

# 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

### Regular Meeting Minutes

**DATE: September 11, 2024**

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

**LOCATION: TOPAZ RANCH ESTATES COMMUNITY CENTER**

3939 Carter Drive, Wellington, NV 89444

**POSTING:** Copies of the finalized agenda, were posted by 9:00 am on **Friday, September 6 , 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.

**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 their remarks to two 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:** All Present

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4) **STAFF PRESENT:** Lead Worker Carlos present and Debra Connors on phone

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5) **INTRODUCTION OF GUESTS:** Colton Dodge of Shaw Engineering

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6) **AGENDA APPROVAL:**

For Possible Action: Board action to approve the Agenda for the **September 11, 2024**, Regular Meeting. Agenda amended to delete Item C and D.

Public Comment before Board Action: Motion Carries 5-0

7) **MINUTES APPROVAL:**

For Possible Action: Board action to approve the minutes of the **August 14, 2024**, Regular Meeting

Public Comment before Board Action: Donna Tanner requested that meeting minutes from Item 6 from last month's meeting be changed to reflect that the Northern Road Project was the one approved.

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 their remarks to two 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 September 2024

1. Water Bills: \$ 34,659
2. Road Bills: \$ 20,317
3. Bergkamp: \$ 2122
4. Debt Service \$ 14,831

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Open for public comment before Board action:

### 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:

### 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:** Award the construction contract for Phase 2B Well 8 Equipping ,including Add/ALT s 2 & 3 for 536 automated meter radios and meter reading drive by system to Seirra Nevada Construction, Inc. in the amount of \$651,207.00 and authorize a construction contingency up to \$30,000.00. This project is funded through USDA and State of Nevada Office of Financial Assistance. Approval authorizes the chairman to sign all agreements and related documents required by USDA and the State of Nevada Office of Financial Assistance for the well equipping project. Shaw Engineering See Item #1 Board Packet.

Colton Dodge gave a presentation and verified that funding was approved by the State.

Open for Public Comment before Board Action: Motion carried 5-0

- B. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approval of the full-time seasonal hire - Rick Mendoza. See item #2 Board Packet

Open for Public Comment before Board action: Carlos approved of new employee  
Motion Carried 5-0

- C. **For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Contract for the YE 23-24 audit with Silva, Sceirine and Associates engagement letter. The fee is \$21,000. See Item #3 Board Packet

Open for Public Comment before Board action: Deleted

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- D. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Changing office hours during the holidays. The Board has received a request to close the office November 28 and 29 and December 23 - 27. This request is pertaining to only the clerk/accounts receivable position (Susie) and the bookkeeper/accounts payable position (Cathi Consolo).

Open for Public Comment before Board Action: Deleted

- E. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Review of bids for redesign/update to TREGID website. See Item #4 in board packet.

Open for Public Comment before Board Action:

Trustee Becker presented 6 bids. Streamline, Axiom, KPS3, BDG Web Design, Bennett Queen, and Kaisi. It was determined that more research was needed on the quality of the work of the aforementioned website designs.

Motion tabled. 5-0

- F. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Award the FEMA Southern Road Project contract. This item was tabled from the August 14, 2024 TREGID Regular Board Meeting. See Item #5 in board packet.

Open for Public Comment before Board Action

Although the bid was over FEMA estimate, it was determined that we have the funding available to move forward and request reimbursement for the additional cost.

Motion passed 5-0

- G. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the new starting and post-orientation period wage scale. See Item #6 in board packet.

Open for Public Comment before Board Action

Trustee Randall inquired from the Business Manager (Ms. Connors) what kind of raise the TRE GID budget would support. She related in essence that she would have to research.

Wages that current employees were hired at, became the new hiring wage with an additional 3 percent to the DOM position. Upon completion of the 90 day probationary period, wages would increase by 3 percent across all positions.

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Motion passed 5-0

- H. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve the transfer of \$90,000 from Short Lived Assets account and \$12,000 from TREGAQ account to the Operating account. Both of these accounts are held in the LGIP accounts.

Open for Public Comment before Board Action

Motion passed 5-0

- I. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Set up a remote postal account to effectively and efficiently process checks and bills

Open for Public Comment before Board Action

Motion tabled

- J. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve Resolution 24-07 amending 25.4.7 to include 25.4.7.9 - One (1) full-time Lead Road Person.

Open for Public Comment before Board Action

Motion passed 5-0

- K. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:** Approve Resolution 24-08 adding Appendix "O" to Standing Rule 25-Lead Road Person.

Open for Public Comment before Board Action

Motion passed 5-0

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

**12) PUBLIC COMMENT:**

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**13) ADJOURNMENT**

**TIME:**       2025