

# 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 202529,

**TIME:** 5:00 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 24 , 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.

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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](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](mailto: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](mailto: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 limit remarks to 2 minutes and will be asked to sign in for the record. 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.

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### 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.

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### 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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## PUBLIC NOTICE & MEETING AGENDA

### 5) INTRODUCTION OF GUESTS:

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### 6) AGENDA APPROVAL:

**For Possible Action: Board action to approve the Agenda for the January 29, 2025, Special Board Meeting**

Public Comment before Board Action:

### 7) 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 2 minutes per speaker, and speakers will be asked to sign in for the record. The Board will not take action. The Board is not required to respond to Public Comment.

### 8) 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:** Appointed community member to fill the vacant position on the TREGID Board of Trustees. SB/AR

Open for Public Comment before Board action:

- B. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Closed meeting pertaining to recent litigation, personnel issues.

Open for Public Comment before Board action:

- C. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve payment of the bills as presented by the DBM, Roberta Reed. RR

Open for Public Comment

- D. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the bid for backhoe repair/rental. RM

Open for public comment:

# TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

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## PUBLIC NOTICE & MEETING AGENDA

- E. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the purchase/rental of a brush cutter for the skid steer. RM

Open for Public Comment before Board action:

- F. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve Carina Owens as a full-time employee with benefits as defined in the Standing Rules. RR

Open for Public Comment before Board action:

- G. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the payment of the judgement from small claims court. SB/RR

Open for Public Comment:

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

**10) 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 2 minutes per speaker, and speakers will be asked to sign in for the record. The Board will not take action, nor is the Board required to respond to public comment.

**11) ADJOURNMENT**

**TIME:** \_\_\_\_\_



**SALES QUOTE**

Quote Number 2232912  
 Created Date 1/21/2025  
 Expiration Date 1/31/2025

**Mail Payment to Lockbox:**  
 Attachments Direct  
 Dept. CH 17715  
 Palatine, IL 60055-7715

Terms Credit Card  
 Est Ship Date 3 - 4 Weeks  
 Ship Via Truck

**Ex Works Shipping Point**

Prepared By Paul Bowden  
 Email paul.bowden@quickattach.com  
 Phone 320.219.6302  
 Account Owner Paul Bowden

Contact Name Robert McVicker  
 Phone (775) 266-3000  
 Email tregiddom@gmail.com

Bill To Name Robert McVicker  
 Bill To 3670 Sandstone Dr  
 Wellington, NV 89444  
 US

Ship To Name Robert McVicker  
 Ship To 3670 Sandstone Dr  
 Wellington, NV 89444  
 US

Product Code	Description	Quantity	List Price	Total Price
902085	Mega Mower X Brush Cutter 72" High Flow	1.00	\$11,795.00	\$9,936.00
320226	Factory Installed High Flow Couplers - 3/4 12MJ	1.00	\$295.00	\$236.00
317400	Case Drain Coupler (female)	1.00	\$55.00	\$44.00

List Price	\$12,145.00
Direct Savings	-\$1,929.00
Total Price	\$10,216.00
Freight	\$694.45
Grand Total	\$10,910.45

**Additional Notes**

**\*\* FULL 2 YEAR WARRANTY \*\***

Factory Direct  
 Made in Minnesota, USA.  
 ISO 9000 Certified  
 Former OEM for Bobcat



[Ask a question on Whatsapp](#)

## RC60L Rotary Brush Cutter Rental

	Daily	Weekly	Monthly
Regular	\$375	\$1,150	\$2,700
Corporate	\$295	\$990	\$2,375

Approximate Duration of Rental:
 

1 Day

2-4 Days

1 Week

2+ Weeks

1 Month

3-6 Months

[Rent online](#)

Delivery, fuel, damage deposit and damages will be charged separately

[Need an operator?](#)



# TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

1490 Albite Road, Suite 8  
Wellington, NV 89444

(775) 266-3000

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## MEMMORANDUM

**Date:** January 29, 2025  
**To:** Board of Trustees  
**From:** Roberta Reed, DBM  
**RE:** Payroll Clarification

---

### **Recommended Action:**

Review the minute order of August 14, 2024, and clear up the perceived confusion as to when benefits attach. 1) Carina Owens became a full-time employee with attached benefits when she began in the capacity of and OIT; 2) Carina Owens remains a part-time employee with no benefits until such time as she takes and passes the D1 exam; or 3) a combination thereof.

