

Churchill County Mosquito, Vector and Noxious Weed Abatement District
Board of Trustees
Churchill County, Nevada
7400 Reno Highway
Fallon, Nevada 89406
Meeting April 9, 2020
OPEN MEETING SESSION

AGENDA

- 1 Call to Order: Chairwoman Christy Lattin called the meeting to order at 5:30 p.m.

Present were the following via Zoom Meeting or teleconference:

BOARD OF TRUSTEES

Chairwoman, Christy Lattin

Vice Chairman, Mike Spencer

Trustee Tom Hutchings

Trustee Marion Jonte, Jr.

Trustee Sheldon Chipp

District Manager, Nancy Upham (at the meeting location 155 N. Taylor)

Legal Counsel, Ben Shawcroft

James Cork

Fallon Merbs

Public Present at the meeting (155 N. Taylor, Room 102, Fallon, Nevada):

Sharon Harper

2. Pledge of Allegiance:
3. Public Comments: None
4. Review and Adoption of Agenda: Chairwoman, Christy Lattin moved to adopt the agenda as written. Trustee Sheldon Chipp seconded. The motion carried unanimously.
5. Discussion and approval of Minutes
Chairwoman noted that everything looked fine. Trustee Sheldon Chipp moved to approve the minutes as written. Trustee Hutchins seconded. The motion carried.
6. Certificate of Posting
Ms. Upham noted that the agenda was posted in accordance with NRS Statutes and that in light of social distancing measures and that some posting locations were closed to the Public, she had posted it at the County Administration Complex, the County website, the State website, the Law Enforcement Building, the District Facility (7400 Reno Highway) and left a copy at Jeff's Office Supply, as well.

7. Correspondence

1. 1-30-20 Optum Health Financial Services Validation correspondence
Ms. Upham noted that this document had accidentally been left out of the February Board packet but that it just confirms that this Optum Health Plan has been set up for any employees that want to change to it in the future.
2. 2-14-20 Agreement for Professional Services with Thomas Lukas
Ms. Upham noted that this is the contract set up with Thomas Lukas for accounting services for one year or to be extended as determined later.
3. 2-16--20 Aerial Contract with Jerry Frey
Ms. Upham noted that Trustee Jonte pointed out that the last aerial contract document that we had signed with Mr. Frey did not include the word "Noxious" before the "Abatement District." This is an updated document to include that correction.
4. 2-19-20 Fee Changes with Jordan Walsh with Holland and Hart
Ms. Upham noted that this memo defines a new fee structure in our contract work with Ms. Jordan Walsh as our Labor Law Attorney.
5. 2-21-20 Proposed changes to Title 3
Ms. Upham noted that this memorandum defined Title 3 and that changes made to the County Policy. The "District By-laws" reflect the language in the County's Title 3 Policy and that these changes will also be made to the District By-laws. The District by-laws are add to that of the Collective Bargaining Agreement but that the Collective Bargaining Agreement stands above that of the District By-laws if there is different language to the represented employees.
6. 2-21-20 Complaint No. 1545705 – OSHA Dept. of Business and Industry
Ms. Upham introduced complaint number 1545705 with the Nevada OSHA Department of Business and Industry. More specifically, this complaint addressed potential of mold in some insulation in the chemical containment room. This will be addressed later but that the situation had been taken care of.
7. 2-24-20 2020 Aquatic and Rangeland Weed Control Training.
Ms Upham noted that this made reference to a 2020 Aquatic and Rangeland Weed Control Training webinar. Unfortunately, as relevant as this training would have been, it had been cancelled. She hopes that these trainings will be available in the future.
8. 2-26-20 District Response to Complaint No. 1545705 with OSHA
Ms. Upham noted that this memorandum was the District's response to Complaint number 1545705 with OSHA and noted that on Monday the complaint had been received. Tuesday Management had Avalon Disaster Service come to the facility to complete a formal inspection. It was determined that there was no mold in the insulation. On Thursday this memorandum had been taken to the OSHA Department in Reno in order to be in compliance with regulation.
9. 3-4-20 Celis Nozu – Davies Claims Solutions – Third Party Injury Claims
Ms. Upham noted that this correspondence provided notice of new forms to be filled out for any injuries on the job.

