

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

Address: 1490 Albite Road, Arden Square, Suite 8, (Topaz Ranch Estates) Wellington, Nevada, 89444 / Telephone: 775.266.3000

PUBLIC NOTICE & MEETING AGENDA

DATE: January 8, 2025

TIME: 6:00 PM

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, January 3, 2025**, or before the third day prior to the meeting date at the direction of Alton Randall, 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/>.

In accordance with Federal Civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 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

This institution is an equal opportunity provider and employer.

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: TREGID2023@gmail.com copies are usually available in our office for pick up three business days prior to the board meeting.

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PUBLIC NOTICE & MEETING AGENDA

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 sign in for the record, speak from the podium, and limit remarks to 2 minutes. 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 two 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** by _____ **TIME:** _____

2) **PLEDGE OF ALLEGIANCE** by _____

3) **ROLL CALL OF BOARD MEMBERS:**

4) **STAFF PRESENT:**

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5) INTRODUCTION OF GUESTS:

6) AGENDA APPROVAL:

For Possible Action: Board action to approve the Agenda for the **January 8, 2025**, Regular Meeting

Public Comment before Board Action:

7) MINUTES APPROVAL:

For Possible Action: Board action to approve the minutes of the **December 11, 2024**, Regular Meeting.

Public Comment before Board Action:

8) 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. Speakers will be asked to sign in for the record, speak from the podium, and limit remarks to 2 minutes. Public comment may be further limited due to time constraints. The Board will not take action. The Board is not required to respond to Public Comment.

CONSENT CALENDAR

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

- | | |
|---------------------|----|
| 1. Water Expenses: | \$ |
| 2. Road Expenses: | \$ |
| 3. Bergkamp: | \$ |
| 4. Debt Service | \$ |
| 5. Project Expenses | \$ |

Open for public comment before Board action:

REPORTS

9) REPORTS: For Discussion Only:

- A. Treasurer's Report:
- B. Water Operator's Report:

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- C. Road Report:
- D. Attorney's Report:
- E. Engineer's Report:
- F. FEMA Report:

10) 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:** Extend public comment time limit to 3 minutes. (AR)

Open for Public Comment before Board action:

- B. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Fill the open trustee position. Applicants will be allowed to speak at this time. (AR)

Open to Public Comment before Board action:

- C. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Assign Trustee positions. (Chair, Vice Chair, Secretary, Treasurer, Operations Manager) (SB)

Open for Public Comment before Board action:

- D. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve and adopt Resolution 25-01 naming the signatories to District banking accounts by position. See attached supporting document from Roberta Reed, DBM.

Open for Public Comment before Board action:

- E. For Discussion and possible action to approve, approve with modifications or conditions, or deny:** Approve by minute order the positions of a) Chairman, b) Vice-Chairman, c) Secretary d) Treasurer, and e) Operations Manager. See attached supporting document from Roberta Reed, DBM.

Open for Public Comment before Board action:

- F. For Discussion and possible action to approve, approve with modifications or conditions, or deny:** Approve and authorize the District Business Manager to acquire Google Workspace for the office at \$12/person/month (\$1728 per year for all employees, including Trustees.) See attached supporting document from Roberta Reed, DBM.

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PUBLIC NOTICE & MEETING AGENDA

Open for Public Comment before Board action:

- G. For Discussion and possible action to approve, approve with modifications or conditions, or deny:** Approve and authorize the District Business Manager to acquire Last Pass password management system for the office at \$7/person/month (\$756 per year for all employees, including Trustees.) See attached supporting document from Roberta Reed, DBM.

Open for Public Comment before Board action:

- H. For Discussion and possible action to approve, approve with modifications or conditions, or deny:** Approve and authorize the District Business Manager to acquire Adobe Teams at \$23.99/person/month (\$287 per year for one employee.) See attached supporting document from Roberta Reed, DBM.

Open for Public Comment before Board action:

- I. For Discussion and possible action to approve, approve with modifications or conditions, or deny:** Review Internal control recommendations from POOL/PACT Forensic Audit and Investigation. (MT)

Open for Public Comment before Board action:

- J. For Discussion and possible action to approve, approve with modifications or conditions, or deny:** Approve payment to Guided Truck and Equipment for transport and repair of the Bergkamp \$2350.56. (MT) See attached itemized invoice.