### **Background Information**

At the August 14, 2024, Board of Trustee's meeting, Carina Owens was "offered a full-time position of OIT (Operator-in-Training) upon completion of the certificate exam in September. The wage continued to be \$19/hour with benefits (p. 4 of attached minutes.)" There seems to be a misunderstanding as to the timing of becoming a full-time employee and when benefits attach. Carina Owens is still in payroll as a part-time employee with no benefits and as such is not enrolled in PERS, health insurance, paid holidays and accumulated PTO (annual leave), etc. She has not yet been set up as a full-time employee though she has been working as such since August 15, 2024.

What I believe the issue has been is that Carina was to take an exam in September (D1 Test, not an OIT Test). There is no OIT test and the D1 test is usually taken after being an OIT for 6 months. She did take the D1 test in September but failed by 2%. Per Rob McVicker, Business Operations Manager, Carina was not in a position to take the D1 test as she had not been an OIT for 6 months. (Mr. McVicker's statement concerning this is also attached.) Her personal mobile number is used (and has been used) for off-hours contact for emergencies since August – even on holidays.

Unfortunately, Carina working full-time as an OIT has caused confusion with her and with payroll as to what she is entitled to. We are asking the Board of Trustees to clarify the issue so that both Carina and Payroll know what was supposed to happen and when to be on the same page. Carina is scheduled to take a state water operator's class in mid-March and take the D1 test thereafter.

**Financial Impact:**

Carina's pay rate did not change, but has missed 7 days (Labor Day, Nevada Day, Veterans' Day, Thanksgiving, Family Day, Christmas Day and New Year's Day) of Holiday pay per Standard Rules section 25 6.9 for a total of \$1,064.00. In addition, she has earned 17.71 hours of Annual Leave at her current rate pursuant to Standard Rules section 25 7.6.1 for a value of \$336.49 through January 26, 2025. Should the Board choose to make Carina a full-time employee as of August 15, 2024, the total value owing by the GID is \$1,400.49, \$1064 in cash and \$336.49 in paid time off as she takes it.

We cannot make health insurance retroactive, and doubt that we can make a retro-active PERS contribution as Carina has not made any employee contribution for the time period in question. Unless Carina chooses to make the retroactive PERS contribution then the issue is moot. I believe from what I know of the situation, it will be more than likely that the GID begins making PERS contributions only as the GID enrolls Carina into PERS as a full-time employee.



A search bar with a light gray border and rounded corners. The text "What are you looking for?" is inside. To the right of the search bar is a magnifying glass icon.

RENO NV - Branch #768 (54.75 mi)  
Pickup · 2/3–2/28

Edit

EQUIPMENT AND TOOLS / EARTH MOVING / SKIDSTEER LOADERS

CAT CLASS: 0490050

# Skidsteer Brush Hog/Brush Cutter Attachment



ONLINE RATE ⓘ

\$190  
1 DAY

\$625  
1 WEEK

\$1,410  
4 WEEK

1 ▼

Add to Cart

## Overview



The Brush hog/Brush Cutter is a skidsteer attachment that has a 1/4" steel clean deck design. The blades consist of 3/4" thick high grade steel and a 72" cutting width. This skidsteer brush hog attachment weighs approximately 1,008 lbs. The skidsteer is not included in this rental.

## Specifications



Products are subject to availability.

Make	Ground Shark	Ground Shark	
Model	GSS60	GSS72	
Cutting Capacity	4"	4"	
Cutting Width	60 "	72 "	
Deck Height	9"	9"	
Hydraulic Flow	15-25 GPM	15-25 GPM	

## Brush Hog Mower Attachment for Skid Steer

Cat Class: 903-5305



### WEB RATE

Exclusive online rates for NV

**\$193**/day   **\$630**/week   **\$1,649**/month

## Product description

Efficiently convert trees, saplings and brush into mulch using this durable and dependable skid steer mower attachment. Also known as a brushcat or brush hog, it features double-edged blades for cutting in both forward and reverse directions. This mower attachment for rent is perfect for land clearing and preparing sites for construction work.

