

**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:** October 12, 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](mailto:Gbarber1430@gmail.com)

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**CALL MEETING TO ORDER:** Led by Chairman Brandon Taylor **TIME: 6:05 PM.**

**PLEDGE OF ALLEGIANCE:** Led by Chairman Brandon Taylor

**BOARD MEMBERS PRESENT:** Brandon Taylor, Dave Akola, George Barber, and Mark Bradshaw.  
Gerald Clark was late in arrival.

**STAFF MEMBERS PRESENT:** Cody Dalhaus, Christine Bradford

**INTRODUCTION OF GUESTS:** None

**AGENDA APPROVAL: For Possible Action:** Board action to approve the October 12, 2022 Agenda.

Public Comment before Board Action: None

Mark Bradshaw made a motion to approve the October 12, 2022 Agenda. Dave Akola seconded.  
Motion carried 4 Yes - 0 No.

**MINUTES APPROVAL:**

For Possible Action: Board action to approve the minutes of the September 14 2022 Regular Meeting.

Public Comment before Board Action: None

Mark Bradshaw made a motion to approve the September 14, 2022 Minutes. Dave Akola seconded.  
Motion carried 4 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 act.

Larry Offenstien wanted to know the status of old building. Brandon explained it was a loss. Iris Sorenson asked about the water rights for the walker river. Smith Valley has the control.

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**MEETING MINUTES**

**CONSENT CALENDAR**

**CORRESPONDENCE:**

- A.** For Possible Action: Bills to be paid for: September 2022
1. Water Bills: \$ **55,368.44**
  2. Road Bills: \$ 16,456.30
  3. Bergkamp: \$ 2,121.80

Open for public comment before Board action: None

George Barber made a motion to approve Bills to be paid for September 2022. Mark Bradshaw 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:**

<b>TOTAL GALLONS PRODUCED TO September 30, 2022:</b>	<b><u>9,363,900</u> GALLONS</b>
<b>TOTAL MAN HOURS THROUGH September 30, 2022:</b>	<b><u>333</u> MAN HOURS</b>
<b>CUSTOMER CONSUMPTION AS OF September 30, 2022:</b>	<b><u>9,148,661</u> GALLONS</b>
<b>BULK WATER CONSUMPTION AS OF September 30, 2022:</b>	<b><u>16,995</u> GALLONS</b>

**WATER SAMPLING:** All five routine bacteriological water samples on **September 14<sup>TH</sup>** came back negative for Total Coliforms.

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**MEETING MINUTES**

**MAINTENANCE & REPAIRS**

Work Order Summary:

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

**General Maintenance:** Regularly scheduled PRV vault inspections & maintenance.

- 9/2 Dug up septic tank at park
- 9/6 Dug up septic tank at park .
- 9/12 PRV checks.
- 9/26 PRV check

**Major Repairs:**

- 9/16 Service leak repair @1400 Albite
- 9/29 Main repair @ 1405 Eagle Mountain

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## MEETING MINUTES

**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.

**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 September 30, 2022: 23: MAN HOURS**

### MAINTENANCE & REPAIRS:

#### General Maintenance:

- 9/13 Ditch repair on Boulder
- 9/13 Got cold mix delivered from Granite construction
- 9/14 Road work on Sandstone and TRD
- 9/15 Road work on Sandstone
- 9/27 Ditch maintenance on Garnet

#### 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.

#### 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

#### Equipment Repairs:

Volvo backhoe needs a new transfer case, we contacted Arnold Machinery and set up a date to have it dropped off and repaired. Sweeper hydraulic line broke and was replaced.

**Safety Meeting:** "Protection from severe weather" – 9/6/2022

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**MEETING MINUTES**

**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:

For discussion and possible action. Discussion regarding drainage problem on Sandstone Drive and action by Douglas County. da

Dave Akola said the drainage overflow went over to the south side of Sandstone and also needed repair. Also that the county is responsible for fixing the banking, drainage and road cleanup. A letter should be prepared by the attorney and sent to Douglas County for repair without any charges. Dave went on to say a future big storm could cause a flashflood.

Open for Public Comment before Board action: Barry Ferguson said he didn't see any mud on Sandstone.

Dave Akola made a motion to have the attorney prepare and send a letter to Douglas County for repair of the banking and road at Sandstone and culvert Parcel # 1022-09-001-025 Mark Bradshaw seconded.  
Motion carried 5 Yes - 0 No.