Open for Public Comment before Board action:

- K. For Discussion and possible action to approve, approve with modifications or conditions, or deny:** Status of FY 2024 audit and steps to complete same. (AR)

Open for Public Comment before Board action:

- L. For Discussion and possible action to approve, approve with modifications or conditions, or deny:** Mandate that Reports be supported with adequate documentation to support the report including but not limited to itemization of Treasurer's itemized of Treasury Reports, invoices, printed quotes for goods or work in amounts requiring board approval, and copies of all contracts. (AR)

Open for Public Comment before Board action:

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11) TRUSTEE'S REPORTS (if any, for Discussion Only):

12) PUBLIC COMMENT:

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13) ADJOURNMENT

TIME: _____

January 2025 Bills

<u>Vendor</u>	<u>Road Amount</u>	<u>Water Amount</u>	<u>Total</u>	<u>Purpose</u>
Douglas County	102.00	153.00	255.00	Community Center Rental
Sierra Nevada Construction		133,791.35	133,791.35	GID Well 8 Equipping Proj
Frontier Internet	(10.26)	(15.39)	(25.65)	utilities
Frontier Phones	80.66	121.00	201.66	utilities
Verizon	111.37	167.05	278.42	utilities
	<u>283.77</u>	<u>134,217.01</u>	<u>134,500.78</u>	

I have been given to understand that there are many invoices past due, some of them being Zerox and Smith Valley Auto. I do not know the amounts, invoice numbers, or the dates.

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

1490 Albite Road, Suite 8
Wellington, NV 89444

(775) 266-3000

MEMMORANDUM

Date: December 30, 2024
To: Board of Trustees
From: Roberta Reed, DBM *Reed*
RE: Banking Resolution and Minute Order

Recommended Action:

1. Approve and adopt Resolution 25-01 naming the signatories to District banking accounts by position.
2. Approve by minute order the positions of a) Chairman, b) Vice-Chairman, c) Secretary d) Treasurer and e) Operations Manager.

Background Information

It seems to be an involved process to get banking signatories changed and updated. A resolution can be given to the bank designating signatories by position. In the future, the board can simply adopt a minute order when trustees change to get the old trustee removed and the new trustee added. The staff can then deliver this minute order to the bank to get the process started of either removal, addition or both. Of course, the Chairman can make the removal immediate by direct contact.

Financial Impact:

None.

TOPAZ RANCH ESTATES
GENERAL IMPROVEMENT DISTRICT

RESOLUTION 25-01

A RESOLUTION TO BANKING INSTITUTIONS IDENTIFYING
SIGNATORIES TO TOPAZ RANCH ESTATES GENERAL
IMPROVEMENT DISTRICTS

WITNESSETH

WHEREAS, the Topaz Ranch Estates General Improvement District ("District"), a duly authorized and constituted general improvement district pursuant to NRS 318, and in exercise of its powers, duties and authorities contained in NRS 318, has authorized certain persons to be signatories on District banks in Standing Rules 1, 2, 3, 4, and 5 ("Rules) (attached as Exhibit "A"; and

WHEREAS, the Rules identifies the following persons to have signatory authority on District banks:

District Chairman
District Vice-Chairman
District Secretary
District Treasurer
District Operations Manager

WHEREAS, a regular public meeting was conducted by the Board on January 8, 2025, at the hour of 6:00 p.m. at the Topaz Ranch Estates Community Center located at 3939 Carter Drive, Wellington NV 89444; and

WHEREAS, this resolution serves to give notice to the District's banking partners who are to be signatories to the District. The name of these signatories will be amended from time to time by minute and that update will be given to the District's banking partners to update, add and remove signatories as so amended by minute order.

WHEREAS, at the regular meeting on January 8, 2020, and the deliberations of the Board concluded, the Board, by motion made, duly seconded, and passed a majority of the Trustees voting in favor of the resolution, resolved identify signatories by position, amended from time to time by minute order.

NOW, THEREFORE, BE IT RESOLVED, that the Topaz Ranch Estates General Improvement District Board of Trustees hereby designates by resolution the signatory appointments to the District banking partners.

This Resolution shall be effective as of January 8, 2025, and shall remain in effect until amended or repealed by future resolutions of the Board of the District.

APPROVED BY VOTE: This 8th day of January, 2025.

AYES:

NAYS:

ABSENT:

EXHIBIT "A" Follows

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

Standing Rule #1

PRESIDENT OF THE DISTRICT/CHAIRMAN OF THE BOARD

RESPONSIBILITIES

1. Attends meetings and is prepared for agenda items.
2. Presides at meetings.
3. Ensures the proper and timely performance of duties and responsibilities of all Board members.
4. Calls for special and emergency meetings as required.
5. Administers the Oath of Office to new Board members
6. Is a co-signer on GID bank accounts.
7. Provides for the performance of functions when a Board member is absent or unable to act.
8. Assists other Board members as necessary.

This Standing Rule cancels and supercedes the Position Description of the President dated September 9, 1992. And revision dated February 10, 1993.

