

**CHURCHILL COUNTY MOSQUITO, VECTOR, AND NOXIOUS WEED ABATEMENT  
DISTRICT**

**BOARD OF TRUSTEES  
CHURCHILL COUNTY, NEVADA**

**7400 Reno Highway  
Fallon, Nevada 89406  
(775) 423-2828**

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**\*\*\*NOTICE OF PUBLIC MEETING\*\*\***

*Please Post*

**PLACE OF MEETING: Churchill County Administration Complex, Room 145  
155 North Taylor, Commissioners Chambers**

**Fallon, Nevada**

**DATE: Thursday the 14th day of January, 2021**

**TIME: 5:30 P.M.**

**TYPE OF MEETING: Monthly Operational Meeting for December 2020**

**Notes:**

1. This meeting is subject to all provisions of Nevada Open Meeting Law (NRS Chapter 241). Except as otherwise provided for by law, this meeting is open and public.
2. Action will be taken on all agenda items, unless otherwise noted.
3. The agenda is a tentative schedule. The Churchill County Mosquito, Vector, and Noxious Weed Abatement District Board of Trustees may act upon agenda items in a different order than is stated in this notice-so as to affect the people's business in the most efficient manner possible.
4. In the interest of time, the Churchill County Mosquito, Vector, and Noxious Weed Abatement District Board of Trustees reserves the right to impose uniform time limits upon matters devoted to public comment.
5. Any statement made by a member of the Churchill County Mosquito, Vector, and Noxious Weed Abatement District Board of Trustees during the public meeting is absolutely privileged.

**Agenda:**

1. **Call to Order.**
2. **Pledge of Allegiance.**
3. **Public Comment.**
4. **Review and Adoption of Agenda.**
5. **Discussion and approval of Minutes.**
  1. Review and approval of minutes from December 10, 2020 Open Session.

2. Review and approval of minutes from December 22, 2020 Open Session.
3. Review and approval of minutes from December 30, 2020 Open Session.

**6. Certificate of Posting.**

**7. Correspondence**

1. 12-03-20 Ralph Handel - Request to advance to Board Review (Merbs)
2. 12-18-20 Nancy Upham - Ms. Merbs Five day notice of Board Review

**8. Appointments**

**9. Old Business**

1. Discussion and possible action ratifying a one year contract with Dowd Bookkeeping Services, LLC to perform our Accounting work. This contract would include a monthly fee of \$1,050.00.
2. Discussion and possible action regarding putting the previously surplused 200 Dodge Ram 1500 into a public auction or selling it to interested buyers that have inquired about it.

**10. New Business.**

1. Discussion and possible action regarding the 2021 Aerial Contract with Frey Spray.
2. Discussion and possible action regarding the appointment of a new Board member to fill the vacant Board position.
3. Discussion and possible action regarding the selection of the following Board positions.
  - A Chairwoman or Chairman of the Board of Trustees
  - B Vice- Chairwoman or Vice-Chairman of the Board of Trustees

**11. District Manager's Report and Operations Review.**

**12. Board Members' Reports.**

**13. Any requests for future agenda items.**

**14. Expenditures.**

1. December 2020 Expenditures

**15. Public Comment.**

## 16. Adjournment.

*I, Nancy Upham, on behalf of the Churchill County Mosquito, Vector, and Noxious Weed Abatement District Board of Trustees, do hereby certify that I posted, or caused to be posted, a copy of this notice of public meeting, before 3 pm on the 8th day of January 2021, at the following locations:*

1. District Office 7400 Reno Highway, Fallon, Nevada
2. Churchill County Law Enforcement Facility, 73 N. Maine St. Fallon, Nevada
3. Churchill County Administrative Office Complex, 155. N. Taylor St. Fallon, Nevada
4. Churchill County Website @ <https://churchillcounty.org>
5. The State of Nevada Website @ <https://notice.nv.gov/>



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### Disclosures:

- \* Churchill County Mosquito, Vector, and Noxious Weed Abatement District is an equal opportunity provider and employer.
- \* Any witness who is testifying before a public body is absolutely privileged to publish defamatory matter as a part of the public meeting, except that it is unlawful to misrepresent any fact knowingly when testifying.
- \* The contact person for information is District Manager, Nancy Upham at (775) 423-2828.

### Accommodations:

Churchill County Mosquito, Vector, and Noxious Weed Abatement District will make all reasonable efforts to assist and accommodate physically handicapped persons desiring to attend. Persons who are disabled and require special assistance may contact the Churchill County Mosquito, Vector, and Noxious Weed Abatement District Board of Trustees, in writing at 7400 Reno Highway, Fallon, Nevada 89406, or by calling (775) 423-2828.

### Procedures:

- \* The public meeting may be conducted according to rules of parliamentary procedure.
- \* Matters set upon the "consent agenda" may be discussed and considered as part of new business as necessary.
- \* Persons providing public comment will be asked to state their name for the record.
- \* Persons providing testimony during a public hearing will be sworn as witnesses.
- \* The Churchill County Mosquito, Vector, and Noxious Weed Abatement District Board of Trustees reserves the right to restrict participation by persons in the public meeting where the conduct of such persons is willfully disruptive to the people's business.
- \* Appointments need to be made to the District Manager at least four working days before the meeting date.
- \* If desired, the public is allowed to speak with a three minute maximum after each action item.
- \* Items on the agenda may be taken out of order.
- \* The public body may combine two or more agenda items for consideration.
- \* The public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

### Public Records:

- \* An audio-tape recording of this meeting will be made and preserved for a period of one (1) year.
- \* Copies of supporting materials provided to the Churchill County Mosquito, Vector, and Noxious Weed Abatement District Board of Trustees are available upon request.

Churchill County Mosquito, Vector and Noxious Weed Abatement District  
Board of Trustees  
Churchill County, Nevada  
7400 Reno Highway  
Fallon, NV 89406  
Meeting December 10, 2020  
OPEN MEETING SESSION

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, Michael Spencer  
Trustee, Sheldon Chipp  
Trustee, Marion Jonte, Jr.  
Trustee, Tom Hutchings

District Manager, Nancy Upham  
Legal Counsel, Ben Shawcroft  
Board Secretary, Melania Sagi

**Public Present:**

Ralph Handel  
Zip Upham

2. **Pledge of Allegiance:**  
All stood for the Pledge of Allegiance.
3. **Public Comment:**  
None
4. **Review and Adoption of the Agenda:**  
District Manager, Nancy Upham requested that Jim Sciarani, of the first item of old business, be addressed first. Chairwoman, Christy Lattin made the motion to approve the agenda with the proposed adjustment. Trustee, Sheldon Chipp seconded the motion and it passed unanimously.
5. **Discussion and Approval of Minutes:**

Vice Chairman, Michael Spencer made the motion to approve the minutes from the December 3<sup>rd</sup>, 2020 meeting. Trustee, Marion Jonte, Jr. seconded the motion and it passed unanimously.

**6. Certificate of Posting:**

Ms. Upham stated that the agenda was posted in accordance with NRS statutes.

\*Jumped ahead to **Old Business #1\***

Financial Report ending June 30, 2020 from CPA, Jim Sciarani. Ms. Upham initiated a telephone conference call with Mr. Sciarani.

Mr. Sciarani apologized for not being able to be there in person. Mr. Sciarani began the presentation with the graphs attached to the meeting packets. The first graph refers to the Net Position of the District. This graph contains all the fixed assets, debt, accrued liability and net pension liability from a balance spreadsheet. This gives a better view of whether the overall equity of the District is going down or up. This graph shows a solid increase ending at \$1,470,401 which is a significant increase from the year before from \$1,222,405. That is a positive sign that the District is not losing equity value. The governor wants to make sure that the highway maintenance infrastructure is keeping their assets.