10. 3-16-20 Clarke Early Order Extension Notice
Ms. Upham noted that saving 6% on larvicides and some adulticides which cost thousands of dollars is a significant savings and that she intended to put in an order tomorrow in order to meet this saving deadline.
11. 3-19-20 Avalon Disaster Service correspondence
Ms. Upham noted that this memorandum formally concluded that there was no mold in the insulation as per inspection.
12. 3-20-20 Families First Coronavirus Response Act Information – Jordan Walsh
Ms. Upham noted that this is new and a big deal which includes ALL employers being responsible to give employees 10 weeks of time off if they are sick with coronavirus.
13. 3-25-20 Meagan Amunsen – NV OSHA Inquiry letter
Ms. Upham summarized the the letter confirmed with the District that the case was closed.
14. 3-31-20 AMCA Keystone Virus Biology training
Ms. Upham summarized that this is a mosquito-borne illness transmitted through a mosquito species predominantly on the East Coast, viruses are prone to change. In that West Nile virus started on the East Coast, it became apparent that the virus could be transmitted through other potential species. The relevance that the National Mosquito Conference is putting out is that the science does not support that Coronavirus is transmitted by mosquitoes but that having a mosquito-borne illness on top of the Coronavirus may make it significantly more life-threatening and that for that reason, our work is an “essential job function.”

Chairwoman Christy Lattin said that she had a question regarding the OSHA situation. She asked Ms. Upham if Management had heard of any leak in the chemical containment room prior to the OSHA complaint. Ms. Upham said “No., and that according the inspector, there was no indication of moisture in the insulation at all.” Ms. Lattin noted that “a defect in the building was not brought to Management's attention before a complaint was filed with State OSHA. Is that correct?” Ms. Upham noted that “Yes, that is correct.” Ms. Lattin concluded, “Ok. Thank you for clarifying.”

8. Appointments: None

9. Old Business:

1. Discussion and review of the 2019 Annual report – Read by Chairwoman Lattin
Ms. Upham said that her intentions with this annual report was to highlight what made this year different from the last few years. She noted that she intended to make it a virtual tour with the assistance of a camcorder to show the Trustees a number of problem areas in the field. This intent will be utilized in the future at Board meetings and for use on the District web page.

She noted that the introduction was typical information but the significance was that it was the third excessive water year in a row. She noted that she did an aerial comparison between 2017-2018-2019. She had thought that potentially the spring of 2017 with the “Big Dig” effort could have cost the District its entire budget in response to operations. It did not and the big take from the three excessive water years is that it was not as bad

For the Mosquito Program, she noted that there were 363 service requests called in during 2019 which reflects the comfort of the Public in calling in for service. The other strange aspect of this was that that number was greater than that of 2017's excessive water year. She noted that the District had hired a seasonal to do storm drains, mosquitofish and assistance to the other staff. Unfortunately, he had to leave early on for a Peace Corps. Commitment. She reviewed another attachment comparing many aspects of West Nile virus such as positive mosquito pools and locations, seroconversions in birds, and human cases. She also passed out a comparison of aerial applications between the three year and the expenses and acreage associated with larvicide flights versus adulticide flights. See attachment. The District also purchased a new used (2013)ARGO for District staff to use in the field from Douglas County. It has been noted to be a good investment. Finally, a complaint was filed with the County Planning Department regarding a consistently over-irrigated pasture and viral concerns stemming from the standing water. The District addressed possible engineered solutions but the property owner has resolved to lessening the amount of irrigation so as to not have this problem occur throughout the 2020 season.

With the Noxious Weed Program, Ms. Upham attached the State Noxious Weed list and offered field guides for the identification of noxious weeds in Nevada. In 2019, the District was reimbursed \$14,076.45 for noxious weed work complete in 2018. The State pays the District \$90.36 per mile of pre-emergent weed control treatment. The State pays the District \$31.08 per mile of post-emergent weed control treatment. Noticeably, the pre-emergent herbicides are considerably more expensive but if they take well with respect to moisture in the ground, there is less post-emergent noxious weed control work that needs to be done.

As for District goals, Ms. Upham summarized her priorities going into 2020 as the following:

- Public Education and Public Relationship
- Setting up a Website and subsequent website maintenance
- Billboard promoting District Missions
- Working with the County Public Information Officer and website
- Working with Social Services and the Board of Health website
- Possible investment with chicken blood sampling and testing for improved viral testing
- Improved noxious weed control efforts on right of ways
- Possible hiring of seasonals to perform post-emergent noxious weed control work

She concluded by noting that it has been a good year and she felt that the District had a good foothold in the Community with a notable presence and a noticeable presence. This applies to the facility as well as the staff presence.

