a motion for the Treasurer and/or Secretary to review with staff proper implementation and for the Treasurer to provide secondary review of monthly bank reconciliations. Kaitlyn Insell seconded the motion. Motion carried 5-0
- C. Public Comment before Board Action: Terri Akola – we should still have a hard copy of everything that is in the cloud.

Dave Akola made a motion for the Treasurer and/or Secretary to work with staff to research and implement a cloud-based system for back-up of financial information. Kaitlyn Insell seconded the motion. Motion passed 5-0

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

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As required by NRS 354.596 and 354.598, set a Board meeting between May 15 and May 31, 2023, for a public hearing on the tentative budget and adoption of a final budget and cause a notice to be published in an area newspaper no sooner than 14 days prior and no later than 7 days prior to the date of the public hearing. DA

Brandon Taylor – we have a 2-week window to set the new budget meeting and approve a new budget.

Dave Akola made a motion to set a date / time for the budget meeting. Mike Tanner seconded the motion. Motion passed 5-0

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

Request if budget allows, hire a second seasonal employee (for a shorter term if necessary) in order to run a full-time road crew throughout the summer. CD

Cody Dalhaus – I would like to hire a secondary seasonal employee, that way I can have another hand on a road crew.

Brandon Taylor – the 1st seasonal hire is already budgeted; we can't really vote to add a second season employee at this time because we don't have a budget.

Cody Dalhaus requested that the Chair remove this agenda item, and it was removed.

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

Request to hire seasonal field employee. CD

Brandon Taylor – this is an already budgeted item in our current fiscal year budget. Kaitlyn Insell made a motion to hire a seasonal field employee. Mike Tanner seconded the motion. Motion carried 5-0

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

Permission to contract Matt Torley to fix the berm and ditch line that runs across BIA land bordering the District to the north. CD

Cody Dalhaus reported that the District already received permission from BIA to go onto the property to repair and mitigate flood channels.

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Cody Dalhaus requested removal of this agenda item, and it was removed.

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

G.I.D staff would like to request that direct deposit be set up and in effect no later than payroll date of May 25, 2023. CD

Cody Dalhaus – we have asked for direct deposit for a while, and most banks now charge you fees because they require a direct deposit.

Mike Tanner made a motion for the Treasurer to set up direct deposit for the employees by May 25, 2023. Kaitlyn Insell seconded the motion. Motion carried 5-0

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

To purchase a new cutting edge, extend-a-hoe slide, and the extend-a-hoe slide switch for the Volvo Backhoe for total cost of approx. \$2,500. CD

AGENDA ITEM CHANGED TO STATE:

To purchase a new cutting edge, extend-a-hoe slide, and the extend-a-hoe slide switch for the Volvo Backhoe not to exceed \$2,500.00.

- Mike Tanner – you got a ballpark on these parts, we can do most of the work ourselves, but the extend-a-hoe slide can be a bear.
 - Cody Dalhaus – we should be able to cut the cost of labor for most of these items that need to be repaired.

Open for Public Comment before Board Action:

- Sharon Becker – If this runs over the maximum, can he get approval for the remaining balance?
 - Brandon Taylor – no, if it goes over the \$2,500, he can do 2 of the repairs and then request funds for the other repair at a later date.

Dave Akola made a motion for Cody Dalhaus to go forward with the necessary repairs of the Volvo Backhoe not to exceed \$2,500.00. Mike Tanner seconded the motion. Motion carried 5-0

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

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The purchase of two- and four-inch gate valves plus hardware for vault 8 west. Total cost of \$5,430.04. CD

Cody Dalhaus – the vaults on 8 west have been an issue for a while. The valves need to be replaced; they cannot be completely shut off.

Lisa Sandbo – was inventory ever done for all the parts back in January?

Jeremy Bradley / Cody Dalhaus – there was never a part inventory, it was requested that we do a tool inventory which was completed.

Public Comment before Board Action:

- Dan Finley – are these valves able to be rebuilt?
 - Cody Dalhaus – most cannot as they are eaten away by the passage of water.

AGENDA ITEM CHANGED TO STATE

The purchase of two- and six-inch gate valves plus hardware for vault 8 west. Total cost of \$5,430.04.

Kaitlyn Insell made a motion for Cody Dalhaus to move forward with the purchase of 2- and 6-inch gate valves and for the crew to do the repairs. Dave Akola seconded the motion. Motion carried 5-0

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

Hire a Payroll and HR Service as suggested by Auditors. Not to exceed \$500 per month.

DA/MT

Mike Tanner – I've gathered some bids, some that were recommended by POOL/PACT, which are pretty reasonable. This was recommended that we do this.

Mike Tanner requested that this item be removed from the agenda and considered at the budget meeting, and the item was removed from the agenda.

12. For Discussion Only:

Audit Questions. Fred Farley

Fred Farley – do I understand that the audit that was presented last month was FY 2022, everything that that audit talked about was speaking of items that were basically performed by employees that are no longer here.

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Brandon Taylor – we are working with the attorney to get a list of items that are due at specific times throughout the year to ensure that we get the audit done in time this year.

13. For Discussion Only:

Budget Question. Fred Farley

Open for Public Comment:

Fred Farley requested removal of this agenda item, and it was removed.

14. For Discussion Only:

Drainage Maintenance Questions. Fred Farley

Fred Farley – the drainage that is up on Sandstone.

Cody Dalhaus – we are working on BIA land to repair just above that drainage ditch. To repair the actual road and ditch, we need bigger equipment.

15. For Discussion Only:

FEMA Questions. Fred Farley

Fred Farley requested removal of this agenda item, and it was removed.

TRUSTEE’S REPORTS:

PUBLIC COMMENT:

- Sharon Becker – I want to know why we don’t get a Treasurer’s Report.
 - Christine Bradford – Dave Akola will be meeting with me to get the training needed so that he can do the Treasurer’s Report for the Board / public.

ADJOURNMENT:

Mike Tanner made a motion to adjourn. Dave Akola seconded. Motion carried 5-0.

TIME: 8:22 pm

Minutes submitted by Board Secretary Kaitlyn Insell.

A COMPLETE RECORDING OF THIS MEETINGS DISCUSSION CAN BE FOUND AT THE GID OFFICE OR BY EMAILING TREGID2023@GMAIL.COM