The second graph is cash, which went up by \$122,000 which is a correlation with the general funds also increasing. The third graph refers to the fund balance which reflects the revenue exceeded the expenditures by about \$189,000. The fourth graph is a pie chart showing where the fund by revenue is allocated in percentage; Ad valorem is 55%, Consolidated tax was 32%, and a few other things.

Ms. Lattin requesting clarification on the LGTA tax and Mr. Sciarani responded that it has to do with AB104 revenue that refers to the local government tax similar to a sales tax and it will be described in greater detail further down.

The last graph is a pie chart that goes over the expenditures. Salaries for the year was \$332,171 which made up 39%, service and supplies was 40% and employee benefits were at 18%. This offers a good overview of where the District is currently at. Mr. Sciarani directed the Board to page 45 of the Financial Report which clarifies this graph.

Mr. Sciarani led the Board through the remainder of the Financial Report and concluded with the final pages of the report. These pages declared that the District had no significant deficiencies, no instances of noncompliance and establishes the auditor's position as having an unmodified opinion.

Ms. Upham questioned if Mr. Sciarani had any indication of the state's intentions for the following year. Mr. Sciarani responded that due to Covid-19 causing business to close resulting in a decrease of shopping there may be a 20-35% cut in revenue going forward. Ms. Upham inquired if there may be a better understanding of the situation come March. Mr. Sciarani suggested that the County Controller would be in a better position to answer such questions. Legal Counsel, Ben Shawcroft clarified that Sherry from the controller's office receives revenue predictions.

Vice Chairman, Michael Spencer made a motion to accept the audit report from June 30<sup>th</sup>, 2020. Mr. Jonte seconded the motion and it passed unanimously.

**7. Correspondence:**

Ms. Upham offered clarification on the following correspondences.

1. 10-26-2020 Summer Santana—Loan Statement Review: Ms. Upham requested information from the loan company handling the purchase of our building. There had been a statement claiming there was a balance still due, but Ms. Santana reassured Ms. Upham that the account has been paid in full and no further charges were pending.

2. 10-28-2020 Cathy MacLeod—GASB 75 Review: This is concerning the OPEB liability that needed to be worked into the audit and needs to be reviewed every three years. The full review is available; however, the summary has been included into the Board packets.

3. 10-28-2020 Insurance Summary by Building: The \$430,000 amount is correct however the building in question is wrong. The insurance company needs to be updated with pictures of the new building to avoid any complications.

4. 11-05-2020 Nancy Upham—Request for CWSD Funding for 2021: Thanks to the audit we now know that the amount requested adds up to 1% of our revenue.

5. 11/12/2020 Geof Stark—Emergency Paid Sick Leave/Hazard Conditions policy language: Policy language issues being proposed through the County regarding Covid-19. Hazard Conditions applies to specific situations where the entire County offices need to be shut down and the Emergency paid sick leave is a form that needs to be filled out if District employees were to test positive with Covid-19. Ms. Upham believes this policy will pay the employee for their time off work due to an outbreak in the District. Mr. Shawcroft added that this policy has an expiration date at the end of the year relative to the federal mandates terminate at that time. The County is in the process of discussing possible alternatives should this pandemic continue.

6. 11-17-2020 Ben Shawcroft—Litigation memorandum to Jim Sciarani: This is a formality that the legal counsel must provide for the audit.

7. 11-20-2020 Nancy Upham—Submission for Forest Service Cooperative Weed Funding Grand Request: Ms. Upham applied for a grant that could be worth 18-thousand-dollars. It would focus around Timber lakes that are north of Indian Lakes. The idea is that 1-2 seasonal's would go one week every couple of months to clear some weeds. Ms. Lattin wondered when it would be approved but Ms. Upham was uncertain.

**8. Appointments:**

None

**9. Old Business:**

2. Discussion and possible action regarding District-specific language in the District "Bylaws." The Policy was reviewed with the entire staff on December 8<sup>th</sup> and 9<sup>th</sup>. Some of the changes made included replacing "County" with "District", making the policy more gender neutral, and adjusting the wording so that it applies specifically for our District. The portions included with this agenda item are the articles that apply to the District only, separate from Title 3. Ms. Upham gave the Board the opportunity to ask for clarification on any aspects of the policy. Ms. Upham stated that concerning Uniform and Grooming Standards, new uniforms are

being purchased for next year. The emphasis needs to be on the staff looking presentable and professional for the public. A lot of the wording is overkill, but it does help limit miscommunication. The Board offered some suggestion for clarification and adjustments.

An issue that will be resolved soon will be a biometric timeclock for the employees. This has become a big enough problem that resolving this is a priority. Mr. Jonte requested more information on the process with employees clocking in/out for split shifts and lunches. Ms. Upham responded that at the end of the pay period all of those inputs are calculated before reporting the hours. The GPS tracking device language will also be adjusted. Mr. Jonte request wording concerning helmets while driving all-terrain vehicles be put into the policy. Ms. Upham stated that the technicians were aware that this was a requirement however, it could be included into the Equipment sections. Ms. Lattin requested wording concerning the uniform being buttoned all the way up and shirt sleeves pulled down. Ms. Upham suggested language enforcing PPE since that is a significant portion of the technician's job requirement.

Ms. Lattin inquired how long would it take to incorporate the new wording in the District specific policy. Ms. Upham requested said it could be adjusted and presented to the Board in two months.

3. Discussion and possible action of adoption of current and new language in the County Title 3 Policy. During the meeting with the employees some issues were brought up concerning the policy and their personal cellphones. Mr. Shawcroft helped to clarify that any information that may be requested concerning District business would be only concerning District business and would not access any other aspect of the employee's personal equipment.

Another topic of contention with the employees was Outside Employment. There was some discord about having to report outside employment until it was clarified that contracted work that did not interfere with District responsibilities was not the issue. Hourly employment that requires an additional W-4 which could potential interfere with District responsibilities would need to be reported.

4. Discussion and possible action regarding the District "Bylaws" policy mirror the language in Churchill County Title 3 Policy and Procedure document. This was included as a possible action item. Does the Board prefer to mirror the County of look at each aspect individually as it may apply to us? Mr. Shawcroft suggested looking at each topic independently as issues that concern the County do not always affect the District and visa versa. Ms. Lattin agreed and added that this would also make the updating process easier as it would come in sections and not a whole. Mr. Jonte agrees that pick and choosing as we are not the County but a part of the County.

## **10. New Business:**

1. Discussion and possible action regarding the clarification of language regarding expectations of staff "clocking in and out" of District facility. Ms. Upham request that this topic be tabled as the Assistant Manager, JD MacKay is out on bereavement and as mentioned above, a timeclock will be purchased. This will be presented at the next Board Meeting.

2. Discussion and possible action regarding the Emergency Paid Sick Leave policy and the Employee Absence Due to Hazardous Conditions documents from Churchill County Human Resource Department. Ms. Upham stated that Mr. Shawcroft had addressed this earlier. There is some wording in the federal law that could reimburse the District if we shut down or pay employees to stay home as of now until the County decides how to proceed in the new year.

Ms. Lattin stated that this topic can be reassessed after the new year to see what the County has decided.

3. Discussion and possible action regarding a change in the Administrative Assistant position with hours likely to exceed the 1039 part time limit and the need to initiate PERS credit for the position. Management has been delegating more responsibility to the Administrative Assistant. If she worked the 1039 hours before March the District would be out of an Administrative Assistant, owe her PERS, or have to hire a new Administrative Assistant for the busy season. Ms. Upham included a chart listing the projects that Ms. Sagi has undertaken that will lead to a more efficient workplace. Mr. Jonte added that he is satisfied with the last two Administrative Assistants and believes the Ms. Sagi is more than capable of taking some of the stress and responsibilities from Ms. Upham and Mr. MacKay. Ms. Lattin inquired if there is room in the budget to be able to afford to offer a more permanent position. Ms. Upham responded that, yes, there is a cushion in the budget that would allow for Ms. Sagi. Mr. Spencer made the motion to move Ms. Sagi from a casual employee to a permanent part-time employee qualifying for applicable PERS benefits. Mr. Jonte seconded the motion and it passed unanimously.