Approved July 1, 1998

4/1/15 – SR25 3.0 Administration of Standing Rule #25 – See for Responsibility description of Board members. Board approved SR25 Employee Handbook compiled by staff from Attorney Michael Rowe's office.

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT
Standing Rule #2
VICE-PRESIDENT OF THE DISTRICT/VICE-CHAIRMAN OF THE BOARD
RESPONSIBILITIES

1. Attends meetings and is prepared for agenda items.
2. Performs the duties and responsibilities of the President in his/her absence.
3. Acts as the Parliamentarian in accordance with Robert's Rules of Order
4. Is a co-signer of GID bank accounts.
5. Performs Administrative functions including:
 - a. ensuring adequacy and currency of documentation.
 - b. preparation of recommended documentation, changes and updates.
 - c. promulgation of approved documentation, changes and updates.
6. Exercises oversight responsibility of district's road work reporting to the Board
on the annual road plan, progress on maintenance and improvement of road,
flow lines, flood ditches and street and traffic signs.
7. Oversight of safety of roads during inclement weather conditions.
8. Assists other board members as necessary.

This Standing Rule cancels and supercedes the Position Description of VICE-PRESIDENT Dated September 9, 1992 (1-6a, 8)

Approved August 14, 2005

4/1/15 – SR25 3.0 Administration of Standing Rule #25 – See for Responsibility description of Board members. Board approved SR25 Employee Handbook compiled by staff from Attorney Michael Rowe's office.

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

Standing Rule #3

SECRETARY

RESPONSIBILITIES

1. ATTENDS MEETINGS AND IS PREPARED FOR AGENDA ITEMS.
2. PREPARES, SUBMITS AND MAINTAINS A FILE OF ALL MEETING MINUTES AND DOCUMENTATION RELATING THERETO.
3. MAINTAINS THE TREGID SEAL.
4. RETAINS ELECTRONIC TAPE OF ALL RECORDED MEETINGS FOR A MINIMUM OF ONE (1) YEAR.
5.
 - A. PURSUANT TO TREGID STANDING 3, THE SECRETARY OF THE BOARD IS RESPONSIBLE FOR THE DRAFTING, PREPARATION, AND POSTING OF AGENDAS FOR BOARD MEETINGS, IN CONJUNCTION WITH THE BOARD PRESIDENT/ CHAIRMAN.
 - B. THE DEADLINE FOR SUBMITTING PROPOSED AGENDA ITEMS TO THE SECRETARY OF THE BOARD IS SIX (6) WORKING DAYS PRIOR TO THE DAY A MEETING IS TO OCCUR, AND NOT LATER THAN 4:00 P.M. ON SUCH DAY. THUS, FOR REGULARLY SCHEDULED MONTHLY BOARD MEETINGS, THE DEADLINE IS NO LATER THAT 4:00 P.M. ON MONDAY OF THE WEEK PRIOR TO THE REGULAR BOARD MEETING.
 - C. IN CERTAIN SITUATIONS, IF IT IS NOT REASONABLE, DUE TO TIME CONSTRAINTS OR OTHER CIRCUMSTANCES, TO SUBMIT PROPOSED AGENDA ITEMS SIX (6) WORKING DAYS PRIOR TO THE MEETING, **PROVIDED THAT THE AGENDA IS PROPERLY POSTED THREE (3) WORKING DAYS PRIOR TO THE MEETING PURSUANT TO NRS CHAPTER 241.** THIS EXCEPTION IS SUBJECT TO THE DISCRETION OF THE SECRETARY OF THE BOARD, WHO IS RESPONSIBLE FOR THE PREPARATION OF AGENDAS UNDER TREGID STANDING RULE 3. THIS EXCEPTION IS TO BE INVOKED ONLY ON OCCASIONS WHERE IT IS NOT REASONABLE TO SUBMIT PROPOSED AGENDA ITEMS SIX (6) WORKING DAYS PRIOR TO A BOARD MEETING.
6. PREPARES AND MAILES OUTGOING CORRESPONDENCE AS APPROVED AT BOARD MEETINGS.

7. ASSISTS OTHER BOARD MEMBERS AS NECESSARY.
8. IS A CO-SIGNER ON TREGID BANK ACCOUNTS.
9. ESTABLISH AND MAINTAIN RECORDS AND TAKE ACTIONS REQUIRED BY STANDING RULE 21.

THIS STANDING RULE (1-8) CANCELS AND SUPERCEDES THE POSITION DESCRIPTION OF SECRETARY DATED JULY 1, 1998, AND REVISION DATED MAY 13, 2015.

APPROVED 11/8/2017

4/1/15 – SR25 3.0 Administration of Standing Rule #25 – See for Responsibility description of Board members. Board approved SR25 Employee Handbook compiled by staff from Attorney Michael Rowe's office.

