

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 November 12, 2025

TIME: 6:00 p.m.

LOCATION: TOPAZ RANCH ESTATES COMMUNITY CENTER

3939 Carter Drive, Wellington, NV 89444

POSTING: Copies of the finalized agenda, were posted by 9:00 am on **Thursday, November 6, 2025**, 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

- 1) **CALL MEETING TO ORDER** Trustee Becker 6:01 P.M.
- 2) **PLEDGE OF ALLEGIANCE** Trustee Tanner
- 3) **ROLL CALL OF BOARD MEMBERS** Trustee Becker on phone, Trustee Tanner, Trustee Sanchez, Trustee Randall, and Trustee Burgess.
- 4) **INTRODUCTION OF STAFF PRESENT** Carina Owens D1, and Roberta Reed District Business Manager
- 5) **INTRODUCTION OF GUESTS** None
- 6) **PUBLIC COMMENT:**

Karen Best Resident, requesting a timeline on Valve Replacement on Zeolite. Carina Owens states they are on the list but currently working on Hematite issue. Current estimated time is a couple weeks.

7) **AGENDA AND MINUTES APPROVAL:**

- A. **For Possible Action: Board action to approve the Agenda for November 12, 2025, Regular Board Meeting.**

Public comment before Board action: Trustee Sanchez motions to strikes Item C on the Administrative Calendar Trustee Randall seconds motion carries 5-0

- B. **For Possible Action: Board action to approve the Minutes for October 8, 2025, Regular Board Meeting.**

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Trustee Tanner moved to strike page 4 "Completed the Granite Way culvert cleaned out on 9/26/25." This item is also on the punch list. Trustee Sanchez seconds, motion carries 5-0. Trustee Becker moves to accept minutes as amended, Trustee Sanchez seconds, and motion carries 5-0

8) CONSENT AGENDA:

A. For Possible Action: Bills to be paid for October 2025:

- i. Water Expenses: \$ 87,036.51
- ii. Road Expenses: \$ 31,479.00
- iii. Total Expenses: \$118,515.51

Approve payment of bills as presented by the DBM Roberta Reed. Trustee Sanchez moves to approve bills as presented by Roberta Reed District Business Manager, Trustee Becker seconds, motion carries 5-0.

9) For Discussion Only: REPORTS:

- i. Treasurer's Report.
- ii. Water Operator's Report: Road Report.

October 2025 - Water and Roads Reports

Water Operator's Report:

Total gallons pumped October 1, 2025, through October 31, 2025, was 5,078,100 gallons. Well #1 produced 1,645,300 gallons and Well #6 produced 3,432,800 gallons. The total water sold for October was 5,264,718 gallons. AFA=15.584

Leak repairs

10-6-25 – 3610 Pine nut Rd, Main leak reported

10-8-25 – 3680 Granite Way., service line leak

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: 10/24/25

Water Sampling: Five DW samples were taken from the community. The samples chain of custody then went to SPB to deliver to SGS in Reno for testing on 10/20/25 and we received the results 10-25-25. 10-14-25 Zeolite samples to SGS for main drop work. Water samples were taken to SGS 10/21, 10/22 and 10/23. Continuing to sample for ARB installation.

Wells #1 and 6 - October adjustments:

10/1/25 – Thatcher delivered 8-15gals of chlorine

10/2/25 – Well #6 Pump set@ 60/50

10/5/25 – Well #1, Pump set@ 60/50

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10/6/25 – Well #6, Changed chlorine barrel, set@ 60/50

10/10/25 – Well #6, Well heater turned on

10/18/25 – Well #6, Changed chlorine barrel, Set@ 60/50

10/22/25 – Well #6, Pump set@ 60/40

Well #8 Project:

Installing 244 drive by radios on meters.

