

**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: November 9, 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 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: 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, Mark Bradshaw and Gerald Clark.

STAFF MEMBERS PRESENT: Cody Dalhaus, Christine Bradford and Jeremy Bradley

INTRODUCTION OF GUESTS: None

AGENDA APPROVAL: For Possible Action: Board action to approve the November 9, 2022 Agenda.

Public Comment before Board Action: None

Dave Akola made a motion to approve the November 9, 2022 Agenda. George Barber seconded. Motion carried 5 Yes - 0 No.

MINUTES APPROVAL:

For Possible Action: Board action to approve the minutes of the October 12 2022 Regular Meeting.

Public Comment before Board Action: None

George Barber made a motion to approve the October 12, 2022 Minutes. Dave Akola seconded. Motion carried 5 Yes - 0 No.

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 take action. None

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CONSENT CALENDAR

CORRESPONDENCE:

A. For Possible Action: Bills to be paid for: October 2022

- 1. Water Bills: \$ 48,579.45
- 2. Road Bills: \$ 11,237.21
- 3. Bergkamp: \$ 2,121.00

Open for public comment before Board action: None

George Barber made a motion to approve Bills to be paid for October 2022. Dave Akola 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: Brandon Taylor

Water Operator’s Report:

TOTAL GALLONS PRODUCED TO October 31, 2022:	<u>5,696,400</u> GALLONS
TOTAL MAN HOURS THROUGH October 31, 2022:	<u>251.5</u> MAN HOURS
CUSTOMER CONSUMPTION AS OF October 31, 2022:	<u>4,999,136</u> GALLONS
BULK WATER CONSUMPTION AS OF October 31, 2022:	<u>26,445</u> GALLONS

WATER SAMPLING: All five routine bacteriological water samples on **October 5TH** came back negative for Total Coliforms.

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MAINTENANCE & REPAIRS

Work Order Summary:

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

General Maintenance: Regularly scheduled PRV vault inspections & maintenance.

10/3 Buried septic at park

10/5 PRV checks.

10/20 PRV check

Major Repairs:

- No major repairs

Future Projects - Short Range: Continue work with Shaw Engineering to begin the rehab on well #6.
Continue work with RCAC to do a rate study of the district.

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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 for 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 October 31, 2022: 102: MAN HOURS

MAINTENANCE & REPAIRS:

General Maintenance:

- 10/4 Ditch repair on Ballman
- 10/5 Ditch repair on Andesite
- 10/17 Ditch repair on TRD
- 10/19 Flood channel repair between Granite and Andesite
- 10/20 Flood channel repair between Granite and Andesite
- 10/21 Flood channel repair between Granite and Andesite
- 10/29 Flood channel repair between Granite and Andesite

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, brush will be loaded into 40-yard container provided by Douglas Disposal.
- Screen rocky overburden & dirt around the district for materials needed for riprap projects.
- Purchase salt and sand for de-icing intersections and roadways.
- Map, clean and repair culverts crossing under roadways.

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 storm water runoff & mitigation of overgrowth within ditch flowlines.
- Working with RCAC to get SRF funding for road improvement from infrastructure bill

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Equipment Repairs:

- Volvo backhoe needs a new transfer case, we contacted Arnold Machinery and Battle Born mobile repair. Have a quote from Battle Born, waiting on Arnolds quote.
- Sweeper hydraulic line broke and was replaced.
- Changed fluids in the sweeper.
- Repaired a cabinet door on the F-350

Safety Meeting: “Winter driving tips” – 10/11/2022

Mark wanted to know if a parts on order schedule is available. Cody is working with Ahern on it. Dave said he wants to see a correspondence file to track the progress of projects.

Engineers Report: Brandon stated the water project will be starting next week Christine said the paper work has been signed.

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 and Possible Action to approve, approve with modifications or conditions, or deny:

To approve a credit card for Tractor Supply with a \$2,500.00 limit. cb

Cody said they have and use a Wal-Mart credit card and a Tractor Supply credit card with a \$2,500.00 line limit would be useful. Brandon said he went into a supply store on 395 in Gardnerville across from Francisco’s restaurant and Cody should look into using that store also.

Open for Public Comment before Board action: Donna Tanner wanted to know if the cards were paid monthly. Christine said they are paid on a monthly basis.

George Barber made a motion to approve the credit card for Tractor Supply with a \$2,500.00 limit.
Mark Bradshaw seconded.
Motion carried 5 Yes - 0 No.

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

To approve the beginning process of getting the tanks inspected and solicit bids. cd

Open for Public Comment before Board action:

George Barber made a motion to approve the beginning process of getting the tanks inspected and solicit bids. Gerald Clark seconded.
Motion carried 5 Yes - 0 No.

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

To approve removal and shredding, by a vendor, of old paperwork from the conex at the yard per NRS (Nevada Revised Statute). cb

Brandon said the retention period is normally 7 years. Dave wanted to know who would do the document review. Christine will do the job. Gerald wanted to know about legal documents. Brandon included court filings and said the NRS would be used as the source of retention information.

Open for Public Comment before Board action: Sandy Fritsch asked about the statute of limitation. Kaitlyn Insell wanted to know about written and electronic files. Brandon said the NRS is about written. Paul wanted to know about the records for water testing. Cody said all the files are kept in a banker box.

Mark Bradshaw made a motion to approve the removal and shredding by a vendor of old paperwork from the conex at the yard per NRS (Nevada Revised Statute). Gerald Clark seconded.
Motion carried 5 Yes - 0 No.

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

To approve Jeremy Bradley for the position of Lead Water Operator contingent upon passing his D2 test by 6/23/23. cd

Brandon: is the DL verified when hired? Christine said they do a background test. Brandon does that include the DL? Gerald commented that a medical test can cancel a DL. Kaitlyn commented that a drunk driving charge can suspend a license. Gerald does this D2 upgrade pay? The promotion would include the benefits of the position grade. Cody said Jeremy is the most experienced and would be a good choice.

Open for Public Comment before Board action: Mike Tanner is in favor.

Gerald Clark made a motion to approve Jeremy Bradley for the position of Lead Water Operator contingent upon passing his D2 test by 6/23/23. Mark Bradshaw seconded.
Motion carried 5 Yes - 0 No.

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TRUSTEE REPORTS: Dave wanted to thank all the people who ran for the GID. Cody said the results were not final because the drop box in TRE has not been counted yet.

ADJOURNMENT:

Time: 6:42 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