Trustee Marion Jonte asked if she felt that it would be wise to send a thank you note to TCID. Ms. Upham agreed that that would be a very good idea. Trustee Jonte also asked if she felt that the County Public Information Officer would work better with the District in the future before putting information on the County website causing reactionary concern levels in the Community. Ms. Upham felt that that would be a priority to stay

as it could have been. See attached comparison.

She then summarized financial topics of interest. First, the Audit was completed without any significant non-compliance findings or deficiencies. She noted that Auditor, Jim Sciarani was pleased with the Accounting oversight performed by Thomas Lukas. Second, the GASB and OPEB Actuarial studies completed for this last audit means that the District does not need to complete one for next year's Audit. They are required every two to three years. Third, she noted that when the District sold the land intended for building a new facility to Dan Fagundes, that allowed us to put half of the amount into the general fund for operations and pay half of the amount toward the principal of the loan. This July the District will be making its last loan payment.

She then summarized a few Employee / Union related topics of interest. During the winter of 2018-2019, the Union agreed to a "Agreed time off Memorandum." Then, the Union and District negotiated for a three year collective bargaining agreement. Through negotiations, this previously noted topic ended up as a temporary layoff scenario. The salary adjustments for the next three years are 2.5% for 2019, 2% for 2020 and 2% for 2021 (initiating on July 1st of the designated year). She noted that there were no split shifts during 2019 as it was important to have the staff in the field for their daytime shifts and the weather was not excruciatingly hot and that any after hours work resulted in overtime pay. She noted that there were a few timecard concerns that were resolved as non-issues. She noted that a former employee was sent a letter stating that he still owes the District for some insurance premiums paid while he was out on workers compensation. And that lastly, the District's Administrative Assistant, Judy Vannoy retired on September 1, 2019.

She summarized a few noteworthy Departmental Cooperative improvements for 2019. The Road Department started doing some pre-emergent weed control for especially some of the nuisance weeds afflicting the County. She noted also that TCID had completed extensive work to remove weeds and clean out the main canals and some lateral drains which helps the flow in the drains and lessens potential stagnant water in drains which causes the District more work. She addressed that the District maintains a good working relationship with Parks and Recreation for the ballfields and soccer fields and fogging efforts. This resulted in a relationship where our staff has the ability to use one of their Ford Explorers to carpool to trainings in Reno. The District maintains its relationship with the Tribe. Mr. Quinn Nuffer worked with their fogging equipment as needed and Ms. Nancy Upham worked to coordinate trapping and testing for adult mosquitoes and viral concerns. Ms. Upham also then worked with the Board of Health in staying current and transparent with West Nile viral concerns in the Valley. Finally, the District and the Lahontan Conservation District provided its educational class for noxious weeds in which participants would be educated on the identification and safety requirements for spraying noxious weeds and herbicides in general. With that, they would then receive a designated amount of 2, 4-D (dependent on acreage owned) to treat their weeds for free. Mr. Nuffer taught those classes and worked with Christy Sullivan from the Lahontan Conservation District. Ms. Upham wrote the year end review submitted to the Carson Water Subconservancy District justifying funding for the next year. The District Management maintained its role as Chairman of the Cooperative Weed Management Area group and had two meeting with the Department of Agriculture, the Road Department and NAS Fallon. All of these were good partnerships.

ahead of.

10. New Business:

1. Discussion and possible action regarding Title 3 changes and how they are relevant to District staff under the current CBA. Chairwoman Lattin introduced the agenda item. Ms. Upham summarized that she will be addressing these changes with the Board in the next few meetings. Ms. Lattin noted that she has been provided a working document and has gone through it to figure out where the language needs to be changed and will work with District Management on this document.
2. Discussion and possible action regarding the FY 2020/2021 Tentative Budget. This was introduced by Chairwoman Lattin. Ms. Upham noted that the problem with this year's Budget overall is that the impact of the Coronavirus and lack of work issues will result in a minimum of 4% reduction of revenues which is an equivalent to \$22,000.00 figure. Then, next years revenues will be impacted likely even more given the amount of time that people are not working due to "stay home" declarations. She noted that she will complete the tentative budget and submit it to the State Department of Taxation and will focus significant thought to detailing the lesser revenues and expenses going out. She said that she will present it to the Board of Trustees at the May meeting. Chairwoman Lattin asked if we still wanted to purchase two quadrunners or should we consider only purchasing one with this investment in mind. Through careful discussion regarding needs of the District as well as rebates and reasonable prices, the Trustees agreed to go ahead with the purchase of two quadrunners.
3. Discussion and possible action regarding the District cooperative investment with Douglas County for a PrecisionVision 35 UAS drone. This is a review of shared costs between the District and Douglas County Mosquito Abatement District and the projected use of this equipment. Introduced by Chairwoman Lattin.