- Up to 72" cutting width depending on model
- Skid steer brush hog mower attachment
- Double-edged blades
- Cuts in forward and reverse
- Uses: Mulches trees and saplings up to 3" in diameter

## Similar Equipment



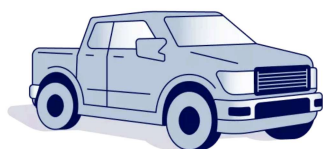
Cat Class: 903-5200

### 72 in. Grapple Bucket Attachment for Skid Steer

\$95 /day \$211 /week \$775 /month

## Transportation considerations

You can get your rental in a few different ways. When making your choice, please take into account the below considerations. Transportation not provided by United Rentals is at your own risk. For any questions, call us at 775-782-6100.



### Grab and go

- Customer must be able to properly secure equipment
- Vehicle should be large enough to accommodate the equipment dimensions/weight



### Get a trailer

- Rent one from United Rentals or use your own
- Customer must be able to properly secure equipment and/or trailer
- Vehicle towing capacity should accommodate for selected equipment & trailer weight/dimensions
- Vehicle should have a compatible style ball/hitch for selected trailer
- Compatibility of wiring requirements for hitch and trailer



### Request UR delivery/pickup

- Hours of access
- Gate/entry codes
- Special instructions (drop location, etc)
- Safety requirements for access to site

## Still unsure if this equipment is right for you?

No problem. We're here to help. Reach out to our equipment experts to find a solution.

 [Contact us](#)

## **Agenda items for 1-29-25**

### **2012 Volvo BL70 Backhoe**

The backhoe has been operating at 30% to 40% since September of 2024.

**Battle Born Mobile Mechanic** is \$160 an hour to diagnose the backhoe.

**Equipment Maintenance & Service** is \$160 an hour with a minimum of 4 hours.

**Guided Truck and Equipment** hasn't responded to our multiple voice mails.

Once the backhoe is diagnosed the repairs will need to be performed at an additional cost.

**United Rentals** has a rental backhoe at a cost of \$593 a day, \$1,537 a week and \$3,966 a month that we would pick up in case of an emergency.

### **Kubota attachment for the skid steer purchase.**

**SkidPro** - Quote attached.

**Quick Attach** – Quote attached.

## **Rentals**

### **EquipmentShare - Reno**

Skid cutter rental \$235 a day, \$649 a week and \$1,459 a month.

United Rentals – Reno

Skid cutter rental \$193 a day, \$630 a week and \$1,649 a month

Sunbelt – Reno

Skid cutter rental \$190 a day, \$625 a week and \$1,410 a month

Rent1 – Reno

Skid cutter rental \$295 a day, \$990 a week and \$2,375 a month



Skid Pro Attachments  
 807 McKay Ave S  
 Alexandria MN 56308  
 United States

# Estimate

EST85858  
 1/21/2025

**Bill To**  
 Topez Ranch Estate GID  
 Rob McVicker  
 1490 ALBITE RD  
 WELLINGTON NV 89444  
 United States

**Ship To**  
 Topez Ranch Estate GID  
 Rob McVicker  
 1490 ALBITE RD  
 WELLINGTON NV 89444  
 United States

Expires	Phone	Project	Sales Rep	Expires	Shipping Method
1/31/2025	775-790-7203		Erik Gullickson	1/31/2025	XPO Logistics

QTY	Item	Description	Customer Price	Line Total
1	<b>612-1-0003-HF</b>	X4 Industrial Cutter - 72" HF Open - 3/4 Inch Couplers -10" Cutting Capacity	\$10,495.00	\$10,495.00
1	<b>HF-FFC</b>	3/4" or 5/8" High Flow Flat Faced Couplers	\$295.00	\$295.00
1	<b>FREE 612-3-0013-KIT4</b>	Brush Cutter Replacement Blade Kit - QTY4	\$0.00	\$0.00
1	<b>FREE 612-3-0170-Kit</b>	Blade Shipping Retainer Kit	\$0.00	\$0.00
	<b>JAN02</b>	JANUARY SPECIAL - \$2500 OFF + FREE BLADES (\$400 VALUE)	\$-2,500.00	\$-2,500.00

<b>Subtotal</b>	\$8,290.00
<b>Shipping Cost</b>	\$1,107.00
<b>Tax Total (7.1%)</b>	\$0.00
<b>Total</b>	\$9,397.00

**Sales Tax:**

State sales tax to be paid unless a valid exemption form is received prior to shipping. AL & TX Sales Tax calculated at flat 8% rate per state guidelines. ID calculated at 6% per state guidelines.