2. For Discussion only:

Report regarding budgeted items. da

The status of Items in question on the budget are the building, a new office, shops, and equipment.

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Mark Bradshaw could a report of budgeted items include a list of ordered parts .and a report on broken equipment. Christine Bradford said an e-mail could be created to report the information and Cody Dalhaus would put the information on the Road Report. Dave Akola said the budget had \$100,000.00 for road repair. Cody Dalhaus said part of the money is used for chip seal which was recently received.

Open for Public Comment: None

3. For Discussion only:

Need for backing on signs regarding water leaks. da

Dave Akola said the signs that are up for reporting water leaks need a backing. Cody Dalhaus said a plywood backing would be put on the vinyl signs.

Open for Public Comment None

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

For discussion and possible action on the creation of "Operation and Maintenance Manuals". da

Brandon Taylor asked if there was anything other than the Standing Rules. Cody Dalhaus said no, when he started as DOM he figured it out. Brandon asked could anyone walk-in and start working? No. Dave said he would help to prepare an O & M manual which could possibly take up to a year. Gerald Clark suggested going to Cal-Trans or NDOT to see if they had information available. Cody agreed.

Open for Public Comment before Board action: None

Dave Akola made a motion to approve the creation of "Operation and Maintenance Manuals".  
Mark Bradshaw seconded.  
Motion carried 5 Yes - 0 No.

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

For discussion and possible action on the creation of "Valve Book for the TRE Water System". da

Dave Akola, create a map scale using offsets and swing ties to get an exact location of street valves.

Open for Public Comment before Board action: Barry Ferguson said to locate on an easement use poles on both sides of the street.

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Dave Akola made a motion to approve the creation of "Valve Book for the TRE Water System".  
George Barber seconded.  
Motion carried 5 Yes - 0 No.

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

To approve Christine Bradford for the position of Bookkeeper. cb

Dave wanted a probation period of a year. Christine said she had already had her probation as the clerk and she would not have medical coverage during a probation. Mark Bradshaw said no need the Standing Rules is 90 days.

Open for Public Comment before Board action: Donna Tanner is she qualified? Yes.

Mark Bradshaw made a motion to approve Christine Bradford for the position of Bookkeeper.  
Gerald Clark seconded.  
Motion carried 4 Yes - 0 No .Dave Akola abstained

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

To approve Reed Howard for the position of Clerk. cb

Brandon Taylor Reed does more than 1 job he can also help in the field.

Open for Public Comment before Board action: None

Mark Bradshaw made a motion to approve Reed Howard for the position of Clerk. Gerald Clark seconded.  
Motion carried 5 Yes - 0 No.

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

To approve Jeff Dines to a full time OIT. cb

Gerald Clark makes sense he is also a mechanic that can work on the equipment. Mark Bradshaw it's good to promote from within.

Open for Public Comment before Board action: Mike Tanner liked that he is multi faceted

Mark Bradshaw made a motion to approve Jeff Dines to a full time OIT. Gerald Clark seconded.  
Motion carried 5 Yes - 0 No.

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

Approve for backhoe transmission repair through Arnold machinery. cd.

Cody said the part was \$18,000.00 and the hourly cost was estimated 20 hours at \$157.00. Brandon said to call Battle Born and get a name for a price and go max of \$25,000.00.

Modified to read Approve for backhoe transmission repair not to exceed \$25,000.00, after discussions about cost.

Open for Public Comment before Board action: Mike Tanner number of hours in use? Cody will get the hours. Was it proof looked at? Yes. Larry Offenstein get a warranty.

Dave Akola made a motion to approve the backhoe transmission repair not to exceed \$25,000.00.  
Mark Bradshaw seconded.  
Motion carried 5 Yes - 0 No.

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

Approve for the authorization of equipment rental for approximately 3 weeks. cd

Brandon Taylor get Battle Born to look at it. and also look at turnover time

Modified to read: Approve for the authorization of equipment rental on as needed basis while the backhoe is out for repairs.

Open for Public Comment before Board action: Iris Sorenson could you use neighbor back hoes. Brandon no, due to possible liability for repairs...

Mark Bradshaw made a motion to approve the authorization of equipment rental on an as needed basis while the backhoe is out for repairs. Gerald Clark seconded.  
Motion carried 5 Yes - 0 No.

**PUBLIC COMMENT:**

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**TRUSTEE REPORTS:** None

**ADJOURNMENT:**

**Time: 7:10 pm**

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

Minutes submitted by Board Secretary, George Barber