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

STANDING RULE #4

TREASURER OF THE BOARD

RESPONSIBILITIES

1. Attends meetings and is prepared for agenda items.
2. Maintains all required financial statements, reports, records budgets and documentation.
3. Prepares and submits all required financial statements and reports
4. Is a co-signer on GID bank accounts.
5. Distributes financial reports and statements to all other Board members three days before a meeting where they are required to be presented and approved.
6. Establish and maintain an annual calendar of events required for the budget cycle and financial reporting.
7. Ensure that all financial documentation balances and is in proper order.
8. Prepare, obtain a co-signature and distribute checks for payment of authorized expenditures.
9. Prepare and submit Federal and State Forms and reports as required by law.
10. Has signature authority as described in the Policy and Procedure for Signature Authority
11. Assists other Board members as necessary.

This Standing Rule cancels and supercedes the Position Description of the TREASURER dated September 9, 1992 and revision July 1, 1998.

Approved August 11, 1999

4/1/15 – SR25 3.0 Administration of Standing Rule #25 – See for Responsibility description of Board members. Board approved SR25 Employee Handbook compiled by staff from Attorney Michael Rowe's office.

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

STANDING RULE #5

OPERATIONS MANAGER OF THE BOARD

RESPONSIBILITIES

1. ATTENDS MEETINGS AND IS PREPARED FOR AGENDA ITEMS.
2. PERIODICALLY INSPECTS, WITH THE DISTRICT OPERATIONS MANAGER, THE CONDITION OF THE ROADS, FLOW LINES, FLOOD DITCHES, EASEMENTS AND STREET AND TRAFFIC SIGNS FOR WHICH THE GID IS RESPONSIBLE.
3. MAINTAINS A LOG OF HIS INSPECTIONS AND RECORDS ITEMS REQUIRING CORRECTIVE ACTION. REPORTS THOSE ITEMS AT MEETINGS.
4. DETERMINES WHEN SNOW REMOVAL IS APPROPRIATE.
5. ACTS IN CONCERT WITH OTHER BOARD MEMBERS DURING EMERGENCY SITUATIONS SUCH AS FLOODING.
6. DIRECTS AND SUPERVISES NON-CLERICAL HOURLY EMPLOYEES.
7. HAS SIGNATURE AUTHORITY AS DESCRIBED IN THE POLICY AND PROCEDURE FOR SIGNATURE AUTHORITY.
8. ASSISTS OTHER BOARD MEMBERS AS NECESSARY.
9. IS A CO-SIGNER ON TREGID BANK ACCOUNTS.
10. IN THE ABSENCE OF A DISTRICT MANAGER, ACTS AS LIAISON BETWEEN BOARD AND THE TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT.

THIS STANDING RULE CANCELS AND SUPERSEDES THE POSITION DESCRIPTION OF THE OPERATIONS MANAGER DATED JULY 1, 1998, AND REVISIONS DATE APRIL 7, 1999 AND AUGUST 14, 2002.

APPROVED 11/8/2017

4/1/15 – SR25 3.0 Administration of Standing Rule #25 – See for Responsibility description of Board members. Board approved SR25 Employee Handbook compiled by staff from Attorney Michael Rowe's office.

Guided Truck and Equipment

1738 Timber Ct
 Gardnerville, NV 89410
 april@gtesales.com
 (775) 690-7999



Invoice: **INV-18176**

Date: **12/4/2024**

Bill To
 Topaz Ranch Estates GID
 1490 Albite Road
 Wellington, NV 89444
 P: (775) 266-3000

Remit Payment To
 Guided Truck and Equipment
 1738 Timber Ct
 Gardnerville, NV 89410

Service Order	Terms	Due Date	Authorizer	Customer PO	Unit #
SO-2923	Net 15	12/19/2024	Mike Tanner		

Item	Description	Quantity	Rate	Amount
Bring unit to shop				
Labor	Bring unit to shop - Lowbed transport TRE to Gardnerville. Note: Unit did not run, had to be pushed onto and off of trailer.			\$594.00
				Subtotal
				\$594.00

Concern: Air truck up and push off lowbed into bay 5

Cause: Customer request

Labor	Correction: Chassis / Chassis / Aired up truck to release the brakes. Pulled truck off trailer. Backed into bay 5 with the forklift.			\$99.00
				Subtotal
				\$99.00

Concern: Customer states, truck runs for approximately 5 minutes then dies. Truck currently does not start. Suspect possible air infiltration into fuel system

