

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 October 8, 2025

TIME: 6:00 p.m.

LOCATION: TOPAZ RANCH ESTATES COMMUNITY CENTER

3939 Carter Drive, Wellington, NV 89444

POSTING: Copies of the finalized agenda for the meeting, were posted by 9:00 am on **Friday, October 3, 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 Becker**
- 3) **ROLL CALL OF BOARD MEMBERS- Trustee Sanchez, Trustee Tanner, Trustee Becker, Trustee Burgess, and Trustee Randall on phone.**
- 4) **INTRODUCTION OF STAFF PRESENT-Frank Flaherty Attorney, Carina Owens OIT, and Roberta Reed DBM**
- 5) **INTRODUCTION OF GUESTS- None**
- 6) **PUBLIC COMMENT:**

Lenore Strong would like to meet with the General Improvement District and show continued issues. She was referred to Carina Owens D1 to walk the area with her. Donna Tanner wants to know where the water report is changing.

7) AGENDA AND MINUTES APPROVAL:

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

Public comment before Board action: Wendy Jackson was concerned with the language of Agenda items. Wendy says what she requested was not made to be available for her before the meeting. Donna Tanner believes the Agenda is ambiguous. Donna Tanner believes we are responsible for oversight. Donna Tanner would like items to be for discussion only. Trustee Sanchez motions and Trustee Becker seconds. Motion carries 5-0

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B. For Possible Action: Board action to approve the Minutes for September 10, 2025, Regular Board Meeting.

Public Comment before Board Action: None.

Trustee Sanchez motions, Trustee Tanner seconds. Motion carries 5-0

C. For Possible Action: Board action to approve the Minutes for September 19, 2025, Special Board Meeting.

Public Comment before Board Action: None.

Trustee Becker motions, Trustee Sanchez seconds, motion carries 5-0

8) CONSENT CALENDAR:

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

- i. Water Expenses: \$ 107,690.11
- ii. Road Expenses: \$ 24,388.43
- iii. Total Expenses: \$ 132,078.61

Approve payment of bills as presented by the DBM Roberta Reed. (see attached)

There was no public comment. Trustee Sanches moved to approve to payment of the bills as presented by Roberta Reed. Trustee Burgess seconded the motion, and the motion carried 5-0.

B. For Discussion Only: REPORTS:

i. Treasurer's Report.

Water Operator's Report: Road Report. **September 2025 - Water and Roads**

Reports

Water Operator's Report:

Total gallons produced September 1, 2025, through September 30, 2025, was 7,387,800 gallons. Well #1 produced 2,541,400 gallons and Well #6 produced 4,846,400 gallons. The total water sold for September was 7,131,679 gallons. AF=22.61

Leak repairs

9-1-25 – 3681 Sandstone Dr, leak repair, O.T.

9-5-25 – 3935 Sandstone Dr., leak repair

9-22-25 – 1473 Sandstone Dr., leak repair

9-23-25 – 3901 Granite Way, leak repair-meter replaced

General Maintenance and Testing:

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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: 9/22/25

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 9/8/25 and we received the results 9-25-25. DBP2 annual testing was completed, and the results were received 9/25/25. Ten additional samples were taken by homeowners for the lead and copper testing on 9/26/25.

Wells #1 and 6 - September adjustments:

9/6/25 – Well #6 Changed chlorine barrel, set@ 40/25

9/10/25 – Well #6 Changed chlorine barrel, set@ 60/40

9/15/25 – Well #6, Changed chlorine barrel, set@ 60/40

9/16/25 – Well #1, Changed chlorine barrel, set@ 60/35

9/23/25 – Well #6, Changed chlorine barrel, set@ 60/40

9/25/25 – Well #6, Changed chlorine barrel, Set@ 60/40

Well #8 Project:

Installing 244 drive by radios on meters.

Work in progress: Working with SBP and Shaw to complete the 2020 and 2023 SSR. Quote pending for CAP piping issues. We are continuing to go through all our valves and vaults. Working with RCAC (Marianne Denton) on updating procedure manuals required by the state of Nevada every five years.

Work Order Status:

High usage/leak check: 5

Check water pressure: 2

System maintenance: 1

Meter malfunctions/meter: 8

Customer request on/off: 4

Other: 2

Road: 2

Closing escrow reading: 6

7-day disconnect warning: 38

Pull meter: 3

Manual read-Sensus readings: 1

Disconnect due to past due: 4

Leak at meter box: 2

Service line leak: 2

Turn water back on-bill paid: 1

September 2025 - Road Report:

Work in progress and completed:

Pothole repairs with the BergKamp have continued throughout the community. Worked on Sandstone Dr., Topaz Ranch Drive. USA marked out area for ditch work from tank 3 on Spattercone to Sandstone Dr. Ditch work was performed.

