

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

REGULAR MEETING MINUTES

DATE: June 12, 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 TRE GID office at the address and phone number above OR by email directed to: TREGID2023@gmail.com

- 1) **CALL MEETING TO ORDER:** Led by Chairperson Sharon Becker **TIME: 6:05 PM**
- 2) **PLEDGE OF ALLEGIANCE:** Led by Trustee Sharon Becker
- 3) **BOARD MEMBERS PRESENT:** Mike Tanner, Jeff Burgess, Sharon Becker, Lisa Sandbo, Alton Randall
- 4) **STAFF MEMBERS PRESENT:** Rob McVicker-TREGID DOM, Deborah Connor-Contract DBM
- 5) **INTRODUCTION OF GUESTS:** David Silva CPA, Hamas CPA, Commissioner Daniel Tarkanian
- 6) **AGENDA APPROVAL:** For Possible Action: Board action to approve the **May 8, 2024**, Agenda.

No Board Comments

Public Comment before Board Action: No Public comment.

Trustee Becker- Motion to approve the agenda of May 8,2024. Trustee Tanner seconded.
Motion Carried 5-0

- 7) **MINUTES APPROVAL:** For Possible Action: Board action to approve the minutes of the **April 10, 2024**.
Wrong date noted at the top. Typo

Public Comment before Board Action: No comments.

Trustee Becker moved to approve the minutes. Seconded by Trustee Randall.

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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.

Evelyn Scott- -low water pressure

Michael Howell - Meeting at Granite and TRR to fill potholes on this upcoming Saturday.

Michael May- billing issues with water.

CONSENT CALENDAR

A. FOR DISCUSSION ONLY: Bills to be paid **May 2024**

1. Water Bills: \$ 28,948
2. Road Bills: \$ 19,578
3. Debt Service: \$ 16,953
4. Capital Outlay \$ 10,000
5. Water Project: \$ 367,625

REPORTS

9) REPORTS: For Discussion Only:

A. Treasurer's Report: 4/1/2024

Bank and Investment Accounts	\$ 292,719	Restricted
	\$ 1,068,827	Unrestricted
	\$ 45,970	Deposits
	\$ 64,751	Debits
Cash Accounts:		
	\$ 417,754	Water Operations
	\$ 144,383	Water Projects Account
	\$ 101,643	USDA
	\$ 10,150	Cash in Transit to bank
	\$ 300	Petty Cash
	\$ 674,231	Total Cash

Complete Treasurer's Report Attached

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- B. Water Operator's Report: Water and Road Report Attached
- C. Road Report:
- D. Attorney's Report: Audit and Agenda
- E. Engineer's Report: Well #8 came in as expected. Road to Well #8 need improvement.
- F. FEMA Report: CVG to clean debris per FEMA bids. State FEMA is where reimbursement is currently. In kind will be used against our 25% that will be owed to FEMA.
Board discussion on Road Report- Trustee Randall, why does Shaw get the permits for tank coating rather than the contractors. Do we have a date for pothole repair.

10) AGENDA

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

1. **For Discussion: Commissioner Daniel Tarkanian presented ARPA funding possibly available:** Commissioner Tarkanian has urged the County should help if there is an avenue help. ARPA funds are available. Gave \$125,000 for Tahoe Fire Boat. Trustee Randall-how did we get the ARPA funds and what makes an organization able to apply for those funds. If TREGID wants to ask for funds from the county, recommended attending the upcoming meeting on May 20, 2024. Trustee Randall asked about any publication for access for grants. Commissioner Tarkanian said he would look into to it. Michael May reviewed his issue with his purchase of a lien home from the county. David Akola wanted to know why TREGID is not reimbursed more properly for gas and road tax. Donna Tanner wanted to know about being low on the list- is it a priority and how can we be heard. Our position was developed when the commissioners first reviewed the list who put in for ARPA funds. Cindy Sanchez stated you can email public comment and it will be read into the minutes, for those who cannot attend the meeting.
2. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the June 30,2023 Audit. David Silva CPA and Hamas CPA- Reviewed the audit. Issuing a Disclaimer of Opinion this year. Reviewed what a disclaimer meant and why it was issued. Much of the issues are due to the water billing system. Stated much of this year's audit was due to Deborah Connor's efforts. Complimented the board for taking care of many of the issues noted in the audit proactively.

Public Comment: Shelly Gonzales-will the audit be posted to the website.

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Trustee Tanner motioned to accept and approve the June 30,2023 audit. Trustee Randall seconded the motion. Motion carried 5-0

- 3. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Award the lowest responsive and responsible bid for the FEMA Debris Project #724629. CVG will be awarded the Project for \$61,000. This is to remove debris from Topaz Ranch Road, Sandstone Road, and Granite road.

Public Comment before Board action: David Akola does this include any of the ditches along side the roads? Has GID gotten releases from the property owner due to liability issues? Have drainage been surveyed? If a corner of property has been removed, GID will be liability issues.

Motion by Trustee Tanner to award the Project 724629 for debris removal not to exceed \$61,000. Trustee Becker seconded the motion. Motion carried 5-0.

- 4. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Item D was removed from the Agenda.
- 5. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Authorize and/or approve contract negotiations for road projects not covered by FEMA, including contract/s for crews to fill potholes in TRE. CVG and others were contacted. CVG bid for pothole work. Other bids were more extensive than was requested. Rob McVicker explained how this contract will be executed. This contract is predicated on 4 days' work.

