

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 September 10, 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 **Friday, September 5, 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/>.

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1. **Mail:** USDA Department of Agriculture
Office of the Assistant Secretary of Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
2. **FAX:** (202) 690-7442 or
3. **Email:** program.intake@usda.gov

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Agenda Items Supporting Documents: Copies of back-up materials used in the preparation of these agenda items are available by contact to our office in writing at the address and phone number above, OR by email directed to: Cindyandfive@yahoo.com copies are usually available in our office for pick up three business days prior to the board meeting.

Notice to Persons with Disabilities: Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call (775) 266-3000 in advance so that arrangements may be conveniently made.

Notice: Items on the agenda may be taken out of order; two or more agenda items may be combined for consideration; and items may be removed from the agenda or discussion relating thereto delayed at any time.

Public Comment: Public Comment may not be limited based on viewpoint. Speakers will be asked to speak from the podium, limit their remarks to 3 minutes and sign in for the record. Public comment may be further limited due to time constraints. Public comment will be heard after Board Members and Staff are done speaking to an item, but before any Board action on the item. The Board is not required to respond to Public Comment.

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.
- (4.) The Board will then discuss the item. Once the Board and Staff have concluded their discussion, public comment will be allowed.
- (5.) Public comment is limited to three minutes per speaker.
- (6.) Once Public comment is completed, the Board may engage in additional discussion and may take action. On agenda items that are placed on the agenda "For Discussion Only" with no action listed, the Chairman may defer public comment to the end of the meeting.

AGENDA

1) CALL MEETING TO ORDER TRUSTEE BECKER 6:02 P.M.

2) PLEDGE OF ALLEGIANCE TRUSTEE BECKER

3) ROLL CALL OF BOARD MEMBERS TRUSTEE BECKER, TRUSTEE TANNER, TRUSTEE SANCHEZ, TRUSTEE RANDALL, AND TRSUTEE BURGESS

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4) INTRODUCTION OF STAFF PRESENT ROBERTA REED DBM

5) INTRODUCTION OF GUESTS NONE

6) PUBLIC COMMENT:

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7) AGENDA AND MINUTES APPROVAL:

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

Public comment before Board action: Trustee Sanchez motions, Trustee Becker seconds, motion carries 5-0

B. For Possible Action: Board action to approve the Minutes for August 13, 2025, Regular Board Meeting.

Public Comment before Board Action: Trustee Sanchez records a typo on page 3 for the word Legal. Trustee Becker motions with typo change and Trustee Sanchez seconds. Motion carries 5-0

8) CONSENT CALENDAR:

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

- i. Water Expenses: \$
- ii. Road Expenses: \$
- iii. Total Expenses: \$

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

All financials questions should be directed to Roberta Reed DBM by making an appointment at the GID office

Public comment before Board action. No board action. This approval has been tabled to October meeting as websites have been down for a majority of month and will be reported and approved in October.

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B. For Discussion Only: REPORTS:

- i. Treasurer's Report.(See attached reports)
- ii. Water Operator's Report: Road Report.

August 2025 - Water and Roads Reports

Water Operator's Report:

Total gallons produced August 1, 2025, through August 31, 2025, was 9,494,700 gallons. Well #1 produced 5,682,900 gallons and Well #6 produced 3,811,800 gallons. The total water sold for August was 7,094,271 gallons. 1,858,199 gallons of difference between pumped and sold amount. The Douglas County Sheriff was called out and responded to an ongoing water theft issue on 8/27/25 at 3894 Walker View Rd. Case# 255022600. The meter had been removed December of 24 due to many months of non-payment. The meter had been straight piped providing free water to the property. Pictures were taken and provided to the sheriff.

Leak repairs

- 8-14-25 – 3680 Granite Way, leak repair
- 8-20-25 – 3365 Slate Rd., PRV replacement
- 8-28-25 – Fire station leak repair
- 8-29-25 – 3701 Sandstone 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

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 8-13-25 and we received the results 8-27-25.