**Freight Policy:**

Please thoroughly inspect all equipment upon arrival. Should damage be found, please notate on the delivery receipt and sign after taking pictures of the attachment while the driver is present. If the damage is not notated the freight carrier will not consider any remedy for issues that may have occurred in transit.

**Return Policy:**

Order cancellations will be assessed a 5% fee. Returned items will be assessed a 20% restocking fee plus all applicable freight charges. Only new, unused equipment is eligible for returns. Used equipment may not be returned. All returns on new equipment require pre-approval and written authorization. Custom orders are non-refundable.



EST85858



# TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

1490 Albite Road, Suite 8  
Wellington, NV 89444

(775) 266-3000

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**To:** Board of Trustees  
**From:** Roberta Reed, DBM *Reed*  
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**MEETING MINUTES**

**REGULAR MEETING MINUTES**

**DATE: August 14, 2024**

**TIME: 6:00 P.M.**

**LOCATION: TOPAZ RANCH ESTATES COMMUNITY CENTER**

3939 Carter Drive, Wellington, NV 89444

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: [TREGID2023@gmail.com](mailto:TREGID2023@gmail.com)

- 1) **CALL MEETING TO ORDER:** Led by Chairperson Sharon Becker      **TIME: 6:02 PM**
- 2) **PLEDGE OF ALLEGIANCE:** Led by Trustee Sharon Becker
- 3) **BOARD MEMBERS PRESENT:** Michael Tanner, Lisa Sandbo, Alton Randall, Jeff Burgess, Sharon Becker
- 4) **STAFF MEMBERS PRESENT:** Cathi Consolo, Frank Flaherty
- 5) **INTRODUCTION OF GUESTS:** None
- 6) **AGENDA APPROVAL:** For Possible Action: Board action to approve the **August 14,2024**, Agenda.

No Board Comments

**Public Comment before Board Action:** No Public comment.

Trustee Becker Motion to approve the agenda of  
Trustee Burgess seconded.  
Motion Carried 5-0

- 7) **MINUTES APPROVAL:** For Possible Action: Board action to approve the minutes of July 10, 2024.

Public Comment before Board Action:

Cynthia Sanchez noted the TREGID website has not been updated with minutes from June and July.

## TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

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### MEETING MINUTES

David Akola spoke to the completeness of the minutes, leaving out the illegal actions of the GID. He also stated he filed an ethics complaint against the TREGID attorney, Frank Flaherty.

Trustee Becker moved to approve the minutes as written. Seconded by Trustee Tanner.

Motion Carried 5-0

- 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. Public comment is limited to 2 minutes per speaker, and speakers will be asked to sign in for the record. The Board will not take action. The Board is not required to respond to Public Comment.

Cynthia Sanchez- spoke to Congressman Amodei, Sam Brown, Ken Gray. Congressman Amodea furthered the conversation to Washington DC. Spoke with his executive Kenneth Brooke and advised to get a grant writer. Possible duty for the DBM.

Shelley Gonzales- Question about a new building for the GID office.

Donna Tanner- Spoke about the issue of the grants and matching necessity. FEMA is the priority for matching.

Trustees Sandbo and Randall spoke about grant issues.

### CONSENT CALENDAR

#### A. FOR DISCUSSION ONLY: Bills to be paid August 2024

1. Water Bills: \$ 27,433
2. Road Bills: \$ 17,800
3. Debt Service: \$ 2,122
4. Debt service: \$ 14,831
5. Projects: \$140,002

Trustee Becker motioned to pay the bills. Trustee Sandbo seconded. Motion carried 5-0.