Backhoe: Rear tire was replaced.

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.

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Cutting Edge LLC: Started damaged culvert work 9/24/25. Completed the Granite Way culvert cleaned out on 9/26/25. Installed a (N) culvert at the (W) side of Sandstone Dr. on 9/29/25. Spattercone culvert replacement started on 9/30/25.

Safety: Tail gate safety meetings have continued weekly thru the month September. **Topic: 9/3/25** – Avoiding open holes in electrical boxes and panels. **Topic: 9/10/25** – Heavy equipment (four other hazards). **Topic: 9/18/25** – Dealing with hazards created by water inside excavations. **Topic: 9/24/25** – Clarifying two key definitions in the OSHA excavation standards.

- ii. Attorney's Report. Worked on Agenda and Minutes
- iii. Engineer's Report. Working with Pierre on Phase 11.
- iv. FEMA report. Culvert on Zeolite is an issue. Cutting Edge sent estimate to fix Culvert.

Reports may be attached. All Projects, maintenance water and road questions should be directed to Rob McVicker DOM by making an appointment at the GID office.

9) ADMINISTRATIVE AGENDA

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

- A. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Amend Standing Rule #1, describing the responsibilities of the Topaz Ranch Estates General Improvement District Chairperson.

Public Comment before Board action: For Discussion Only. Remove Snow Removal. POOL/PACT has requested some changes. Trustee Randall requests posting on website for further information to the public. Wendy Jackson requests changing directive to not sound ambiguous. Remove acronyms. Lenore Strong would like to know if we are changing language on all standing rules.

- B. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Amend Standing Rule #2, describing the responsibilities of the Topaz Ranch Estates General Improvement District Vice Chairperson.

Public Comment before Board action For Discussion Only. Eliminate Vice President. POOL/PACT states NRS does not require us to use Roberts Rules of Order. Vice Chair should act as a Parliamentarian. Strike rule 3. Collaborate with District Operation Manager road reports and safety of roads. Donna Tanner questioning collaboration between Vice Chairperson and District Operations Manager. Reports in detail will be presented in April. Update as necessary to the Board.

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- C. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Amend Standing Rule #3, describing the responsibilities of the Topaz Ranch Estates General Improvement District Secretary.

Public Comment before Board Action: For Discussion Only Remove number #9 which is standing rule 21 that was rescinded 1999. Remove page 3--shall not include proposed agenda items after the deadline.

- D. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Amend Standing Rule #4, describing the responsibilities of the Topaz Ranch Estates General Improvement District Treasurer.

Public Comment before Board action. For Discussion Only. Make sure Treasurer is bonded properly. Incorporate confer, review and collaborating reports with District Business Manager. Co-signer on bank accounts. Hire accounting firm if there is no District Business Manager or District Operations Manager. Any changes to any Board positions will be posted for the public and reviewed before voting on them.

- E. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Amend Standing Rule #5, describing the responsibilities of the Topaz Ranch Estates General Improvement District Liaison Trustee (formerly known as Operations Manager of the Board.)

Public Comment before Board action. For Discussion Only. There are no Managers on the board. Day-to-day Operations is not a board responsibility. Establish assessments yearly on progress, finances, and infrastructure. Equipment and Facilities maintenance should be added. Snow removal added responsibility.

- F. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Amend Standing Rule #25.3.1, Topaz Ranch Estates General Improvement District Personnel Policies and Procedures.

Public Comment before Board action. This item was removed from the Agenda.

- G. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Amend Standing Rule #29, Topaz Ranch Estates General Improvement District Policy and Procedure for Snow Removal.

Public Comment before Board action. This item was removed from the agenda.

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- H. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Amend the Topaz Ranch Estates General Improvement District Bylaws to conform to changes to Standing Rules ##1-5.

Public Comment before Board action. For Discussion Only Will conform to Open Meeting Law. POOL/PACT has a blanket Bond for our Board Members to cover us. The Board requires 2 approvals. Robert Reed will work on final versions and voted on before enacted.

- I. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Authorize Trustee Sanchez to apply for the TRE GID Improvements Grant in conjunction with Roberta Reed District Business Manager and Rob McVicker District Operations Manager.

Public Comment before Board action. Wendy Jackson had questions about the grants sought. Trustee Becker motions, Trustee Burgess seconds, motion carries 5-0

10)TRUSTEE'S REPORTS (if any, for Presentation Only): None.

11)PUBLIC COMMENT: None.

12)ADJOURNMENT- 8:12 P.M.

Prepared by Cynthia Sanchez for:

November 12, 2025