Ms. Upham noted that Douglas County is making this investment. It is not an every day piece of equipment. Thus, when discussion between Krista Jenkins (Douglas County Mosquito Abatement Manager) and Ms. Upham happened, it became clear that it may be a good, cooperatively shared investment. We can schedule around application needs and take two week spans of time between the District with this drone. Douglas County already had an employee who is licensed to pilot the drone until we can also be licensed to do so and Ms. Jenkins is willing to share his skills with our District. This equipment is calibrated through GPS and Google earth and will provide much more accurate application of larvicides as well as a better documented paper trail for applications. The overall price is approximately \$47,000.00. Ms. Upham noted that Ms. Jenkins was fine with our District contributing \$10,000.00 from this years fiscal budget and \$10,000.00 from next years budget in order to offset the total cost in a cooperative manner. She also noted that it can apply both liquid and granular material and the ability to apply such larvicides into areas that our staff has problems getting into is a huge benefit.

Trustee Sheldon Chipp noted that he would like to see us get involved with this as there are areas that staff cannot get into or would be getting equipment stuck attempting to get into it. Chairwoman Lattin agreed that it seemed like a good thing to pursue. Trustee Tom Hutchins questioned whether the police or TCID would be interested in

participating in this. Attorney Ben Shawcroft asked how soon we would need official approval for this cooperative investment. Ms. Upham said that it could be done in May as then we would have it between the Districts in early July. Trustee Marion Jonte asked if there was any advantage to leasing it. Ms. Upham noted that it would probably cost more in the long run to do that versus this cooperative initial “buy in”. Trustee Mike Spencer asked if the Budget concerns are relevant to this investment. Ms. Upham noted that the money saved in calibrated application as well as manpower efficiencies would most likely offset or save the District money in the long run. Chairwoman Lattin noted that we can make the decision at one of the May meetings.

11. District Manager's Report

Ms. Upham summarized that this Management report covers the February – March timeframe and summarized the following topics:

OSHA Complaint

Assistant Manager, Quinn Nuffer's tragic death on February 25, 2020

Staff return from temporary layoff (two on March 2 and the other two on March 16, 2020)

Staff larvicided approximately 168 acres in March

Management staggered employees start time in order to minimize physical contact.

Management worked to provide Google Earth maps for applications in the field

Management started Lahontan Conservation District cooperative weed classes

Chairwoman Lattin asked if Management felt that the staff would be prioritizing mosquito abatement work this year. Ms. Upham agreed and noted that she may hire seasonals to do the post-emergent noxious weed abatement work.

12. Board Members Reports - None

Chairwoman Lattin asked Attorney Ben Shawcroft if he felt that he could complete the District Manager's evaluation by the next meeting. He agreed to do so. There was discussion as to who needed the evaluation forms.

Chairwoman Lattin also asked if the Tribe had been made aware of Mr. Nuffer's death and that could we possibly have other staff assist the Tribe with their equipment needs. Ms. Upham agreed.

Trustee Tom Hutchins asked about the Secretary and Assistant Manager positions needing to be filled. Ms. Upham noted that she is working on those actions.

14. Expenditures

Chairwoman Lattin read the three months expenditure breakdowns.

January 2020

Payroll	\$17,793.59
Expenditures	\$51,861.46
Total Overall	\$69,655.05

February 2020	
Payroll	\$12,369.53
Expenditures	\$91,100.08
Total Overall	\$103,469.61

March 2020	
Payroll	\$16,679.30
Expenditures	\$33,379.23
Total Overall	\$50,058.53

Trustee Mike Spencer moved to approve the expenditures. Trustee Marion Jonte seconded the motion. The expenditures passed unanimously.

15. Public Comment

Fallon Merbs asked about service requests being forwarded on to District Manager's personal cell phone when we do not have a secretary in the office. Ms. Upham noted that there haven't been that many service requests to date and that this early on, the process of taking them off of the answering machine was working.

16. Adjournment – 6:42 pm