Cause: Customer request

Labor	Correction: Engine / Fuel / PLUGGED IN DIAGNOSTIC COMPUTER. FOUND FAULT FOR "LOW CRANKING PRESSURE". ATTEMPTED TO START UNIT BUT IT WOULD NOT START AND SOUNDED LIKE THE LIFT PUMP WAS RUNNING DRY. PRESSURIZED THE FUEL TANK AND FOUND THAT THE FUEL LINE GOING FROM THE TANK TO THE PRIMARY FILTER HOUSING WAS LEAKING. REMOVED HOSE AND FITTINGS. BUILT A NEW HOSE. INSTALLED JIC FITTINGS INTO THE TANK AND THE FILTER HOUSING AND INSTALLED NEW HOSE. PRESSURIZED SYSTEM AGAIN AND FOUND THAT THE HOSE GOING FROM THE FILTER HOUSING TO THE ENGINE WAS ALSO LEAKING. REMOVED HOSE AND FITTINGS. INSTALLED NEW FITTINGS AND INSTALLED THE NEW HOSE. PRESSURIZED THE SYSTEM ONCE AGAIN AND FOUND NO OTHER LEAKS. STARTED UNIT AND ALLOWED IT TO RUN. PLUGGED IN DIAGNOSTIC COMPUTER AND PERFORMED A "FUEL SYSTEMS LEAKAGE TEST" WHICH RUNS THE SYSTEM AT ROUGHLY 20,000 PSI. NO LEAKS WERE FOUND. ROAD TESTED UNIT MULTIPLE TIMES WITH NO ISSUES. STARTED UNIT MULTIPLE DIFFERENT MORNINGS TO ENSURE IT WAS HOLDING ITS PRIME. ALL IS WELL AT THIS TIME.			\$1,227.60
Parts	FJIC 100R5 121-8 FITTING - 5R08-08FJ	3.00000	\$29.39	\$88.17

Item	Description	Quantity	Rate	Amount
Parts	-8 FLEXTRAL SAE 100R5 13/32 HI TEMP HOSE - FH-08	3.50000	\$7.56	\$26.46
Parts	1/2" JIC X 1/2" MALE PIPE - C5205X8X8	3.00000	\$3.18	\$9.54
Parts	FREIGHT - FREIGHT	1.00000	\$47.55	\$47.55
Parts	BRASS PIPE 45 ST ELBOW 1/2" - 674.11.88	2.00000	\$7.62	\$15.24
Parts	BRASS PIPE ST ELBOW 1/2 - 674.12.88	1.00000	\$9.52	\$9.52
Parts	-8 20 SER -FEM JIC SWV 90 EL - 3920-8-8	1.00000	\$71.81	\$71.81
Parts	-8 20 SERIES COLLAR - 20020-8	1.00000	\$7.85	\$7.85
Parts	MJIC TO MORB ADAPT 1/2X1/2 - 680.6.88	1.00000	\$4.01	\$4.01
			Subtotal	\$1,507.75

Unit: VIN: 2NKHJJ8X9MM437283
 2021 Kenworth T3 Series
Chassis: 997 Miles

Labor	\$1,920.60
Parts	\$280.15
Shop Supplies	\$149.81
Pre-Charge Subtotal	\$2,350.56
Local (7.1% of \$0.00)	\$0.00
Total	\$2,350.56
Payments & Credits	\$0.00
Balance Due	\$2,350.56

NOTE- ALL FASTENERS/ LUG NUTS/ HARDWARE MUST BE CHECKED AND PROPERLY TORQUED AFTER A PERIOD OF 50 MILES AND PERIODICALLY THEREAFTER. ALL CREDIT CARD TRANSACTIONS WILL BE CHARGED A 3% CONVENIENCE FEE. LABOR IS GUARANTEED 90 DAYS. ALL OTHER GUARANTEES ARE MADE BY THE MANUFACTUER. NOT TO EXCEED ORIGINAL COST OF REPAIRS. GUIDED TRUCK & EQUIPMENT WILL NOT BE RESPONSIBILLE FOR ANY INCIDENTAL AND/ OR CONSEQUENTIAL DAMAGES SUCH AS BUT NOT LIMITED TO, LOSS OF INCOME, DAMAGE TO VEHICLE, ANY TOWING EXPENSES. WARRANTY IS VOID IF ANY OF THE FOLLOWING ARE EVIDENT: ACCIDENT, ABUSE, NEGLIGENCE, IMPROPER MAINTENANCE, OR UNAUTHORIZED REPAIRS AND/ OR AJUSTMENTS. WARRANTY WORK BASED ON THIS BILL MUST BE PERFORMED AT THIS SHOP. Interest at highest legal rate will be charged on past due accounts. Customer agrees to pay all costs of collection, including reasonable attorney's fees. Customer hereby agrees to pay any damage charges, & freight charges due to returned cores to the vendor at and/or after the credit has been issued. Customer Acknowledges and agrees that an express mechanic's lien on your vehicle is granted to secure payment of this invoice for the repair work detailed in this invoice.

