

Churchill County Mosquito, Vector and Noxious Weed Abatement District
Board of Trustees
Churchill County, Nevada
7400 Reno Highway
Fallon, Nevada 89406
Meeting May 22, 2020
FINAL BUDGET MEETING

AGENDA

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

Present were the following:

BOARD OF TRUSTEES

Chairwoman, Christy Lattin

Vice Chairman, Mike Spencer

Trustee Marion Jonte, Jr.

Trustee Sheldon Chipp

Trustee Thomas Hutchings

Legal Counsel, Ben Shawcroft

District Manager, Nancy Upham

Public present:

James Cork

Sharon Harper

2. Pledge of Allegiance: Chairwoman Christy Lattin recited the Pledge of Allegiance.

3. Public Comments:

Jim Cork noted that he had a comment. He stated that at the end of the last meeting, Chairwoman Lattin made a comment that didn't allow anyone the opportunity to ask questions about anything in the financial report. Chairman Lattin asked him to state his question again. Mr. Cork reiterated that after all was said and done after the expenditure report, Ms. Lattin noted that any questions about anything in the financial report were off limits or not allowed. He then noted that the "better question would be if there is a recording of the last meeting?" District Manager, Nancy Upham noted that there is a recording. Ms. Lattin agreed that there is a recording but that she did not recall squashing questions. Trustee Mike Spencer noted that he did not recall that either. Mr. Cork stated that he may be mistaken but that he is requesting a copy of the audio recording of the last meeting. Ms. Lattin noted to Ms. Upham to please get him a copy of the audio for the last Board meeting within ten working days. Ms. Upham asked Mr. Cork to bring a USB drive to the shop for this recording and thanked him for doing so.

Legal Counsel Ben Shawcroft asked to briefly comment on the last discussion. He said that many times people have questions in public comment. He advised that Board that they do not need to those nor does Ms. Upham need to respond to those questions. He reiterated that public comments are mostly intended for making comments. He emphasized that there is nothing that requires the Board to respond to a question presented by a member of the Public. He said that as Legal Counsel with respect to

questions regarding finances, if you have a comment, make a comment. If you have a question, take it to the District Manager. The Board isn't in a position to be responding to questions about expenditures in an open meeting like that. Chairwoman Lattin thanked him for his legal interpretation.

4. Review and Adoption of Agenda:

Chairwoman, Christy Lattin moved to adopt the agenda as printed. Trustee Mike Spencer seconded. The motion carried unanimously.

5. Discussion and approval of Minutes - May 14, 2020

District Manager, Nancy Upham noted she did the minutes for reference if needed but that it would be better to have them reviewed and approved at the next monthly meeting. She suggested to the Board members to keep the copy of the minutes to be tabled for the next monthly meeting.

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 None

8. Appointments: None

9. Old Business:

1. Discussion and possible action regarding a merit increase for the District Manager, Nancy Upham, which will be in an amount to be determined by the Board of Trustees.

Chairwoman Lattin noted that following the evaluation with an overall favorable score over 4.0, she suggested moving Ms. Upham to Grade 69, Step 10 on the County Grade / Step Pay Range. Trustee Sheldon Chipp noted that he remembered moving her to Step 10 last year. Ms. Lattin then suggested moving Ms. Upham to Step 11 after this evaluation which amounts to a 2.5% increase. Trustee Tom Hutchings asked about the original compiled evaluation forms. Legal Counsel Ben Shawcroft noted that they were kept at the District. Trustee Mike Spencer motioned to move Ms. Upham up to Grade 69, Step 11. Trustee Chipp seconded. The decision was unanimous. Ms. Upham thanked the Board of Trustees.

2. Discussion, review and possible action regarding the purchase of a 2013 Ford F150, Four door, Four wheel drive pick up truck VIN 1FTFW1EF8DFA62647 for the amount of \$23,223.25 from Churchill Auto Sales (270 W. Williams Ave. Fallon, Nevada). The approved sale of this vehicle also includes a secondary action item being the discussion and possible action of purchasing an extended warranty for this vehicle from Churchill Auto Sales (Agent) for the amount of \$2,500.00 to cover another 6 year/ 80,000 mile period starting from the current mileage of approximately 32,454 miles.