### REPORTS

**TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT**

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**MEETING MINUTES**

**9) REPORTS: For Discussion Only:**

A. Treasurer's Report: See attached Report

Bank and Investment Accounts	\$	295,348	Restricted
	\$	1,097,124	Unrestricted
	\$	143,086	Deposits
	\$	68,872	Debits

- B. Water Operator's Report: See attached report
- C. Road Report: See attached report
- D. Attorney's Report: Work on Meeting prep, Template contract/addendum
- E. Engineer's Report: No significant report, continued work on well #8.
- F. FEMA Report: Bids came in high. Debris phase waiting for reimbursement. Others are in the Nevada queue and remain unreimbursed.

**10) AGENDA**

**(Any items removed 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:** Adopt the new job description for a Lead Road Person. Read into the minutes.

Trustee Randall- question about salary structure

Motion by Trustee Becker to approve the description under Appendix "O" for the Lead Road position. Seconded by Trustee Tanner.

Open for Public Comment before Board action:

Cynthia Sanchez- Is the DOM making this new position schedule.

Shelly Gonzales- Is this in lieu of contractors or in addition to using contractors? How did the last contractors work out on road work?

Motion carried 5-0

- 2. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Amend SR 25.4.7 under Categories of Service to include 25.4.7.9- One(1) full-time Lead Road Person.

## 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

Motion by Trustee Becker to approve the amendment to SR 25.4.7 include Lead Road position as follows- 12.4.7.9-One(1) full-time Lead Road Person. Seconded by Trustee Randall.

Open for Public Comment before Board action: None Motion carried 5-0.

- 3. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Offer Carlos Aguilar the position of Lead Road Person at \$20/ hour with benefits.

Trustee Randall asked about this position being offered to any other employee. Make sure

Motion by Trustee Becker to authorize and direct, DOM, Rob McVicker, to offer the full-time position of Lead Road position to Carlos Aguilar at a starting wage of \$20/hour with benefits.

Seconded by Jeff Burgess.

Open for Public Comment:

Motion carried 5-0.

- 4. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Offer Carina Owens the full-time OIT position with benefits contingent upon passing the water certificate exam in September.

Motion by Trustee Becker to authorize and direct, DOM, Rob McVicker, to offer Carina Owens the full-time position of OIT upon completion of the certificate exam in September. The wage will continue to be \$19/hour with benefits. The Board also retains the right to rescind the offer if the above condition is not met within the timeframe stated. Seconded by Trustee Alton Randall.

Trustee Sandbo she will have the ability to retake the exam? She will not be designated OIT if she does not pass the exam.

Open for Public Comment before Board action:

## TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT

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### MEETING MINUTES

Cynthia Sanchez- Carina is a great employee and agrees with having her as OIT. Carina is using her personal number and recommended her phone will be paid by the TREGID.

Motion carried 5-0.

- 5. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Engage Shaw Engineering to prepare bids for FEMA culvert and Northern Road projects as soon as they are available. Each bid will not exceed \$2700.

Trustee Randall- what roads are covered in the South and North projects?

Motion by Trustee Becker to Authorize and direct Shaw Engineering to place to advertisement for FEMA bids on the upcoming Northern and culvert projects as soon as they are available with an expense to exceed \$2,700 per project for a total expense of \$5,400. Seconded by Trustee Tanner. Trustee Becker amended the motion to strike Northern road project in the motion for a total expense of \$2700. Trustee Tanner seconded.

Open for Public Comment before Board action:

Donna Tanner- The northern road project was approved at a previous board meeting. We are waiting for FEMA to complete their end.

Amended motion carried 5-0.

- 6. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the winning bid for the FEMA contract.

Trustee Becker explained the bids are \$100,000 over the FEMA estimates. Trustee Tanner explained how we might be able to fund the additional \$100,00.

Trustee Randall asked about letting the contractor that their bids are too high from FEMA estimates. What is the next step in approving this bid? Why are we not approving the bid since it will not change?

Trustee Becker explained how money from the accounts will be used to pay the bill. Monies will be used from the LPIG accounts, property taxes and consolidated taxes (which should be

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coming in September). Clarity is needed to make a good decision when using the TREGID funds.

Trustee Becker motioned to table this item until September. Trustee Tanner seconded.

Open for Public Comment before Board action:

Donna Tanner explained FEMA courses of actions for overrun coverage by appealing in a letter. Also, recommended an extension for the Southern Roads and culvert projects.