4. Discussion and possible action regarding the selection of an Accountant to fill the position of Accountant for the District 2021. Ms. Upham has reached out to 3 people however, there needs to be a bid from each individual. Ms. Upham is requesting the topic be tabled until she can present the bid and expected responsibilities. Mr. Jonte asked for clarification on the difference between a CPA or a bookkeeper. Ms. Upham responded that a CPA is a certified public accountant which tend to have a higher cost since they have more credentials. A bookkeeper is qualified to complete the books for the District and is less expensive. Ms. Upham will present the Board with bids at the following meeting.

5. Discussion and possible action regarding the conversion of the 120 hours of annual leave into PERS Retirement credit for District Manager, Nancy Upham. Mr. Jonte made the motion to approve, Sheldon Chipp seconded the motion and it passed unanimously.

## **11. District Manager's Report and Operations Review:**

Ms. Upham stated that for the last couple of months the employees have been combating noxious weeds as the mosquito treatment season ended in early October. The employees treated African Rue around Carson Lake. Russian Knapweed was completed by 3 of the 4 employees. Typically with these applications, the plant goes into dormancy after a couple of freezes which is when the herbicide is distributed. The plant will take the chemicals into its root system for a more efficient kill. This is more ideal than even a Springs application. The District prioritized the locations that had been treated in the past three years to completely eradicate the area. Ms. Lattin inquired as to the progress and Ms. Upham stated that a significant decrease has been noted with some of the areas having no trace of the Russian Knapweed this year.

The seasonal's completed their work at the end of September into the beginning of October.

There was a gentleman from Colonial Insurance that spoke to the employees about supplemental insurance. Some of the employees are considering signing up.

A conference table was ordered. Board meeting can now be held at the District building after we order chairs.



District staff was sent home due to a possible Covid exposure. Staff was paid for the next two weeks and returned on November 30, 2020.

There were a number of personnel issues, emails responding to those personnel issues and meetings responding to personnel issues during these two months.

In the Board member packets are the memorandums clarifying expectations to maintaining accurate recordkeeping which was given to all staff on September 22<sup>nd</sup>, 2020 and again on October 13<sup>th</sup>, 2020. This was addressed on October 21<sup>st</sup>, 2020 and finalized October 22<sup>nd</sup>, 2020.

Mr. Jonte inquired about a potential layoff for the technicians. Ms. Upham responded that she is trying to not layoff the employees, but it is dependent on the weather. There are tasks that can be completed in a timely manner. The Safety Officer, Kevin Porteous suggested a shortened workday of 4 hours starting at 10-2. Management is trying to avoid "busy" work. There needs to be a discussion with the employees about an agreed upon time they will use their annual leave. Currently Management is attempting to prevent a layoff. Ms. Lattin inquired how the employees felt about the reduced hours and Ms. Upham responded that it was not well taken but the alternative is a forced layoff. A plan will be proposed at the next meeting.

#### **12. Board Members' Reports:**

Ms. Lattin stated that a new Board member will need to be appointed, she requested information on the proper procedure to move forward. Mr. Shawcroft stated that there was no legal precedence requiring public notice. Ms. Lattin requested Ms. Sagi to make a notice on the District website and establish a social media account to get the word out about the open position. Mr. Jonte requested that potential applicants submit a written letter.

#### **13. Any Requests for Future Agenda Items:**

Discussion and possible action regarding District-specific language in the District "Bylaws."

Discussion and possible action regarding the Emergency Paid Sick Leave Policy and the Employee Absence Due to Hazardous Conditions document.

Discussion and possible action regarding the selection of an Accountant to fill the position of Accountant for the District for 2021.

Ms. Lattin addressed the other Board members to remind them of their Financial declaration due to the Secretary of State by the 15<sup>th</sup> of January.

#### **14. Expenditures:**

October 2020:	Vendors - 113,629.68
	Payroll - 29,863.76
	Total - 143,493.44

Sheldon Chipp made the motion to approve the expenditures as is. Michael Spencer seconded the motion and it passed unanimously.

November 2020:	Vendors - 39,724.89
	Payroll - 27,166.03

Total - 66,890.92

Sheldon Chipp made the motion to approve the expenditures as is. Michael Spencer seconded the motion and it passed unanimously.

**15. Public Comments:**

None

**16. Adjournment:**

Adjourned at 7:05 p.m.

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SIGNATURE: Chairwoman or Vice Chairman

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DATE:

Churchill County Mosquito, Vector and Noxious Weed Abatement District  
Board of Trustees  
Churchill County, Nevada  
7400 Reno Highway  
Fallon, NV 89406  
Meeting December 22, 2020  
OPEN MEETING SESSION

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, Michael Spencer  
Trustee, Marion Jonte, Jr  
Trustee Tom Hutchings

District Manager, Nancy Upham  
Assistant Manager, JD MacKay  
Board Secretary, Melania Sagi

**Public Present**

None

2. **Pledge of Allegiance:**  
All stood for the Pledge of Allegiance.

3. **Public Comment:**  
None

4. **Review and Adoption of the Agenda:**  
Chairwoman Christy Lattin made the motion to approve the agenda as is. Vice Chairman Michael Spencer seconded the motion and it passed unanimously.

5. **Discussion and Approval of Minutes:**  
The minutes from the December 10, 2020 open session was tabled for a future meeting.

**6. Certificate of Posting:**

District Manager, Nancy Upham, stated that the meeting was posted according to NRS statutes.

**7. Correspondence:**

None

**8. Appointment:**

None

**9. Old Business:**

1. Discussion and possible action regarding the selection of an Accountant or Bookkeeper to fill the position that Thomas Lukas had with the District. Ms. Upham explained the candidates and their bids. The candidates were presented with a list of the job expectations to assist with bidding for the position prepared by Thomas Lucas and Jim Sciarani. The candidates are Phyllis Dowd, June Young, and Widmer & Mills which would be as a firm including CPA services.

Ms. Lattin offered some background on the candidates; Ms. Dowd was in charge of business services for the Churchill County School District and Comptroller for Lyon County School District as well as winning some awards for government accounting, Debbie Conway from Widmer & Mills is also qualified, and Ms. Young does the books for the golf course overseen by Alan Kalt, formerly the Churchill County Comptroller. Ms. Lattin expressed her preference for Ms. Dowd as her starting price of \$1050 is slightly higher than Ms. Youngs but Ms. Dowd has the government accounting experience.

Vice Chairman, Michael Spencer, inquired about Thomas Lukas's charge and Ms. Upham responded that he started at \$1,000 but by the end of his term he was collecting \$1250 a month which is comparable to the bids that were received. Which is the main benefit of the year contract so that the candidate can get a good understanding of the job expectations and the Board can reevaluate the cost at the end of the year. Ms. Upham stated that she has asked Mr. Sciarani to figure out the wording for a contract that would allow the District to choose another candidate before the year and should the chosen candidate not be a good fit.

Widmer & Mills submitted an hourly rate, June Young and Phyllis Dowd submitted a monthly bid. Thomas Lukas currently works approximately 25-30 hours a month; however, there are months, such as at the end of the year when more hours are needed and some months when less are enough which is what makes a monthly bid more attractive. Ms. Lattin interjected that Ms. Dowd had bid at 30 hours a month for \$1050 and Debbie Conway from Widmer & Mills bid was \$1950 a month after estimating the hourly rate.

Ms. Young would need the reports and bills transferred to her somehow as she will be working out of her home and prefers not to come into the District building in person. Trustee, Tom Hutchings stated that he had worked with Widmer & Mills in the past and was satisfied with their business; however, their proposal seems open ended with more possible hours. Ms. Young is a set monthly fee. There are no concrete estimates for their services.

Ms. Upham stated that the benefit of making the decision during this meeting gave the candidate the opportunity to work with Thomas Lukas before the year is over as Mr. Lukas is adamant about not working into the new year.

