

**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: September 14, 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 David Akola

BOARD MEMBERS PRESENT: Dave Akola, George Barber, Gerald Clark and Mark Bradshaw. Brandon Taylor was on the phone.

STAFF MEMBERS PRESENT: Cody Dalhaus, Brittnie Morris, Christine Bradford

INTRODUCTION OF GUESTS: Cody Black

AGENDA APPROVAL: For Possible Action: Board action to approve the September 14, 2022 Agenda.

Public Comment before Board Action: None

George Barber made a motion to approve the September 14, 2022 Agenda. Mark Bradshaw seconded. Motion carried 5 Yes - 0 No.

MINUTES APPROVAL:

For Possible Action: Board action to approve the minutes of the August 10 2022 Regular Monthly Meeting.

Public Comment before Board Action: None

Brandon Taylor made a motion to approve the August 10, 2022 Minutes. George Barber 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 act. Barry said he had a foot of mud at his place and the coverts were plugged. Was told the property owner is responsible for the culverts under a driveway. A discussion about the roads and the need for repair and possibly up to 20 tons of asphalt being available from a contractor named Martinez who also told a resident that he could pave ¾ to 1 ½ miles of road with chip seal and asphalt for around \$10,000.00. Dave Akola commented that the roads are not

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county roads and we have \$100,000.00 allocated for repairs and we would have get bids. A question was asked about the hole at the community center and why it was open. The response was that the county opened it for inspection of leech lines and was waiting for risers and caps to close. Call Ryan of Parks and Rec. to follow up. Christine commented that the board and office should be held to the same standards in re-guards to language. Barry asked do we have a water truck? Answer no. Dave commented the storm left a lot of debris that needs to be cleaned up and fixed for future possible storms. Check dams (500ft) of gabions and crushed rock or railroad ties cut in half could be used to stop the flow. A survey should be completed first and then a cost check of the dam.

CONSENT CALENDAR

CORRESPONDENCE:

A. For Possible Action: Bills to be paid for: August 2021

1. Water Bills: \$ 41,082.68
2. Road Bills: \$ 25,969.60
3. Bergkamp: \$ 2,121.80

Open for public comment before Board action: None

Mark Bradshaw made a motion to approve Bills to be paid for August 2021. Gerald Clark seconded. Motion carried 5 Yes - 0 No.

B. For Possible Action: Budget Transfers:

First Quarter FY 2022/2023 depreciation from the Water Enterprise Fund to CGP (Capital Grants Program – TREWCO – aka AB198) in the amount of \$6,120.00

First Quarter FY 2022/2023 depreciation from the Water Enterprise Fund to Short Lived Assets (TRESLA) in the amount of \$2,302.60.

First Quarter FY 2022/2023 deposit for the Equipment Set-Aside Fund (TREGAQ) in the amount of \$670.00 from the Road Operating funds.

First Quarter FY 2022/2023 depreciation from the Water Enterprise Fund to USDA fund (TRECAP) for compliance regulation to cover minimum Debt Service Reserve in the amount of \$2,308.35.

Open for public comment before Board action:

Mark Bradshaw made a motion to approve Bills to be paid for August 2021. Gerald Clark seconded. Motion carried 5 Yes - 0 No.

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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: Cody Black

Water Operator’s Report:

TOTAL GALLONS PRODUCED TO August 31, 2022:	<u>9,667,000</u> GALLONS
TOTAL MAN HOURS THROUGH August 31, 2022:	<u>508</u> MAN HOURS
CUSTOMER CONSUMPTION AS OF August 31, 2022:	<u>9,148,661</u> GALLONS
BULK WATER CONSUMPTION AS OF August 31, 2022:	<u>39,832</u> GALLONS

WATER SAMPLING: All five routine bacteriological water samples on **August 10TH** came back negative for Total Coliforms.

MAINTENANCE & REPAIRS

Work Order Summary:

TOTAL:	DESCRIPTION:	OFFICE (CODE):
12	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)
6	WATER ON / OFF WITH LEAK CHECK	(8)
-	VERIFY METER STATUS ON / OFF	(9)
-	PULL METER PER CUSTOMER REQUEST	(10)
5	DISCONNECT WARNING NOTICE	(11)
-	INSTALL CUSTOMER SHUT-OFF VALVE	(12)

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-	LOCK-OFF METER	(13)
-	AFTER HOUR CALLS	(14)
-	CUSTOMER REQUEST ON / OFF	(15)
7	OTHER	(16)

General Maintenance: Regularly scheduled PRV vault inspections & maintenance.