Motion carried 4-1 with Trustee Randall dissenting.

- 7. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the purchase of an asphalt roller. The budgeted expense will not exceed \$12,000.

Motion by Trustee Becker authorizes and directs DOM, Rob McVicker, to purchase an asphalt roller. The cost, including moving and tax will not exceed \$12,000 and this purchase will be completed before September 11, 2024. Seconded by Trustee Tanner.

Trustee Tanner- This is the only way to use the grindings with a positive outcome.

Trustee Randall- Agrees a roller is a valuable piece of equipment to get a good result.

Trustee Sandbo- Maintenance is cheaper to have a mechanic come rather than employing a mechanic.

Open for Public Comment before Board action:

Cynthia Sanchez- in favor if there is a maintenance plan for the equipment.

Donna Tanner- Is there going to be a group effort?

Cathi Consolo- May need more help but is a roller necessary at this time.

Brad Becker- Water break, lose road surface. Without a roller to maintain the roads to effectively repair the roads.

Motion carried 5-0.

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### MEETING MINUTES

8. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** The purchase of parts and tires for the 4-yard dump truck. The budgeted expense will not exceed \$1,500.

Motion by Trustee Becker authorizes and directs DOM, Rob McVicker, to purchase parts to repair the 4-yard dump truck. The expense will not exceed \$1,500 and will be completed in 30 days.

Open for Public Comment before Board action:

Cynthia Sanchez- Does not think \$1,500 is enough considering the price of tires.

Motion carried 5-0.

9. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the purchase of a new computer for the DOM.

Motion by Trustee Becker to table this item. No expense information was available. If the purchase is less than \$1,500 the board does not need to approve. Seconded by Trustee Tanner.

Cathi Consolo stated that Frontier has IT support and that may help with the issue.

Open for Public Comment before Board action: None.

Motion carried 5-0.

10. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Amended the previously approved expenditure awarded to Colbre. This is for the repair of the roads and was approved at the June 12, 2024, regular board meeting . The expenditure was for 9 days at \$7995 per day totaling \$71,955.

Motion by Trustee Becker to table this item until September 11, 2024. Seconded by Tanner.

Open for Public Comment before Board action: None

Motion carried 5-0.

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### MEETING MINUTES

11. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve overtime request and mileage reimbursement for the DOM, Rob McVicker. Mileage total: \$330.98 Overtime total: \$174.90 Total expense: \$505.88.

Trustee Randall- Why is this on the agenda since it is an internal GID issue? What is in the SR about documentation?

Trustee Becker- Read 25.6.11 which pertains to reimbursement to employees for mileage. The TREGID office can create a mileage log for reimbursement.

Motion by Trustee Becker authorize and direct DBM, Deborah Conner, to pay the mileage expense of \$330.98. Seconded by Trustee Randall.

Open for Public Comment:

Brad Becker- If the mileage is valid, it should be paid.

Motion carried 5-0.

12. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve Resolution 24-06 amending 25.12.4.1-random drug testing- will include the wording, "safety sensitive employees" and strike out the wording, " and managers".

Motion by Trustee Becker to accept Resolution 24-06 amending 25.12.4.1. Seconded by Trustee Burgess.

Open for Public Comment before Board action:

Motion carried 5-0.

#### 11) TRUSTEE'S REPORTS (IF ANY, FOR Discussion Only):

Trustee Becker: Attorney Flaherty work on contract addendum as recommended by the Board.

A CERT team will be forming at TREGID. Commissioner Gardner has been heading this up in the county. The county is overseeing this action. I am looking for volunteers and will be going to the Community Center to disseminate this information.



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Grindings are available to the TRE residents for their personal use. Residents must go to the office and fill out a form. Cathi and Rob will create this form. Time must be arranged with the TREGID staff, as a private citizen cannot remove due to liability. This is a limited time offer. Grants- I talked with Kenneth Brook in Washington DC. He is our direct contact for Douglas County. Karen Beckerbauer, a local resident, and grant writer is willing to help with grant writing. Planning has to be done 6 months or more for federal grants. I met with Greg Reed at TRGID as to how they got their Federal grant of \$5,000,000. He said his trustee, John Sheridan, wrote their grant.