Customer Signature: _____

Printed Name: _____ Date: _____

TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT


1490 Albite Road, Suite 8
Wellington, NV 89444

(775) 266-3000

MEMMORANDUM

Date: December 30, 2024

To: Board of Trustees

From: Roberta Reed 

RE: Office Software

Recommended Action:

1. Approve and authorize the District Business Manager to acquire Google Workspace for the office at \$12/person/per month (\$1,728 per year for all employees, including Trustees.)
2. Approve and authorize the District Business Manager to acquire Last Pass password management system for the office at \$7/person/per month (\$756 per year for all employees, including Trustees).
3. Approve and authorize District Business Manager to acquire Adobe Acrobat Teams at \$23.99/person/month for (\$287 per year for one employee.)

Background Information

The office has multiple computers of which none are linked. By acquiring Google Workspace we can have 2T each of storage (in the cloud) and we can manage and link all of our computers to more efficiently share information.

We can have a single administrator who will allow who exactly can see what information. (i.e. limit who can see payroll and other sensitive files.) We will also have the ability to have emails with names with an @tregid company name with a single administrator that can turnoff or add emails as necessary.

Another concern is password security. I have seen passwords written down in various locations. Several people share passwords. This is not efficient, nor is it safe. There is no way to determine who was actually in a file. The business version of last pass has an administrator who can control who has access to what and can cut off any employee or former employee from access. It can generate 12-digit alpha-numeric passwords with symbols. These are stored encrypted so that no one can assist if you forget a password. The administrator has to reset the password and a new password generated.

Adobe Acrobat is another useful tool. It will come in handy in updating and creating manuals. It can be used as a security tool to eliminate sensitive information such as social security numbers, bank numbers when sending documents via email. It can be used with docuSign and other documents requiring signatures. While a single user is contemplated, the license can be transferred to another user. The individual plan does not allow for transfers. This tool does need an immediate purchase, but should be considered.

Financial Impact:

If the Board of Trustees opts to approve all three soft ware acquisitions, the cost would be \$2,771 per year.

LastPass Call Follow Up

1 message

Masood Mahdavifar <masood.mahdavifar@lastpass.com>
To: "dbmtregid@gmail.com" <dbmtregid@gmail.com>

Mon, Dec 30, 2024 at 2:16 PM

Hi Roberta,

Thank you for taking some time with me today to discuss your current password management needs and what you're hoping to accomplish. It was a pleasure speaking with you and I look forward to working with you further.

To recap our conversation:

- We have two tiers: Teams vs Business. Teams is the basic option as password repository while Business provides you with full access to security and administrative policies, Admin Controls, and more. Please see attached.
- You need a password manager to keep things secure and organized. Board will have to approve the purchase.
- LastPass Business is listed as \$84/annual per user. So, at list price, 12 users annual would be \$1,008.
- If you can sign and purchase by **1/24/2025**, I have approval to provide you with **25% discount and a free month of service: \$756 annual for 12 users.**

In addition, I am sharing some resources (as links and PDFs):

- [LastPass Business Trial](#)
 - [Business User Overview](#)
 - [LastPass Business 101](#)
 - [LastPass Business Policies](#)
-
- o [Shared Folders](#)— one to many sharing where shared folders are sync'd automatically to everyone with whom the folder has been shared. Different access controls, such as "hide Passwords", can be set per user.
 - o [Managing shared folders as an admin](#)
 - o [User/Group access permission for shared folders](#)

- o [Restricting user/group access for shared folders](#)
- o [Sharing folders outside my company](#)

If there's anything else you need before then, please don't hesitate to reach out.

Again, Happy New Year to you, your family, and friends. 😊

Yours Sincerely,

Masood

Feel free to schedule a meeting with me [here](#).

Masood Mahdavifar

Traveler. Food & Wine Enthusiast. Film Buff.