Mr. Jonte added that the Widmer & Young proposals seem shallow and did not go into as much depth as Ms. Dowd's proposal does. Although Mr. Jonte's interactions with Ms. Young have been pleasant, Ms. Dowd's proposal stated that once she becomes familiar with the District, she would be able to reduce her hours. Mr. Jonte requested that should the Board choose Ms. Dowd, there should be a limit of hours allowed per month.

Ms. Upham stated that there will be occasions when the candidate needs to be on the property to go through inventory so there are physical aspects involved as well.

Mr. Hutchings made a motion to accept the Widmer & Mills proposal and hire them as the District's bookkeepers. There was no second motion. Ms. Lattin stated that they were the most expensive and Mr. Hutchings explained that it may be beneficial to have a CPA firm while the District is in between accountants. Ms. Lattin responded that the District has had CPA firms handle the books in the past and she doesn't believe they have been any more or less efficient than regular bookkeepers. Mr. Hutchings withdrew his motion.

Mr. Jonte made a motion to accept June Young's proposal and hire her as the District's bookkeeper. Mr. Spencer seconded the motion and the motion passed unanimously.

#### **10. New Business:**

None

#### **11. District Manager's Report and Operations Review:**

None

#### **12. Board Member's Reports:**

Ms. Lattin requested an update on the layoff of the technicians and the discussion that they would be working under reduced hours instead. Ms. Upham stated that she had been discussing the matter with Assistant Manager, JD MacKay, and had decided to gift the employees with her remaining leave hours as they could not be carried into the new year. If the weather cooperates there will be no layoff this off season. There are a number of projects the technicians are becoming involved with that still allow them to stay separate while this pandemic is still going on.

Mr. Jonte inquired if there were projects other than weeds that the District could be involved in. Mr. MacKay responded that there are some Tamarisk clearing projects and grants that they are looking into. Ms. Upham is attempting to figure out the best plan of attack for the Tamarisk plant, if a winter, spring or summer application is the most efficient.

Mr. Spencer inquired if the District had won the Timber Lake grant yet and Ms. Upham responded that this grant has not been awarded yet. Ms. Lattin established that there was meaningful work to be done then, not sweeping the garage floor all day. Mr. MacKay stated that there are numerous projects that need to be done but they are looking at ways to do them efficiently and without injury. Mr. MacKay supports a reduction in hours to help avoid injuring the technicians while still giving them the opportunity to complete the task at hand.

Mr. Jonte inquired about what was involved with the Tamarisk removal. Ms. Upham clarified that those plants could not be put into a woodchipper on site as their remains would prevent other plants from growing there. The only viable option for Tamarisk is to bring it back to the facility and destroy it on the District property. The goal is to use all the tools at the District's disposal to provide efficiency and prevent injury. Ms. Lattin requested that

documentation be maintained during the process so that it can be presented to the other Districts when discussing involvement.

Ms. Lattin requested that management plan ahead and notify employees in advance for any days off they may give them that way they can plan for appointments or anything else. Ms. Upham responded that this is the off season and as soon as she knows what the weather holds, she can plan accordingly but the employees can take time off whenever they like and has yet to deny a leave request. Ms. Lattin inquired about the feeling of the employees concerning the reduction of hours. Mr. MacKay responded that for the most part the employees were receptive to the idea. Ms. Lattin reiterated giving the employees notice in advance of any schedule changes that may occur.

Mr. Jonte stated that he remembered one of the technicians making a comment that some of the sites were difficult to get to and asked if that was one of the projects that management had considered taking on. Ms. Upham responded that management was looking into that on a case-by-case basis. Last year the technicians spent three weeks cutting down trees on private property in order to reach a water source and Ms. Upham believes that is a waste of District time. Another option is to consider each source and what the most efficient approach is then clearing an area just wide enough for the Argo to drive into and out of to treat. Management has also been assessing Google Earth to see how much chemicals they will need and what area needs to be covered. This helps eliminate sites that the drone can treat saving the technicians, equipment, and time.

**13. Any Request for Future Agenda Items:**

None

**14. Expenditures:**

None

**15. Public Comment:**

None

**16. Adjournment:**

Adjourned at 6:15 p.m.

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SIGNATURE:

Chairwoman or Vice Chairman

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DATE:

Churchill County Mosquito, Vector and Noxious Weed Abatement District  
Board of Trustees  
Churchill County, Nevada  
7400 Reno Highway  
Fallon, NV 89406  
Meeting December 30, 2020  
OPEN MEETING SESSION

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, Michael Spencer  
Trustee, Sheldon Chipp  
Trustee, Marion Jonte, Jr.

District Manager, Nancy Upham  
Assistant Manager, JD MacKay  
Board Secretary, Melania Sagi

**Public Present**

Ralph Handel  
Fallon Merbs

2. **Pledge of Allegiance:**  
All stood for the Pledge of Allegiance.
3. **Public Comment:**  
None
4. **Review and Adoption of the Agenda:**  
Trustee, Marion Jonte, Jr made the motion to accept the agenda as is. Vice Chairman, Michael Spencer, seconded the motion and it passed unanimously.
5. **Discussion and Approval of Minutes:**  
December 10<sup>th</sup>, 2020 meeting tabled until next meeting.

**6. Certificate of Posting:**

Posted in accordance with NRS statutes.

**7. Correspondence:**

1. 10/28/2020 Ralph Handel—Review at the management level for Ms. Merbs disciplinary actions.
2. 11/02/2020 Nancy Upham—District Management review of Ms. Merbs disciplinary action on November 9, 2020.
3. 12/03/2020 Ralph Handel—Union's request for an advance to the Board for review.
4. 12/04/2020 Ralph Handel—snapshot clarification of the request from Mr. Handel.
5. 12/11/2020 Ralph Handel—public records request for information
6. 12/14/2020 Ralph Handel—Is referring to a possible scheduling conflict for the December 30<sup>th</sup> meeting, fortunately it was resolved.
7. 12/15/2020 Ralph Handel—Request for the recording from December 10, 2020.
8. 12/17/2020 Nancy Upham—The requested records were placed on a thumb drive and delivered to the Operating Engineers Union. This was less expensive than mailing the paperwork as it was extensive.
9. 12/18/2020 Nancy Upham—Five-day notice of Board review.

**8. Appointment:**

None

**9. Old Business:**

1. A. For Discussion Only: closed session meeting to consider character, misconduct and competence of employee, Fallon Merbs, Pursuant to NRS 241.033 – *Review of Disciplinary Action by the District Board*. Chairwoman Christy Lattin made the motion to move the meeting into a closed session. Mr. Spencer seconded the motion and it passed unanimously.

B. For possible action: decision on review of disciplinary action by the District Board of Trustees concerning Fallon Merbs. Mr. Jonte made the motion that based on the evidence presented that the Board uphold the thirty-day suspension of Ms. Merbs. Trustee, Sheldon Chipp and Ms. Lattin voted "aye" while Mr. Spencer voted "nay." Mr. Spencer expanded on his vote by saying that James Cork was punished for a similar incident and his discipline was reduced. Mr. Spencer believes that Ms. Merbs punishment should also be reduced. The vote was maintained as 3:1 to uphold the thirty-day suspension of Ms. Merbs.

**10. New Business:**

None



**11. District Manager's Report and Operations Review:**

None

**12. Board Member's Reports:**

None

**13. Any Request for Future Agenda Items:**

None

**14. Expenditures:**

None

**15. Public Comment:**

None

**16. Adjournment:**

Meeting adjourned at 6:53 p.m.

