

# 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 MINUTES

**DATE: November 13, 2024**

**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, November 8, 2024**, 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/>.

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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](mailto: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: [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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**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.

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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 [Trustee Becker](#) **TIME: 1802**
- 2) **PLEDGE OF ALLEGIANCE** by [Trustee Becker](#)
- 3) **ROLL CALL OF BOARD MEMBERS:**

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[All Board Members Present](#)

- 4) **STAFF PRESENT:** [Carlos Aguilar](#) and [GID Attorney](#) present.
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### 5) INTRODUCTION OF GUESTS: None

### 6) AGENDA APPROVAL:

For Possible Action: Board action to approve the Agenda for the **November 13, 2024**, Regular Meeting. Agenda item 2 (Raising basic water rate by 20%) was amended to be "For Discussion Only."

Public Comment before Board Action:  
Larry Offenstein asked why initials are not placed on agenda items representing who submitted that agenda item.

Trustee Becker made motion to approve. Trustee Randall seconded the motion.  
Motion carried 5-0

### 7) MINUTES APPROVAL:

For Possible Action: Board action to approve the minutes of the **October 9, 2024**, Regular Meeting.

Public Comment before Board Action: None  
Trustee Becker made motion to approve. Trustee Burgess seconded the motion.  
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. Speakers will be asked to sign in for the record, speak from the podium, and limit remarks to 2 minutes. The Board will not take action. The Board is not required to respond to Public Comment.

Fred Farley had a list of questions he read from: SEE ATTACHED

## CONSENT CALENDAR

### A. For Possible Action: Bills Paid for: October 2024

1. Water Bills: \$ 32,948
2. Road Bills: \$ 24,578
3. Bergkamp: \$ 2122
4. Debt Service \$ 14,831
5. Project Expenses - \$39,000

Open for public comment before Board action:  
Wendy Jackson asked what these bills meant.

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Mark Gardner asked why the dollar amounts for the bills were not in the posted agenda.

Fred Farley asked who writes down expenditures. Lisa explained how it is usually done. There was a delay on this agenda because of family illness.

### REPORTS

- 9) **REPORTS:** For Discussion Only:
- A. Treasurer's Report:
  - B. Water Operator's Report:
  - C. Road Report:
  - D. Attorney's Report:
  - E. Engineer's Report:
  - F. FEMA Report: Trustee Tanner related that certifications of completions were needed for FEMA reimbursement.

### 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:** Hiring a part time clerk. Jennifer Dickton was hired under a contract as a part time clerk at \$19 per hour pending board approval. Since she is a current PERS recipient, Attorney Flaherty related that Ms. Dickton was limited to a certain number of hours per week working for TRE GID. Trustee Randall asked if there was a position available for the applicant to fill. After discussion, it was determined that there was a spot available for a temporary office position. There was also concern that the Temporary position was not properly outlined or defined in the Standing Rules. The pay for the position is also not defined in the Standing Rules. Trustee Randall made a motion to hire the contracted employee. Trustee Becker seconded the motion.

Open for Public Comment before Board action:

Cynthia Sanchez asked how \$19 per hour was determined

Wendy Jackson expressed concern that a contract is side stepping rules and item should be tabled pending a special meeting after changing the chart/list for positions available.

Sandy Offenstein expressed concern that contracts were being done by only two board members without the knowledge of other board members.

Mark Gardner related that public comment should occur prior to board motion to frame the motion before the motion is made.

(Typically, for this GID's board meetings, motions are made for an agenda item and seconded prior to public comment. If an item is not seconded, it doesn't proceed. The comment was noted and

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would be considered at another time pending discussion with GID attorney and reference to pertinent rules and laws.)

Trustee Becker made a motion to table the agenda item. Trustee Burgess seconded the motion. Trustee Becker and Trustee Burgess voted in favor. Trustees Randall, Tanner, and Sanbo voted against the motion. Motion failed 2 to 3.

The original motion was voted on and carried 4-1 with Trustee Becker voting no.

- 2. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Raising basic water rate by 20%. **This Agenda item was requested by Trustee Tanner as “For Discussion Only” and was changed to reflect the original request.** Trustee Tanner related that we need to study an increase to rated based on increasing costs.

Trustee Becker related that a 20% increase is excessive. She showed rates from multiple GID's from the region and demonstrated that GID rates are already on the high end. She also said electric rates for the GID have only increased by one cent over a long period of time.

Mr. Flaherty related that an NRS process need to be used to discuss a rate increase.

Shelly Gonzalez asked about a study that was done concerning a rate increase. The study was done two years ago.

Consensus was made that further investigation was needed regarding a rate increase.

- 3. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Cloud-based water billing software with a monthly fee. Monthly cost would be reduced after initial software purchase. Tyler Tech was the software that was recommended. Trustee Sanbo related that use of a cloud-based billing software was recommended by the previous Audit. There is considerable cost to the use of the aforementioned software.