Board comment- Trustee Randall wants more detail about how the roads are getting repaired long term. Trustee Tanner explained why pothole repair will work more long term and would not be wasted money. May want to combine this with chip seal and long-term plan for maintenance. Deborah Connor inquired about using Hunnewill supplying the materials at a lower cost.

Public Comment before Board action: Frank Fanto this is taking care of major repairs. DOM Rob is creating a SOP for maintenance. Michael May inquired about using hot mix. Shelly Gonzales-Can we do something with the Bergkamp since we are contracting out the roads. The DOM stated this is part of his SOP. Trustee Randall wanted to know if we can delete the DEF.

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Donna Tanner do we need permits for this. Michael Howell, in support of using hot mix. It is cheaper. Will not fill potholes this Saturday as mentioned in open public mix.

Motion by Trustee Becker to authorize and direct the DOM to do contract negotiations for roads not covered by FEMA for filling potholes not to seek \$18,237 and enter into contract. Seconded by Trustee Alton Randall . Motion carried 5-0.

- 6. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** SPB update on Water District inspection and Priority List. Approve purchase of clay valve needs replacement. Recommendation is to rebuild the unit with a rebuild kit, not to exceed \$2,000. Need to purchase a solar powered sump pump, not to exceed \$1,000. Signage is required, not to exceed \$1,000.

Public Comment before Board action: No public comment

Motion was by Trustee Becker to authorize and direct the DOM and Ken at SPB to purchase the 2-inch clay valves rebuild kit and fifteen pressure gauges not to exceed \$3900. Seconded by Trustee Randall . Motion carried 5-0

- 7. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Hire Cody Black to Shaw Engineering to produce bid packages for the FEMA Northern and Southern road projects. Cost of bid package creation not to exceed \$2700 per project.

Board comment Trustee Randall- this is for all the roads. Trustee Tanner- this is all the road, FEMA has them divided.

Public Comment before Board action:

Motion by Trustee Mike Tanner to hire Cody Shaw to produce the bid packages for the FEMA Northern and Southern Road projects not to exceed \$5,400. Seconded by Lisa Sandbo. Motioned carried 5-0.

- 8. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** As noted by multiple audits and reviews of the District operations, it is recom-

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mended that the District add a remote-controlled gate that closes behind an entering/exiting vehicle and uses access codes for security. A minimum policy should be set that requires gates are locked when staff is not present at the yard.

Board Discussion Trustee Sandbo suggested that we use a card system. Trustee Tanner also recommended the card or fob system. Trustee Burgess wanted to know how long a chain and lock will work. Trustee Tanner reiterated this remote gate was recommended by our insurance carrier.

Public Comment before Board action:

Motion by Trustee Sharon Becker direct and authorize the DOM and the minimum to have a lock and chain that secures the yard when no employee is in the yard. Trustee Randall seconded. Motion carried 5-0

9. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** District should apply to NV-BSDW for extension of time to complete tank overcoat and possible repairs due to new information received from Shaw Engineering services: Added costs related to Proposal for the exterior reconditioning of two existing welded steel potable water storage tanks in the amount of \$12,800. Specifications would require vendors to possibly rebid the project.

Board comment: Debbie Connor- Shaw Engineering contract may affect the bid costs for the tank overcoat. Shaw Engineering's findings must be presented to Resource so any unforeseen cost adjustments can be calculated. If new costs are incurred the board must approve the new contract.

Public Comment before Board action: Michael May addendums come out before bids are approved.

Motion by Trustee Becker to approve the contract with Shaw Engineering for specifications and permitting as presented for \$12,800 and forward their findings to Resource. Trustee Tanner seconded . Motion carried 5-0.

The Board has directed the DOM to get and extension of time from the BSDW through SPB.

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10. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Annual Health Insurance Renewal, (Private insurers or PEBS). This item was tabled last month.

Board Comment: The current health insurance has an HAS funded by the GID of \$416 per month per employee. Debbie Connor stated HSA can be discontinued now since there was no board authorization for the GID to be the sole contributor. PEBS is a PPO with several facilities and groups that accept this insurance.

Public Comment before Board action: No public comment

Motion made by Trustee Sharon Becker to change our current insurance carrier to PEBS and discontinue the GID contributions to the HAS. Trustee seconded Alton Randall. Motion carried 5-0

11. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Annual Liability and Workman's Compensation Policy Renewal. This was tabled last month.

Trustee Becker motioned to table this motion until costs are available. Trustee Sandbo seconded. The motion carried 5-0.

12. **For Discussion:** Tentative budget

Board Comment: Debbie Connor- This budget was prepared prior to the completed audits. The budget is going to allow for more employees and expenditures.

Public Comment: No comment

13. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Revert the deadline for agenda items to be submitted to the Board Secretary back to the 1st Wednesday of the month.

Board Comment: Trustee Becker if the date changes it will be hard to get an agenda done and posted as directed by NRS. No action was taken by the board.

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14. For Discussion only:

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

Trustee Becker: I will be sending the BOCC a newsletter. I will try to get it posted at the TRE Facebook site.

12) PUBLIC COMMENT:

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Cynthia Sanchez: Join Inc.- where are we in using Join Inc. the last week. Also, a grant writer would be beneficial.

Larry Offenstien: Worried about the skid steer setting down on TRR for the last week. McVicker will check into this and take care of it.

13) ADJOURNMENT:

TIME:8:55

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

Minutes submitted by Board Chairperson Sharon Becker.

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