- 8/3 Vault Checks
- 8/15 Replaced broken meter lids around district.
- 8/16 Well 6 early bid opening.
- 8/16 Cleared brush from around tank 1
- 8/17 Cleared brush from around tank
- 8/17-8/19 Cleared brush from around the office building at the yard
- 8/22 Did a rate study on the district with Terra John from RCAC
- 8/22 Vault Checks
- 8/23 Met with summit plumbing to camera the septic tanks at the park per request from Shaw in order to locate leech lines for Well 6 project.
- 8/31 Took compliance samples for NDEP

Major Repairs:

- 8/1 Main leak @ 1405 Eagle Mountain
- 8/8 Leak repair @ 1450 Garnet Rd
- 8/30 Leak repair @ 3744 Andesite

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 August 31, 2022: 154: MAN HOURS

MAINTENANCE & REPAIRS:

General Maintenance:

- 8/9 Brush removal on roadside around hydrants throughout the district
- 8/18 Completed setting up account with Granite Construction who is now our supplier of cold mix
- 8/19 Contacted Mountain States Transport and set up transportation for cold mix
- 8/25 Installed road marker at the corner of Granite & Albite

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8/25 Installed road marker at the corner of Walker View & Granite

8/31 Road repair at leak location on Eagle Mountain

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 was down the entire month of August due to fuse malfunction. Smith Valley Garage was contacted. They sent out a service tech to assess the problem. Smith Valley Garage attempted to repair the Volvo but was unable to complete. We then contacted Arnold Machinery who was able to send a tech to repair the Volvo on 8/31/22.

Safety Meeting: “High Risk Rural Roads” – 8/4/2022

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.

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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 request to change the mileage reimbursement to meet the current NV State mileage of \$.585 per mile. cd

Open for Public Comment before Board action:

Brandon Taylor made a motion to change the mileage reimbursement to meet the current NV State mileage of \$.585 per mile. Gerald Clark seconded. Motion carried 5 Yes - 0 No

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

For discussion and possible action request to change or amend the bulk meter usage for private individuals. cd

Cody Dalhaus stated that a lavender farmer was using water mostly every day on his farm by getting it by truck from a TRE hydrant several time a day, at 500 gallons a trip, 40,000 gallons in August 2022 at \$645.00 for the month. Brandon commented the individual should buy tanks and buy the water monthly because the daily use is hard on the hydrants and represents a cost to TRE.

Open for Public Comment before Board action: Cody Black of Shaw Engineering said "The operations manager is authorized to limit or otherwise recoup costs related to excessive and/or recurring bulk meter usage. If you can get this to the attorney for approval from him before we move forward and put it in on the application."

No board action

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

For discussion and possible action to request the purchase of a Ford F150 for \$44,375.00. cd

Dave Akola said we should find a used 30,000 low mileage truck. Cody Dalhaus commented that with the current market, used trucks are hard to find with less than 80,000 miles and are still expensive.

Open for Public Comment before Board action:

Brandon Taylor made a motion to approve the purchase of a Ford F150 for \$44,375.00. Gerald Clark seconded. Motion carried 5 Yes - 0 No

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

For discussion and possible request to move ahead with the rehab of tanks 1 and 5 by Farr Construction for \$69,900.00. cd

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Open for Public Comment before Board action:

Mark Bradshaw made a motion to approve moving ahead with the rehab of tanks 1 and 5 by Farr Construction for \$69,900.00. Gerald Clark seconded. Motion carried 5 Yes - 0 No

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

Request from: Thomas Ruben 3815 Granite Way.

I had recently purchased and acquired 4.8 acres located @ 1360 Eagle Mountain Rd. I was very interested in connecting to your water system as both neighbors to the North and South both have water where it ends. Could you please consider connecting the system to include my property and complete your loop?

Brandon said he knew what he bought.

Open for Public Comment before Board action: None Thomas Ruben was not present at the meeting.

Gerald Clark made a motion to consider the request. Mark Bradshaw seconded. Motion did not carry 0 Yes - 5 No

6. **For Discussion only:**

Managing water permits relocating water rights for beneficial use. bm

Wells have been abandoned and the permits can move to Well #1 or 6 or 8 with a file change request.

Open for Public Comment before Board action: None

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

To approve the GID to pay for myself or one of my guys to attend a CDL class in order to obtain a CDL. cd

Tabled from the August 10, 2022 Agenda to the September 14, 2022 Agenda, pending an attorney's letter and changes to the Standing Rules #25 to include the employee reimbursement requirements linked to time requirements for obtaining a CDL. I have included the agreements for the CDL class and sent them to the attorney. bm

Cody Dalhaus said the forms have been completed. One employee paid for his CDL

Mark Bradshaw made a motion to approve the GID to pay for myself or one of my guys to attend a CDL class in order to obtain a CDL. Dave Akola seconded. Motion carried 5 Yes - 0 No

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

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Discussion and possible action to award the construction of Well 6 Replacement (Drilling Only) project to Stonehouse Drilling in an amount of \$387,348.00 plus a construction contingency not to exceed \$20,000.00
Cody Black

The item was advertised and 3 bids taken. Stonehouse Drilling was chosen for the Well 6 replacement drilling work. All the paperwork has been completed and the work is expected to start by the end of November 2022.

Open for Public Comment before Board action: None

Dave Akola made a motion to approve to award the construction of Well 6 Replacement (Drilling Only) project to Stonehouse Drilling in an amount of \$387,348.00 plus a construction contingency not to exceed \$20,000.00. .
Gerald Clark seconded. Motion carried 5 Yes - 0 No

PUBLIC COMMENT:

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Mike Tanner absolutely move forward. Sharon Ferris is there water at the drill site? Cody yes.

TRUSTEE REPORTS: None

ADJOURNMENT:

Time: 7:45 pm

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

Minutes submitted by Board Secretary, George Barber