---

SIGNATURE:

Chairwoman or Vice Chairman

---

DATE:

**Subject:** Fallon Merbs response  
**From:** Ralph Handel <rhandel@oe3.org>  
**Date:** 12/3/2020, 12:51 PM  
**To:** "ccmosquito@cccomm.net" <ccmosquito@cccomm.net>



**Subject:** Appeal of major discipline (article 7 section 5 subsection c of the current collective bargaining agreement)

12/03/2020

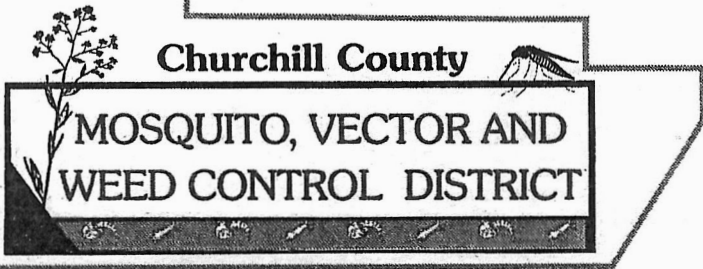
Mrs. Upham

I am writing today to request the discipline of Fallon Merbs be advanced to board of trustee review. I have not received the response that was due yesterday. I also want to remind you the requirements of NRS 239.0107. I am also requesting the district Bylaws I have found no form of this document in our files or online. I understand this is a great deal of information and I will give you 10 days to provide it.

I was told you asked Fallon if I was her representation please read the collective bargaining agreement. The fact that I appeared at the general managers review would also attest that Operating Engineers Local 3 is her representation.

Respectfully,  
Ralph R Handel  
PE Business Representative  
1290 Corporate Blvd  
Reno, NV 89502  
Cell: (775) 276-2232  
Office: (775) 329-5333  
Fax: (775) 329-5422  
rhandel@oe3.org





P. O. Box 2468  
Fallon, NV 89407-2468  
775-423-2828  
Fax: 775-428-2829  
ccmosquito@cccom.net

December 18, 2020

Fallon Merbs  
1200 East Front Street  
Fallon, Nevada 89406

**Via Personal Delivery**  
**courtesy copy via USPS certified mail**

RE: Notice of Closed Session Meeting to Consider Character, Misconduct and Competence of Employee Pursuant to NRS 241.033  
*Review of Disciplinary Action by the District Board*

Ms. Merbs:

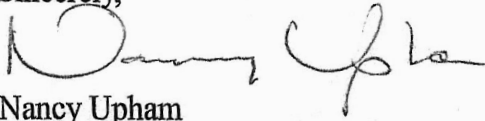
I am contacting you pursuant to NRS 241.033 to provide you with formal notice that the Churchill County Mosquito, Vector and Noxious Weed Abatement District Board (the "Board") will be reviewing your appeal of the Disciplinary Action issued on October 26, 2020 at its tentative fourth December meeting. This notice is issued via personal delivery to you more than five (5) working days in advance of the Board meeting where the Board will discuss your character, misconduct and competence in response to your appeal and in accordance with Article 7 of the Collective Bargaining Agreement between Local 3 and the District.

The meeting discussed above will begin at **5:30 PM on Wednesday December 30, 2020**. The meeting will be held in **Room 145 of the Churchill County Administration Building located at 155 North Taylor Street, Fallon, Nevada 89406 (Commissioner's Chambers)**.

After the meeting begins, the Board will go into closed session to discuss your appeal, the disciplinary action and decision that is the basis of your appeal, and the underlying misconduct that forms the basis for your disciplinary action.

Please be advised that during the closed session, the Board may consider your character, alleged misconduct, or professional competence. During the meeting, the Board may, without further notice, take administrative action against you if the Board determines that such administrative action is warranted after considering your character, alleged misconduct or professional competence. You are hereby invited and encouraged to attend the portion of the closed session meeting where the Board will be discussing your appeal and the underlying conduct from which the appeal stems. You are also advised that you may have an attorney or other representative of your choosing present with you at the meeting. Finally, you are advised that you may present written evidence, provide testimony, present witnesses relating to your character, alleged misconduct and / or professional comp to the Board during the closed meeting.

Sincerely,



Nancy Upham

District Manager, Churchill County Mosquito, Vector and Noxious Weed Abatement District

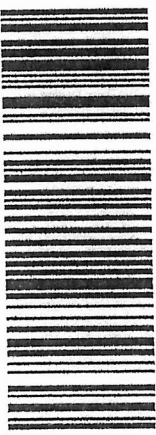
Received this \_\_\_\_ day of \_\_\_\_\_, 2020

by \_\_\_\_\_

Receipt witnessed this \_\_\_\_ day of \_\_\_\_\_, 2020

by \_\_\_\_\_

111111111111  
PO Box 2468  
Fallon, NV 89407



7013 1090 0002 4369 7862

UNCLAIMED  
RECEIVED BY SENDER

11/1

01/00

Fallon Merbs  
1200 E. Front St  
Fallon, NV 89406

RETURN RECEIPT  
REQUESTED

U.S. POSTAGE PAID  
FCM LETTER  
FALLON, NV  
89406  
DEC 18, 20  
AMOUNT  
**\$6.95**  
R2304W120916-06



89406



1020

7013 1090 0002 4369 7862

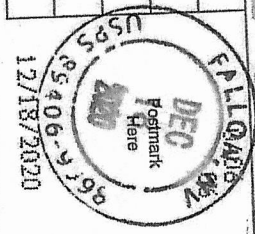


954066110 R06

Sent *Fallon Merbs*  
 Street, Apt. No. *1200 E. Front St*  
 or PO Box No. *2468*  
 City, State ZIP+4 *Fallon, NV 89406*

PS Form 3800 August 2006 See Reverse for Instructions

Postage	\$6.95
Certified Fee	\$2.85
Return Receipt Fee (Endorsement Required)	\$0.00
Restricted Delivery Fee (Endorsement Required)	\$0.00
Total Postage & Fees	\$6.95



U.S. Postal Service™  
**CERTIFIED MAIL™ RECEIPT**  
 (Domestic Mail Only. No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

**SPECIAL USE**

Fallon, NV 89406

Total		\$6.95
First-Class Mail® 1 Letter		\$0.55
Fallon, NV 89406		
Weight: 0 lb 0.50 oz		
Estimated Delivery Date		
Mon 12/21/2020		
Certified Mail®		\$3.55
Tracking #:		
70131090000243697862		
Return Receipt		\$2.85
Tracking #:		
9590 9402 6282 0274 2829 82		
Total		\$6.95
Grand Total:		\$13.90
Credit Card Remitted		\$13.90
Card Name: VISA		
Account #: XXXXXXXXXXXX0313		
Approval #: 09505G		
Transaction #: 528		
AID: A000000031010	Chip	
AL: VISA CREDIT		
PIN: Not Required		

\*\*\*\*\*



FALLON  
120 N MAINE ST  
FALLON, NV 89406-2930  
(800)275-8777

12/18/2020 03:27  
Product Qty Unit Price

First-Class Mail® 1 \$0.50  
Letter  
Fallon, NV 89406  
Weight: 0 lb 0.70 oz  
Estimated Delivery Date  
Mon 12/21/2020  
Certified Mail® \$3.55  
Tracking #: 70131090000243697879  
Return Receipt \$2.85  
Tracking #: 9590 9402 6282 0274 2829 99  
Total \$6.95

First-Class Mail® 1 \$0.50  
Letter  
Fallon, NV 89406  
Weight: 0 lb 0.50 oz  
Estimated Delivery Date  
Mon 12/21/2020  
Certified Mail® \$3.55  
Tracking #: 70131090000243697862  
Return Receipt \$2.85  
Tracking #: 9590 9402 6282 0274 2829 82  
Total \$6.95

Grand Total: \$13.90  
Credit Card Remitted \$13.90  
Card Name: VISA  
Account #: XXXXXXXXXXXX0313  
Approval #: 09505G  
Transaction #: 528  
AID: A0000000031010 Chip  
AL: VISA CREDIT  
PIN: Not Required

\*\*\*\*\*

Certified Mail®  
 A mailing receipt for your mailpiece kept by the Postal Service for two years.  
 Certified Mail® is not available for any class of mail except First-Class Mail®.  
 A record of delivery for your mailpiece kept by the Postal Service for two years.  
 Certified Mail® is not available for any class of mail except First-Class Mail®.  
 A record of delivery for your mailpiece kept by the Postal Service for two years.  
 Certified Mail® is not available for any class of mail except First-Class Mail®.  
 A record of delivery for your mailpiece kept by the Postal Service for two years.