Work in progress: Cutting Edge is installing 5 ARB's at Zeolite x 2, Arden, Topaz Ranch Dr. and Hematite per engineered drawings. 10/13/25 the main drop at Zeolite was completed for the culverts increased dia. High pressure issue were noticed the afternoon of 10/13/25. 10/14/25 notices were posted in Zone 3 for high pressure issues. 10/17/25 there was a loss of pressure requiring boil notices and posting for Zone 3. Both orders were rescinded 10/24/25. The 6" and 2" Clay Val's were rebuilt and ARB's are being installed and seemed to have resolved the pressure issues. NDEP engineer was on-site to inspect ARB and system on 10/24/25. Working with SBP and Shaw to complete the 2020 and 2023 SSR. Working with RCAC (Marianne Denton) on updating procedure manuals required by the state of Nevada every five years. Marianne completed the water conservation manual.

Work Order Status:

High usage/leak check: 6

Check water pressure: 1

System maintenance: 2

Meter malfunctions/meter: 5

Customer request on/off: 8

Other: 1

Closing escrow reading: 5

7-day disconnect warning: 36

Pull meter: 1

PRV-replaced/rebuilt: 5

Disconnect due to past due: 1

Service line leak: 1

Leak reported by customer: 1

Drive by manual read: 2

High pressure: 4

Manual read: 3

Turn PRV down at meter box: 1

Suspicious tempering of meter: 1

Replaced meter: 1

October 2025 - Road Report:

Work in progress and completed:

Pot hole repairs with the Berg Kamp have continued throughout the community. Ditch work has also been completed.

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

Equipment maintenance: Cleaning the Bergkamp at regular intervals, vehicle and equipment filters and oil changes as required.

Cutting Edge LLC: Started damaged culvert work 9/24/25. Substantial completion was signed off on 10-22-25 with punch list items.

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Safety: Tail gate safety meetings have continued weekly through the month of October. **Topic: 10/2/25** – Avoiding open holes in electrical boxes and panels. **Topic: 10/7/25** – Fall prevention – Safeguards at holes in walking & working surface. **Topic: 10/14/25** – Dealing with hazards created by water inside excavations. **Topic: 10/21/25** – Clarifying two key definitions in the OSHA excavation standards.

- iii. Attorney's Report. No report.
- iv. Engineer's Report. Trustee Becker spoke to Shaw because of Government Shutdown. They are on hold.
- v. FEMA report. Currently government shutdown

10)ADMINISTRATIVE AGENDA

(Any items removed from the Consent Agenda will be added and heard at this point).

- A. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Scott Sanders (resident 3831 Zeolite) would like reimbursement of \$1,111.36 for plumbing expense related to the failure of a GID pressure valve.

Public Comment before Board Action: Scott Sanders believes pressure blew his water heater. He believes his PRV was removed a couple years ago when the water lines were replaced by the General Improvement District without his knowledge. This is his second major leak in recent years. Trustee Randall believes standing rules say anything on resident's side is the resident's responsibility. As a Board if we know the General Improvement District's failure, we do hold some culpability for these actions. Donna Tanner hears there are 4 failing valves on General Improvement District side, and his Pressure relief valve is the only reason he has hot water. Trustee Randall moves to reimburse Scott Sanders for \$1,111.36 for plumbing expenses related to the failure of a GID pressure valve. Trustee Sanchez seconds, and motion carries 5-0

- B. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the payment of \$44,233.00 to Cutting Edge for the 5 air vac systems for the approved emergency on Zeolite upon completion.

Public Comment before Board Action: Donna Tanner wants to make sure the \$16,560.00 bill from Cutting Edge is on the next agenda. Trustee Tanner moves, Trustee Sanchez seconds, and motion passes 5-0

- C. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Amend Standing Rule 25.6.9 concerning Holidays to reflect what happens when a holiday reflected in the standing rules occurs on the weekend (See Attached)

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This item was removed from the agenda.

11)TRUSTEE REPORTS (if any, for Presentation Only): Trustee Randall would like a priority on the PRV failures. Trustee Tanner really would like to publish or figure out a way to notify residents of the importance of, or check if the residents have their own, Pressure relief valves.

12)PUBLIC COMMENT:

Donna Tanner noticed the splash pad under construction and wanted to make sure no water pipes were exposed.

13)ADJOURNMENT 6:45 p.m.

Prepared by Cynthia Sanchez