Ms. Upham noted that this vehicle is very similar to the other fleet vehicles that the District currently owns with interior coloring, etc. She also noted that she checked with Brian Gilmore from Branch Automotive who is currently servicing the District vehicles. He said that everything looked good in the car fax review and that it seemed like a well taken care of vehicle. Ms. Upham noted that that was determination number one. The second determination is that of an extended warranty for \$2,500 for 6 years or 80,000 miles. To have a \$100 deductible, it is a good investment as we take District vehicles over difficult terrain. She noted that she has seen extended warranties that are significantly more expensive than that. Trustee Chipp noted the same and that many cover less and do not offer as much. Trustee Tom Hutchings noted his concern that the vehicle had been in Arkansas where they have been having flooding. Ms. Upham noted the point well made. Mr. Hutchings noted that either way the warranty should cover any electrical problems with vehicles suffering water damage. Chairwoman Lattin asked if the vehicle had been in flood water. Trustee Sheldon Chipp and Trustee Marion Jonte noted that the vehicle came from Alberta, Canada. Ms. Upham noted that it had been in Alberta, CA. Until July 2019 where it went through Arkansas. Chairwoman Lattin noted her agreement with the extended warranty being a good idea and asked if all Trustees were in agreement. Mr. Shawcroft noted that the vote can be done through one motion. Trustee Chipp moved to purchase this vehicle (2013 Ford F150, four door, four wheel drive pick up truck, VIN 1FTFW1EF8DFA62647) for the amount of \$23,223.25 with the extended warranty adding \$2,500 to the vehicle cost for an overall price of \$25,723.25 from Churchill Auto Sales at 270 W. Williams Ave., Fallon, Nevada. Trustee Hutchings, Spencer and Jonte all seconded and the motion carried unanimously. Chairwoman Lattin asked who will be driving the new truck. Ms. Upham noted that that is "to be determined". Mr. Cork noted that he was going to ask the same question but also wanted to know what the reasoning was for the crew cab. Ms. Upham noted that it will be used to go to trainings and that she can see other benefits to having a larger vehicle.

10. New Business

1. Discussion, review and possible action of the FY 2020/2021 Final Budget.

Chairwoman Lattin read the agenda topic. Ms. Upham noted that she had five original copies that needed formal signatures. She noted that one copy goes to the County, two to the State, one to the District and a fifth to whomever may need a copy. She noted that the only question that she had with the numbers is with "capital outlay" as the quadrunners, the drone, and the vehicle total over the budgeted amount. However, she noted that the quadrunners are on back order and will probably be available and thus purchased in the next fiscal year's budget. Trustee Marion Jonte asked if the District has heard of any other decreases in funding. Ms. Upham noted that all that she has heard is the potential 14% from the original State concerns. Mr. Jim Cork questioned the breakdown of our tax base between the property tax and the sales tax. Ms. Upham noted that the SCCRT tax revenues come from sales of cigarettes, alcohol, etc. and that those revenues will be significantly impacted by Covid19. Mr. Cork asked for percentages and amounts of impacted revenues. Ms. Upham responded that real estate has been affected as well and that the overall impact of both will be potentially significant. Trustee Mike Spencer moved to approve of the FY 2020/2021 Final Budget. Trustee Sheldon Chipp seconded. Chairwoman Lattin noted that the vote was unanimous and a job well done with the budget.

11. District Manager's Report None
12. Board Members Reports -
 Chairwoman Lattin noted that it was nice to see everyone again. Trustee Tom Hutchings agreed as he was not happy with the zoom meeting arrangement.
13. Request for future agenda items
 It was discussed that the May 14, 2020 minutes were to be on the next agenda by Chairwoman Lattin. Ms. Upham noted that the District's Mission and Goals should be addressed as well as possibly the Title 3 changes that the District mirrors.
14. Expenditures None
15. Public Comment None
16. Adjournment – 5:50 pm