PLEASE STICKER AT TOP OF ENVELOPE, FOLD AT DOTTED LINE  
 OF THE RETURN ADDRESS, FOLD AT DOTTED LINE  
 OF THE RETURN ADDRESS, FOLD AT DOTTED LINE  
 OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Fallon Markos  
1200 E Front St +  
Fallon, NV 89406



9590 9402 6282 0274 2829 82

9 Article Number (Transfer from service label)  
7013 1090 0002 4369 7862

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

X

Agent

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1?  Yes  
If YES, enter delivery address below:  No

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Insured Mail Restricted Delivery (over \$500)
- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

CHURCHILL COUNTY MOSQUITO, VECTOR AND NOXIOUS WEED ABATEMENT DISTRICT

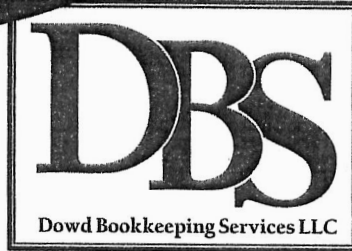
To: The Board of Trustees  
From: Nancy Upham, District Manager  
Date: January 12, 2021  
Re: Discussion and possible action ratifying a one year contract with Dowd Bookkeeping Services, LLC to perform our Accounting work. This contract would include a monthly fee of \$1,050.00.

---

At the December 22, 2020 Board meeting, the Board of Trustees moved to hire June Young to perform the District's Bookkeeping work. I contacted Ms. Young after the meeting and she noted that she was really busy at this point in time and if the District had a second choice for the Bookkeeper position, contracting with that person may be a better decision for the District.

I contacted Phyllis Dowd as she was the second choice with a monthly fee and she worked with Thomas Lukas to complete the last payroll for December and familiarize herself with the system the District is using for payroll and payables. Attached is her proposal (contract language) for accounting and bookkeeping services. At this point, the Board, if in agreement, would need to ratify this contract with Phyllis Dowd from Dowd Bookkeeping Services.

January 5, 2021



Nancy Upham  
Churchill County Mosquito Vector and Noxious Weed Abatement District  
7400 Reno Hwy  
Fallon, NV 89406

Dear Ms. Upham,

It was a pleasure speaking with you yesterday. Thank you for your time and for giving me the opportunity to quote on your accounting and bookkeeping needs. By analyzing your needs as provided, I believe that these are the following services that would meet your needs.

1. Monthly Reconciliations (bank and LGIP), estimated 2 hours per month
2. Weekly Accounts Payable, estimated 8 hours per month
3. Monthly Accounts Receivable (cash receipts), estimated 1 hour per month
4. Bi-weekly Payroll, estimated 4 hours per payroll cycle
5. Monthly Financial Reports, estimated 2 hours per month
6. Year End Accounting for Auditor (includes inventory), estimated 22 hours per year
7. Payroll Reporting (Monthly & Quarterly), estimated 7 hours per quarter
8. Annual Reporting for Payroll & Vendors (W-2s, 1099s), estimated 8 hours per year

The costs associated with these services are \$1,050 per month, beginning January 1, 2021. This rate will be effective for one year. For the training period with Thomas Lucas, I will be invoice at an hourly rate of \$35 per hour. I do not anticipate the training period to be more than 5 hours.

I am using QuickBooks Online for my business operations. I have adapted to a paperless process when invoices and other documentation is attached to the transaction within the software. This will provide both of us access to the information from anywhere.

I am looking forward to becoming to hearing from you soon. Please reach out should you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Phyllis Dowd".

Phyllis Dowd  
Owner

Attached – District's solicitation of bookkeeping services this quote is based on.

---

*Dowd Bookkeeping Services LLC*  
5760 Rivers Edge Drive  
Fallon, NV 89406  
(559) 707-4625



## Churchill County Mosquito Vector and Weed Control District

The District is soliciting request to perform bookkeeping services including the following functions:

Perform all general ledger maintenance functions in QuickBooks which includes:

- Preparation of month bank reconciliation for the District's one operating bank account.
  - Approximately 20 accounts payable checks and 16 payroll checks
- Preparation of monthly reconciliation of District's investment account with the Local Governmental Investment Pool
  - Typically one investment earning per month
- Recording of District cash receipts – typically one deposit per month into operating account
  - Churchill County tax clearing deposit to the District
- Payment of monthly accounts payable bills
  - Approximately 20 checks per month
    - ✿ expense coding performed by District management
  - Filing of invoices of paid (preferably in pdf format)
- Payment of bi-weekly payroll for the eight employees (direct deposit from QuickBooks)
  - Responsible for federal EFTPS payroll tax deposits
  - Responsible for filing monthly PERS reports to NV PERS
  - Responsible for preparation and filing federal quarterly payroll tax report Form 941
  - Responsible for preparation and filing quarterly State ESD tax report
  - Preparation of year-end Form W-2's (QuickBooks generated)
- Preparation month financial statements (balance sheet and profit and loss statement) from QuickBooks
- Perform year-end journal entries for governmental revenues, accounts payables, and accrued payroll items

**Dowd Bookkeeping Services LLC**

5760 Rivers Edge Drive  
Fallon, NV 89406 US  
559) 707-4625  
phyllys.Dowd@gmail.com

INVOICE

BILL TO  
Nancy Upham  
Churchill County Mosquito Vector and Noxious Weed Abatement  
7400 Reno Hwy  
Fallon, NV 89406 US

INVOICE 1004  
DATE 01/07/2021  
TERMS Net 30  
DUE DATE 02/06/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
12/28/2020	Bookkeeping Services	Training from prior Bookkeeper	3	35.00	105.00

BALANCE DUE **\$105.00**



CHURCHILL COUNTY MOSQUITO, VECTOR AND NOXIOUS WEED ABATEMENT DISTRICT

To: The Board of Trustees  
From: Nancy Upham, District Manager  
Date: January 12, 2021  
Re: Discussion and possible action regarding putting the previously surplused 2000 Dodge Ram 1500 into a public auction or selling it to an interested buyer that has contacted the District.

---

Typically, when the District puts older, "surplused" trucks through an auction, we get about \$500 for the vehicle after commissions, etc.

We had a gentleman stop by the District yard recently and asked if we would be willing to sell the truck. Earlier in the year, we had another interested party as well.

I would like to put this before the Board of Trustees for consideration as we potentially will make more off of a private sale versus that of an auction. The vehicle would probably bring \$1,000.00 to \$1,200.00 through a private sale. The vehicle would be sold "as is" so that there is no recourse for any buyer to come back on the District.

We can discuss this option or we can put the vehicle through the auction. Your thoughts please

CHURCHILL COUNTY MOSQUITO, VECTOR AND NOXIOUS WEED ABATEMENT DISTRICT

To: The Board of Trustees

From: Nancy Upham, District Manager

Date: January 12, 2021

Re: Discussion and possible action regarding putting the 2021 Aerial Contract with Frey Spray.

Jerry Frey is currently at helicopter school so is out of the area. We will table this agenda item to the February meeting.

CHURCHILL COUNTY MOSQUITO, VECTOR AND NOXIOUS WEED ABATEMENT DISTRICT

To: The Board of Trustees

From: Nancy Upham, District Manager

Date: January 12, 2021

Re: Discussion and possible action regarding the appointment of a new Board member to fill the vacant Board position.

---

Attached are the three letters of intent from people interested in serving on the Board of Trustees. The Board needs to consider these individuals and their intentions to serve on the Board of Trustees.