Trustee Becker “Laid the Item on The Table” ending the discussion of this item.

Open for Public Comment before Board action:

- 4. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** GID office rent increase to \$630.00 per month. Current rate is \$600. The new rate is for one year and the duration was dictated by the property owner.

Open for Public Comment before Board action:

Fred Farley asked about the use of the property the GID acquired on Granite. Trustee Becker explained that the zoning to use that property had not yet occurred.

Wendy Jackson asked if the term could be increased. (Length determined by owner.) She also asked where we are at in the Zoning process.

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Trustee Tanner made a motion to approve the rate increase, Trustee Randall seconded the motion. Motion carried 5-0

5. **For Discussion and possible action to approve, approve with modifications or conditions, or deny:** In order to ensure that the TRE GID Standing Rules are standardized and consistent, direct the GID Business manager to ensure that the TRE GID Standing Rules' most recent revision/s are encompassed in a PDF format. This document shall be kept on all GID computers and made available via TRE GID's webpage. A list of revisions and or changes shall be kept and maintained at the beginning of the document, and the revision number/date shall be shown at the bottom of each page of the document.

Open for Public Comment before Board action: Trustee Randall explained there is a lack of uniformity in the rules and they are not readily available to the public. Trustee Tanner related that there needs to be a way to report needed changes.

Brad Becker asked who would proof the revised rules.

Wendy Jackson said there needs to be more than one set of eyes on the process and the public should have the opportunity to review the product.

Fred Farley agreed with Wendy Jackson. He also said that several of the motions discussed on the agendas were "half assed" and should have been discussed before.

Stan Seagard related that the DBM should not be told how to standardize the Standing Rules.

Trustee Randall made the motion as above. Trustee Becker seconded the motion. Motion carried 5-0

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

### 12) PUBLIC COMMENT:

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Larry Offenstein related that the Board needs to get a handle on reading emails and to ask the Auditors how much we should raise rates.

Mark Gardner spoke on the FEMA process. He also explained that Douglas County is \$4 Million deficient in road funds; therefore, the county would not have been in a position to take over the TRE GID when it was proposed at a county board meeting earlier in the year. He was also surprised on the wide variety of water rates with GID's. He recommended doing a study to determine rates. Mr. Gardner recommended reaching out to other GID's regarding cloud-based software. He suggested applying for ARPA funds and community block grants that get

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awarded in the spring. He mentioned there is property in TRE zoned for 700 additional residences. The GID Board has to request rezoning of the property on Granite Rd.

Donna Tanner expressed confusion why Trustee Randall maintains his position on the board despite not winning the election.

Mark Gardner related that Trustee Randall was not required to participate in the election and maintains his seat because, according to NRS, his position is not up for election for two more years.

Mark Gardner also wanted on the record that the agenda process should start with the agenda item, followed by board discussion, then open to public comment to frame the motion prior to the motion being made.

Wendy Jackson asked when the Commercial Block Grant letter of intent is due.

- 13) **ADJOURNMENT** Motion made by Trustee Randall. Trustee Becker seconded motion.  
Carried 5-0 **TIME: 2040**



GID Questions for meeting Nov.2025

> GREAT job by Rob - Road/water crew - Office staff...

...I haven't seen GID roads repaired this good in 20 years.

1. I hear great progress is made on building the GID's new website...  
kudos to all involved.

\*\*I am requesting ALL public documents be available 24/7 on the new website

**?Is there a Board member with direct oversight?**

2. What is the status of the plan to Oil AND Roll ALL the roads where the Grindings have  
or will be been spread?

?What monies are identified / allocated...what are the SOPs?

**?Is there a Board member with direct oversight?**

3. Well #6 Permit is lapsed...not in effect...

? What is plan & ETA to resolve this issue?

\*\* I am requesting a copy of the Road Report that notified the Board of this issue.

**?Is there a Board member with direct oversight?**

4. **ARE** Road & Treasurer reports / Budgets etc. public records?

Are they avail to public on request ???

I have always obtained these routinely in the past, at a meeting or from the office.

I have been unable to obtain any reports **in any regular fashion since 2023.**

\*\*I am requesting copies of all:

..public reports for 2024.

..road reports going back to Rob's hire

..Treasurer's reports going back as far as possible.

**\*\* How far back GID is required to keep & provide these reports, for public use.**

5. What is BALLPARK TOTAL of funds that FEMA has reimbursed or will reimburse the  
GID to date..and in total?

6. What is the current, total amount the GID has paid for legal representation (lawyer) -  
itemized month to month - year to date - since @ Jan - Mar 2023...?

7. Regarding GID Yearly Audit. When is it's due date?

When does GID anticipate actually submitting it?

\*\*I am requesting a copy as soon as it is available

**?Is there a Board member with direct oversight?**

8. How can I submit future written questions to this meeting / Board if I am unable to  
attend?