Senior Account Executive for Northern California, Nevada, Wyoming & New Mexico

New York, NY | Office: [+1 \(385\) 576 - 4326](tel:+13855764326)

LinkedIn: <https://www.linkedin.com/in/masood-mahdavifar/>

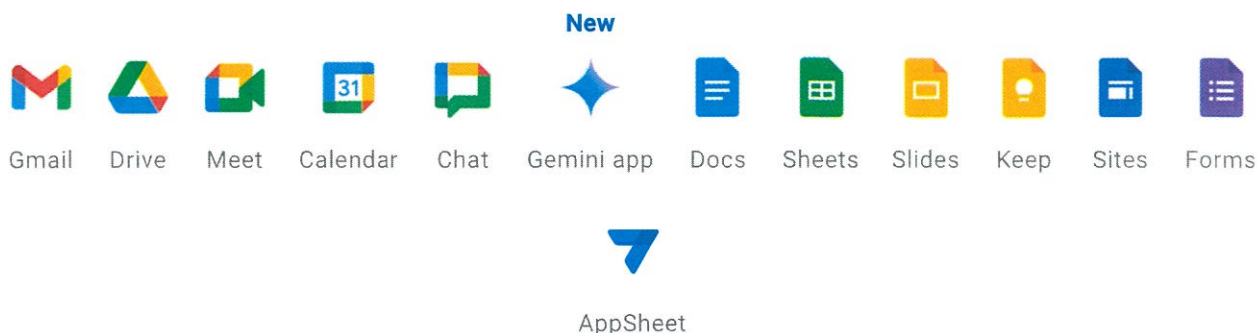


3 attachments

-  **LastPass Business, Solution Overview.pdf**
6261K
-  **Use Cases for Employees, LastPass Overview.pdf**
163K
-  **guide-to-lastpass-business-recommended-policies.pdf**
156K

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<i>\$6⁰⁰ / user (email) / person / mo</i>	<i>12 / person / mo</i>	<i>18 / person / mo</i>	<i>I did not call for a quote</i>
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recording, noise cancellation
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Phishing and spam protection that blocks more than 99.9% of attacks	✓	✓	✓	✓
Ad-free email experience	✓	✓	✓	✓
Polish Draft with AI	—	✓	✓	✓
 <p>Gemini app - AI assistant from Google</p>	✓	✓	✓	✓
Access the Gemini app on web or mobile	✓	✓	✓	✓
Enterprise-grade security and privacy	✓	✓	✓	✓
Gemini in Gmail, Drive, Docs and more	Available for an added cost	Available for an added cost	Available for an added cost	Available for an added cost
Gemini Advanced with priority access to new features	Available for an added cost	Available for an added cost	Available for an added cost	Available for an added cost




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Solutions Products Industries AI Pricing Resources

	100 	150 	500 	1000 
 Meet Video and voice conferencing				
Meeting length (maximum)	24 hours	24 hours	24 hours	24 hours
US or international dial-in phone numbers	✓	✓	✓	✓
Digital whiteboarding	✓	✓	✓	✓
Studio Sound noise cancellation	—	✓	✓	✓
Adaptive Audio	—	✓	✓	✓
Meeting recordings saved to Google Drive	—	✓	✓	✓
Polling and Q&A	—	✓	✓	✓
Moderation controls	—	✓	✓	✓
Hand raising	—	✓	✓	✓
Breakout rooms	—	✓	✓	✓
Attendance tracking	—	—	✓	✓
In-domain live streaming	—	—	—	✓

^ See less features

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Solutions	Products	Industries	AI	Pricing	Resources	
Drive for desktop			✓	✓	✓	✓
Support for over 100 file types			✓	✓	✓	✓
Shared drives for your team			Fundamental	Advanced	Advanced	Advanced
Target audience sharing			—	✓	✓	✓
^ See less features						
 Chat Team messaging			✓	✓	✓	✓
Turn history on or off by default			✓	✓	✓	✓
Auto-accept invitations			✓	✓	✓	✓
v See more features						
 Calendar Shared calendars			✓	✓	✓	✓
Appointment booking pages			—	✓	✓	✓
Browse and reserve conference rooms			✓	✓	✓	✓
 Docs, Sheets, Slides Collaborative content creation			✓			✓

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Solutions



Products

Industries

AI

Pricing

Resources

Sites website builder	✓	✓	✓	✓
Forms survey builder	✓	✓	✓	✓
Interoperability with Office files	✓	✓	✓	✓
Easier analysis with Smart Fill, Smart Cleanup, and Answers	✓	✓	✓	✓
Proofread to help with writing style	—	✓	✓	✓
 See more features				
 AppSheet Build apps without code	✓	✓	✓	✓

Security & Management

2-step verification	✓	✓	✓	✓
Group-based policy controls	✓	✓	✓	✓
Advanced Protection Program	✓	✓	✓	✓
Endpoint management	Fundamental	Funda	ite	

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Solutions	Products	Industries	AI	Pricing	Resources
Secure LDAP			—	—	✓
Data loss prevention (DLP)			—	—	✓
Cloud Identity Premium			—	—	✓
Context-aware access			—	—	✓
Security center			—	—	✓
S/MIME encryption			—	—	✓
Data regions			—	Fundamental	Fundamental Enterprise
Access transparency			—	—	✓
Assured Controls (includes Access Management)			—	—	Available for an added cost; contact sales
AI Classification			—	—	Available for an added cost; contact sales

^ See less features



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Top questions about Google Workspace pricing

What is a user? ^

A user is defined as one [personalized email address](#) (you@yourcompany). Group email aliases such as sales@yourcompany and support@yourcompany are included in pricing and don't count as additional users.