Wells #1 and 6 - July adjustments:

- 8/1/25 – Well #6 Changed chlorine barrel, set@ 60/30
- 8/4/25 – Well #6 Changed chlorine barrel, set@ 60/30
- 8/11/25 – Well #6, Changed chlorine barrel, set@ 60/30
- 8/15/25 – Well #1, Changed chlorine barrel, set@ 60/30
- 8/18/25 – Well #6, Changed chlorine barrel, set@ 60/20
- 8/23/25 – Well #6, Set@ 60/25
- 8/24/25 – Well #1, Set@ 60/40
- 8/26/25 – Well #6, Replaced pump inlet hoses at W6/W8, set@ 60/25
- 8/26/25 – Well #6, Changed chlorine barrel
- 8/27/25 – Well #1, Pump set@ 60/30

Well #8 Project:

Installing drive by radios.

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

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with RCAC (Marianne Denton) on updating procedure manuals required by the state of Nevada every five years.

Work Order Status:

High usage/leak check: 3
Disconnected non-payment: 5
Verify computer meter read: 4
Check water pressure: 5
Meter malfunctions/meter: 5
After hours calls: 1
Customer request on/off: 1
Other: 5
Road: 6
Closing escrow reading: 6
7-day disconnect warning: 35
Pull meter: 1
PRV replace1
Turn water back on: 2
Manual read-Sensus readings: 2
Disconnect due to past due: 1
Leak at meter box: 1
Verify serial number: 2
Service line leak: 2
Verify flex net ID: 1

August 2025 - Road Report:

Seasonal labor:

Seasonal employees started June 3, 2025, working 3 days a week. We hired a new seasonal employee, Matixx Gonzalez, started 8/19/25.

Work in progress and completed:

Pothole repairs with the Bergkamp have continued throughout the community. Another QRP of road material was delivered 8/20/25. Worked on Mica road repairing potholes. The Mica Ct. drainage issue is caused by a lack of culverts on certain driveways. Driveway culverts and encroach permits are the owner's responsibility per the GID standing rules. Ditch work has also been happening throughout the community as time allows.

Skid steer: The windshield was installed.

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.

The backhoe rear tire has been ordered and will be replaced. The front dump truck tires were replaced with the new tires in the Conex container.

- iii. Attorney's Report. Reviewing minutes and agenda
- iv. Engineer's Report. FEMA bids are out, and a FEMA walk through was today. Special meeting will be called next week due to time restraints to approve contractors bid. Phase 1 is complete.

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- v. FEMA report: We are currently waiting on bid packages on culvert project.

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:** Approval of Shaw Engineering FEMA contract increase.

Public Comment before Board action: Trustee Becker moves to approve and ratify Shaw Engineering FEMA contract increase, Trustee Sanchez seconds, motion carries 5-0.

- B. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Carina Owens OIT requests that the Board amend Standing Rule 25.6.8 to provide compensation to employees on stand-by. SR 25.6.8 currently provides that an employee is on standby when they are subject to recall outside the normal business day. An employee on stand-by must remain within the cell phone signal area and be within one(1) hour's travel time to the GID office. Stand-by time is considered a requirement of employment. Per the current Rule, no additional compensation is due to an employee without the appropriate manager or the Board.

Public Comment before Board action: Trustee Randall is in support and wants standing rules to clarify wording and pay. Trustee Tanner also wants scheduling discussed. Trustee Becker motions to table, Trustee Sanchez seconds, motion carries 5-0

- 10) **TRUSTEE'S REPORTS (if any, for Presentation Only):** Trustee Becker is working with the IT department to set up a hyperlink on our website for reporting leaks and employees can respond. This would give the community more notice of reporting and responding to leaks. Trustee Burgess is currently working on short lived assets

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12)ADJOURNMENT: Trustee Becker 6:28 P.M.