This is a Board decision so I will defer the Chairwoman, Christie Lattin or Legal Counsel Ben Shawcroft for action taken.

January 2, 2021

To: Nancy Upham, Manager Mosquito Vector and Noxious Weed District

I would like to introduce myself. My name is Barry Stewart and I am very interested in becoming a Mosquito Vector and Noxious Weed District Board Member.

I've been a resident of Churchill County since July of 1977 when I was first stationed at NAS Fallon. I am currently a retired Air Traffic Controller (21 years) from the U.S. Navy and a retired Computer Specialist (22 years) from the Department of Defense NAS Fallon. After I retired from the Navy, I worked for the Churchill County School District for 4 ½ years while attending Western Nevada Community College to attain my degree in Business Computer Applications. While at the school district I was a member of the Churchill County Classified School Employees Association where I served as Vice President and the head contract negotiator for two years. I was an officer in Families for Safe Skating to get the Skate Park across from Northside Elementary School built. As my son was growing up I volunteered for Pee Wee Baseball, Cub Scouts, NYSO Soccer, Paintball and The Lahontan Valley Claybreakers (LVCB). After he graduated, I continued to volunteer and support the LVCB becoming an NRA Certified Shotgun Coach and their current President. I'm also a board member of the Friends of Stillwater and the Fallon Trap Club. I'm President of the Nevada Youth Shooting Sports Association (NYSSA) and a member of the Stillwater Firearms Association.

I look forward to working with you.

Respectfully,

A handwritten signature in black ink that reads "Barry Stewart". The signature is written in a cursive, flowing style with a large initial 'B'.

Barry Stewart  
2024 Trails End  
Fallon, NV 89406  
Cell: 775-427-4164

Cynthia L McGarrah  
1177 Courtney Marie Ln  
Fallon, NV 89406  
775-426-9321

To: Mosquito Abatement

Re: Board member position

To Whom It May Concern,

This is a Letter of Intent to apply for the open board position on the Mosquito Abatement board. I graduated from CCHS in 1979 and have lived in Fallon/Churchill Co. for over 40 years. I have a Bachelor's degree in Business Management/ Finance and have 9 years in Banking and 8 years at Edward Jones Investments as the Senior Branch Office Administrator. I am currently the President of the Fallon Chamber of Commerce and with this position it allows me to sit on the Board for Churchill Economic Development Authority, which I have been on for 4 years.

Thank you for your time.

Sincerely,

Cynthia McGarrah



Churchill County

1-8-2021

Mosquito, Vector and Noxious Weed,

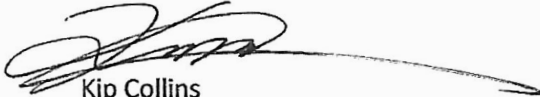
Abatement District

To whom it may concern,

My name is Kip Collins and I am a resident of Fernley, NV. I am the Store Manager for Dotty's Casino and I run 3 location: 1 in Fernley and 2 in Fallon. I deal with 30 employees, day to day operations, payroll, Customer Service (complains, investigations, resolutions), fielding all issues to correct departments and working with regulatory agencies. I have always been in management work in a variety of fields, from Manager of a Dollar Loan Center reviewing income, credit reports and assessing credit risk. Prior to that I worked as Supervising Court Clerk for the Verdi Justice Court where my duties were filing in cases, collecting fines, creating and keeping records of End of Month Reconciliation, Calendaring for Court and any other assigned duties.

I am the kind of person always looking to resolve issues in a straight forward. I ask questions before moving forward. I will work for public just like I work for my staff but I understand that sometimes there are hard decisions that have to be made. I believe in farming and understand that there are checks and balances to keep the public safe. As a new board member I would like to share my experiences with your community for the betterment of all.

I appreciate your time and best wish to your board,



Kip Collins  
1058 Greenbrook Pl  
Fernley NV 889408  
775-217-1990

CHURCHILL COUNTY MOSQUITO, VECTOR AND NOXIOUS WEED ABATEMENT DISTRICT

To: The Board of Trustees

From: Nancy Upham, District Manager

Date: January 12, 2021

Re: Discussion and possible action regarding the selection of the following Board positions that being Chairwoman/Chairman and Vice- Chairwoman/Vice-Chairman.

---

This is an annual selection. Please consider whether you would be interested in running for either of these two positions. The general duties include that of running the meeting and running the meeting in the absence of the Chairwoman/Chairman.

CHURCHILL COUNTY MOSQUITO, VECTOR AND NOXIOUS WEED ABATEMENT DISTRICT

Management Report  
December 2020

To: The Board of Trustees  
From: Nancy Upham, District Manager  
Date: January 12, 2021

---

November 20, 2020, District Management put together a grant proposal for noxious weed work at Timber Lake for 2021. This is a Forestry grant opportunity through the Department of Agriculture. Our proposal was not selected but Management will pursue BLM funding next to cover this work.

There were a number of personnel issues, operational decisions and meetings responding to all of these issues during December 2020.

The staff worked for the first two weeks in December but took sick leave and annual leave for the next two weeks. Ms. Upham donated two days of her annual leave for all of the employees for the week of Christmas.

Attached are a few articles that I found interesting with respect to mosquito abatement districts. If you have any questions about them, please feel free to ask. Otherwise, I will summarize them at the meeting.

## MOSQUITO CONTROL EMERGENCY PREPAREDNESS AND RESPONSE TO NATURAL DISASTERS

C. ROXANNE CONNELLY<sup>1</sup> AND JEFF BORCHERT

*Centers for Disease Control and Prevention, 3156 Rampart Road, Fort Collins, CO 80521*

On February 9, 2019, the Bipartisan Budget Act of 2018 was signed into law and appropriated \$200M in hurricane funding to the Centers for Disease Control and Prevention (CDC) for preparation, response, recovery, mitigation, and other expenses related to the consequences of Hurricanes Harvey, Irma, and Maria. The CDC then awarded, through *CDC-RFA-TP18-1802 Cooperative Agreement for Emergency Response: Public Health Crisis Response notice of funding opportunity*, \$51,136,347 in extramural funding. Funding specific to vector-borne diseases, including intramural and extramural (partners and jurisdictions), was \$37,628,235 to Florida, Georgia, Louisiana, Mississippi, Texas, Puerto Rico, and US Virgin Islands. State and territorial funding supported the implementation of conventional and novel mosquito control techniques, training for public health pest control applicators, replacement of mosquito surveillance and control supplies utilized in the aftermath of the 2017 hurricanes, insecticide resistance testing and training, and source reduction. Additionally, the CDC hurricane funding supported this special issue of the Journal of the American Mosquito Control Association (JAMCA) focused on mosquito control response in the wake of natural disasters. We invited hurricane relief funding grantees, mosquito control programs, academics, manufacturers, product distributors, and applicators to submit response plans or descriptive articles related to their experience with mosquito control after natural disasters. The objective of this special issue of JAMCA is to provide a comprehensive volume that includes resources to help guide mosquito control in areas affected by natural disasters. The shared experiences should serve to assist others involved in mosquito control in planning for and responding to natural disasters.

### CONTENTS

ADAPCO, AMVAC, and VDCI discuss the complexities of predicting and maintaining mosquito control product inventories for the hurricane season, moving mosquito control products around the country in the aftermath of a natural disaster when trucks may not be available and roads may not be cleared, and the steps that are taken after being called in to provide mosquito control services during emergencies.

<sup>1</sup> To whom correspondence should be addressed. [csz5@cdc.gov](mailto:csz5@cdc.gov); 970-266-3512

Collier Mosquito Control District (Florida) describes an experience of what happens when hurricane plans are out of date, the scrambling they had to do during Hurricane Irma, and the revised planning that took place during and after the emergency. Florida Keys Mosquito Control District discuss preparedness local plans that include providing time for employees to prepare their personal homes and property, protection of mosquito control property and equipment, communications before, during and after the event, managing staff and work in the absence of power, performing mosquito control activities safely in the aftermath, and more.