#### 12) 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 2 minutes per speaker, and speakers will be asked to sign in for the record. 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.

Shelley Gonzales- What is going on with Well #8?

#### 13) ADJOURNMENT:

TIME:8:23 PM

Motion to adjourn by Trustee Becker and seconded by Trustee Tanner , carried 5-0.

Minutes submitted by Board Secretary Alton Randall.

**A COMPLETE RECORDING OF THIS MEETINGS DISCUSSION CAN BE FOUND AT THE GID OFFICE**

Carina Owens

I believe there's a misunderstanding with Carina's employee position. Carina is currently an OIT (Operator in training) and a roads maintenance person. I'm currently splitting her time with both water and roads. She had prematurely been pushed to take the OIT/D1 test where she got a 68% needing a 70% to pass. An OIT is comparable to an apprenticeship in the trades. Carina will qualify for her D1 after a minimum of 6 months of contact time. She can take the test again prior to the 6 months of contact time and transfer to a D1, but there isn't an OIT test.

Rob McVicker

6.6.3 A request for annual leave (see 7.5 below) does not guarantee that such request may be granted by the Board as made.

6.6.4 Emergency leave will be considered just as that.

6.7 Overtime. Overtime compensation shall be paid to hourly employees at the rate of time and a half (1-1/2) of his/her regular hourly pay for each hour worked in excess of forty (40) hours during any single calendar week; however, hourly employees having been "called out" at any time not considered their normal working hours, will be compensated for a two (2) hour minimum at the overtime rate, and all emergency "call out" times on holidays, including any times for snow removal, will be compensated for a four (4) hour minimum at the overtime rate.

6.8 Stand-by Time. This period of time is when an employee is subject to recall outside the normal business day. When an employee is on stand-by he/she is to remain within his/her cell phone signal area and be within one (1) hour's travel from the office. Stand-by time is to be considered a requirement of employment and no additional compensation will be due without the consent of the appropriate manager or Board.

**6.9 Holidays.** Legal holidays shall be defined as being those days provided for in Section 236.015 of the Nevada Revised Statutes (NRS), together with discretionary holidays, are:

**January 1: New Year's Day**

January (3rd Monday): Martin Luther King, Jr. Day

February (3rd Monday): Washington's Birthday

May (Last Monday): Memorial Day

July 4th — Independence Day

**September (1st Monday): Labor Day**

October 31st (or last Friday): Nevada Day

November 11th: Veteran's Day

**November (4th Thursday): Thanksgiving Day**

**November (4th Friday): Family Day**

**December 25th: Christmas Day**

weeks prior to the effective date of such resignation shall cause forfeiture of any accumulated benefits unless there has been Board approval to the contrary.

7.4 Layoff. Employees, to include both "full-time" and "part-time", laid off because of circumstances that may include either lack of work or insufficient operating funds shall be given written notice of such impending layoff one (1) week prior to the effective date, unless circumstances dictate otherwise; however, "seasonal" employment shall not be included in this provision.

7.5 Termination. A terminated employee shall be compensated for all accumulated or unused fringe benefits at the time of termination unless under extraordinary circumstances, and on advice of District Legal Counsel, the Board has ruled otherwise. (See 9.2 below)

**7.6 Annual Leave.** Only salaried or full-time employees shall accrue annual leave pursuant to satisfactory service at the rates shown below:

**7.6.1** Annual leave shall be earned at a rate of one and fifty-four hundredths (1.54) hours for each of the first twenty-six (26) pay periods; therefore, forty (40) hours.

7.6.2 Beginning at the twenty-seventh (27th) pay period, or the second year of employment, annual leave will be earned at a rate of three and eight hundredths (3.08) hours per pay period; therefore, eighty (80) hours.

7.6.3 Beginning at the one hundred thirtieth (130th) pay period, or the fifth (5th) year of employment, annual leave will be earned at a rate of four and Sixty-two hundredths (4.62) hours per pay period; therefore, one hundred twenty (120) hours.

7.6.4 Beginning at the two hundred sixtieth (260th) pay period, or the tenth (10th) year of employment, annual leave will be earned at a rate of six and sixteen hundredths (6.16) hours per pay period; therefore, one hundred sixty (160) hours.