How do I buy and pay? v

What is the payment plan? v

Add-ons sold separately.



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The Gemini Business add-on unlocks access to Gemini Advanced with priority access to new features and lets users engage with Gemini directly in the Google Workspace apps, including Gmail, Docs, Sheets, Slides, Drive, and Google Meet.

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Hardware



Google Meet Hardware

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Applications



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- Meet
- Chat
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- Docs
- Sheets
- Slides
- Forms
- Sites
- Keep
- Apps Script

Security and management

- Admin
 - Endpoint
 - Vault
 - Work Insights
- Solutions**
- New Business
 - Small Business
 - Enterprise
 - Retail
 - Manufacturing
 - Professional Services
 - Technology
 - Healthcare
 - Government
 - Education
 - Nonprofits
 - Artificial Intelligence

Pricing

Compare pricing plans

Add-ons

- Gemini for Workspace
- Meet hardware
- Google Voice
- AppSheet

Resources

- Working remotely
- Security
- Customer Stories
- FAQs
- Partners
- Marketplace
- Integrations
- Training & Certification
- Refer Google Workspace

Learning and support

- Admin Help
- Setup and Deployment Center
- Learning Center for Users
- Forums for Admins
- Google Workspace Dashboard
- What's New in Google Workspace
- Find a Google Workspace Partner
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Business Messages



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How does a subscription work?

Is there a perpetual version of Acrobat available?

Does Adobe have tools to help IT departments with enterprise deployments?

What are the minimum system requirements to run Acrobat?

In what languages is Acrobat available?

Is Adobe Document Cloud secure?

What's the difference between the Individual and Team subscriptions?

My company is interested in purchasing Acrobat in volume. How do I get started?

What can I do with the Acrobat Pro for Teams free trial? Why should I sign up for it?

What's the difference between Acrobat Standard and Acrobat Pro?

What updates were made to Acrobat Pro?



Adobe Acrobat

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December 2024 - Water and Roads Reports

Water Operator's Report:

Total gallons produced December 1, 2024, through December 31, 2024, 4,025,700 gallons. Well, #1 produced 1,723,800 gallons and well#6 produced 2,301,900 gallons.

The total water sold for December was 2,697,555 gallons. We have continued with general maintenance, SGS lab testing, regularly scheduled PRV vault inspections, vault checks and well maintenance.

1 leak were repaired:

- 12-1-24 - 3775 Ballman Wy. Main break.

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 12-20-24 and we received the results 12-27-24.

12/2/24 – Changed the chlorine pump and set @70/65, Well 6.

12/2/24 – Change out the chlorine barrel, pump set @70/60, Well 1.

12/3/24 – Pump set @70/60, Well 6

12/4/24 – Pump set @70/50, Well 6

12/5/24 – Pump set @60/40, Well 6

12/6/24 – Pump set @60/30, Well 6

12/9/24 – Pump set @70/40, Well 6

12/11/24 – Pump set @70/55, Well 6

12/17/24 – Pump set @70/40, Well 6

12/18/24 – Pump set @70/65, Well 1

12/23/24 – Pump set @65/50, Well 6

12/31/24 – Changed chlorine pump, set @ 65/50, Well 6

SNC continued the Well 8 project starting 11-18-24 thru 12-31-24.

We are continuing to go through all our valves and vaults and creating a more detailed map. We are working with Ken (SPB D2) on improving our chlorine pumps, injectors, vault gauges and creating a safety plan.

High usage/leak check: 7

Disconnect for non-payment: 5

Verify computer meter read: 3

Check water pressure: 1

System maintenance: 1

Verify meter off/on status: 1

Disconnect notice/check meter: 1

Customer request on/off

Other: 17

November Road Report:

The GID completed road and shoulder repairs throughout the community utilizing grindings except for grading, rolling and oiling.

Repaired/cleared the culverts at Ballman Wy and Pinion.

The GID has two items up for bid. Chevy truck and Emulsion tank. DOM needs to know what an acceptable offer would be for the Chevy truck. The operation of the truck is unknown. Two inquiries have been made.

Equipment:

The Kenworth Bergkamp repairs were completed, and the truck was picked up from Guided truck repair in Gardnerville 12-10-24.

The Kenworth BergKamp was utilized for a driveway repair at the GID office parking lot.

Equipment has been winterized along with fuels.

The sweeper brakes need to be repaired. The backhoe is only operating at 50%.