Indian River Mosquito Control District, located on the east coast of Florida, provides a history since 1997 of experience with hurricanes and the many lessons learned over the decades, including navigating the Federal Emergency Management Agency (FEMA) reimbursement process. Experiences with specific hurricanes including mosquito population numbers, results of mosquito control treatments, and lessons learned are provided by Anastasia Mosquito Control District (Florida) (Hurricane Matthew 2016, Hurricane Irma 2017); Georgia Department of Public Health (Hurricane Irma, 2017, Hurricane Michael 2018); Harris County Public Health Mosquito and Vector Control Division (Texas) (Hurricane Harvey 2017); Mississippi State Department of Health (Hurricane Katrina 2005); and Texas Department of State Health Services (Hurricane Harvey 2017).

The Florida Department of Agriculture and Consumer Services regulates mosquito control in Florida and provides a description of their Mosquito Control Incident Response Team which has been activated 9 times since 2001. As an example that others may utilize, Texas Department of State Health Services (TDSHS) include their guidance document on mosquito surveillance and control and identifies tasks, roles and responsibilities for agencies involved in a mosquito control response to natural disasters. The TDSHS also discusses the importance of managing severe floodwater (nuisance) mosquito outbreaks after natural disasters.

From the Federal level, information is provided by authors from CDC, FEMA, and the US Department of Defense on the roles the agencies play during a response and how to work with these agencies post-disaster. Research results are provided here from authors in St. Tammany Parish, Louisiana who discuss the local risk of infection with West Nile virus post hurricane.

Table 1. Best m

National Incident Cor
Review and update re
response plan
Review plans with all
Secure vehicles and d
as chemicals, airpla
equipment
Mosquito surveillance
(support document
Conduct insecticide r
resistance profiles 1
Understand FEMA pr
required records
Develop and maintain
neighboring state c
Plan for employee tin
secure/evacuate fan
Contingency contracts
contractors may ha
needing service

### COM

Within the paper recurring themes re natural disasters e before, during, and : be made and follow "forecast cone", the hurricane, (National flooding is expecte last minute because control facilities a: time to take care o: Planning for worst- sially considering tl cell phone service c restored. Investme: phones and paper r It is critical that re updated annually employees on loca Although not includ for mosquito contro best management p monalities amongst special issue are list

### ADDITIO

While major incre most often associat storms, other types influenced) can res mosquito control re For example, wildl

Table 1. Best management practices and commonalities experienced in mosquito control post natural disasters.

Pre-disaster	Post-disaster
National Incident Command System (NICS) Training Review and update response plans annually or create a response plan Review plans with all employees annually	Activate Emergency Operations Center (EOC)/NICS Discuss lessons learned from current disaster for updating response plans Request ideas from employees to improve response plans based on current experience Determine when it is safe to retrieve and utilize assets and do so
Secure vehicles and drivers, evacuate /secure assets such as chemicals, airplanes, trucks, helicopters and equipment Mosquito surveillance data for non-hurricane years (support documentation for FEMA reimbursement) Conduct insecticide resistance assays and maintain resistance profiles for local mosquito species	Mosquito surveillance data for current hurricane years (support documentation for FEMA reimbursement) Incorporate insecticide resistance information into decision-making for mosquito control activities in the aftermath of a disaster Work with FEMA to provide documentation for reimbursement Reach out to EOC and other emergency contacts for damage and needs assessments Plan for time to care for family, property and personal needs before returning to work Contact contractors to provide them with surveillance data and a needs assessment
Understand FEMA process for reimbursement; maintain required records Develop and maintain inventory of EOC, federal and neighboring state contacts Plan for employee time to prepare personal property or secure/evacuate families Contingency contracts in place - remember that contractors may have more than one customer needing service	

**COMMON THEMES**

Within the papers of this special issue, there are recurring themes related to proper planning prior to natural disasters and communications plans for before, during, and after the event. Preparations must be made and followed when a location is within the “forecast cone”, the probable track of the center of a hurricane, (National Hurricane Center 2020) or when flooding is expected. Agencies cannot wait until the last minute because in addition to securing mosquito control facilities and equipment, employees need time to take care of their own homes and property. Planning for worst-case scenarios is prudent especially considering that loss of electricity and loss of cell phone service could take weeks before they are restored. Investments in items such as satellite phones and paper maps ahead of time are prudent. It is critical that response plans are reviewed and updated annually and that annual training of employees on local response plans is conducted. Although not inclusive of all components of planning for mosquito control after a natural disaster, some best management practices and some of the commonalities amongst the experiences described in this special issue are listed in Table 1.

**ADDITIONAL RESOURCES**

While major increases in mosquito populations are most often associated with rainfall, flooding, and storms, other types of disasters (natural or human influenced) can result in conditions that require mosquito control resources and creative solutions. For example, wildland fires in California in 2015

created new underground habitats for mosquitoes in septic tanks (Courcier 2017). Prior to the fires, the septic tanks were unavailable to ovipositing female mosquitoes, but plastic risers on some tanks were melted during the fires, and concrete tanks were damaged in the aftermath of the fire when heavy equipment was driven over the top of the tanks during clean-up efforts. Courcier (2017) describes how mosquito control operations incorporated treatment kits into their daily activities and explains that these sites will need to be monitored and treated for years until the process of rebuilding is completed.

There are several publications that describe disease risk after natural disasters (CDC 1993, Nasci and Moore 1998, Lehman et al. 2007, Watson et al. 2007, Harrison et al. 2009, Barrera et al. 2019); mosquito control experiences with specific hurricanes and results from control activities in a post-disaster environment (Brown 1997, Breidenbaugh et al. 2006, Simpson 2006, Foppa et al. 2007, Breidenbaugh et al. 2008, Harris et al. 2014); and mosquito habitats created in the wake of storms (Caillouët et al. 2008a, 2008b; Hribar 2018).

Connelly et al. (2020) recommends the continuation of mosquito surveillance and control to the extent possible after natural disasters. This recommendation is supported by 1) the requirement by FEMA to review historical and current data on mosquito populations for reimbursement for mosquito control expenses incurred in post-disaster situations; 2) the need to protect the health and safety of relief workers after a disaster; and 3) to prevent mosquitoes from becoming infected and causing human disease.

## From Where Joe Sat: Looking Back is Magnificent, Looking Forward a Challenge!

by David Brown

Greetings! By now most of you know Joe Conlon retired July 1, 2020 after 20 years of service with the American Mosquito Control Association (AMCA). As the very first Technical Advisor (TA) of the AMCA, Joe set the bar as to just what was expected of the TA, ranging from answering questions from the general public and media outlets, to responding to legislative and regulatory matters from members of congress and regulatory agencies. I could literally go on and on as to just how well Joe did in his role as the TA, but will instead direct you to a comprehensive paper by Dr Stan Cope, in the Summer 2020 issue of *Wing Beats*, that captures Joe's history, as well as his many accomplishments (Cope 2020). Needless to say, I have HUGE shoes to fill! Looking back at all Joe accomplished can truly be described as magnificent.

Looking forward, the year 2020 has certainly started off in a manner nobody could have accurately predicted. A global pandemic, a shutdown of most of the economies of the world, and literally hundreds of thousands of people suffering from Covid-19. The direct impacts to AMCA members have been a restructuring of work practices



to continue mosquito control efforts as essential workers, and performing all of these with a public health infrastructure that is being stretched to the breaking point. As your new TA, I want to briefly discuss how AMCA is working to make your mosquito control efforts continue as effectively as they possibly can with the new challenges facing us.

### CANCELLATION OF ANNUAL MEETING

The AMCA Board made what I consider to be one of the most profound decisions they have ever had to make when they cancelled the AMCA Annual meeting scheduled to be held in Portland in March of 2020. Covid-19 had not yet established itself on the national radar, but the warning signs were certainly present. The Board took the best available data at the time and made the only decision they could have made, and I would argue that doing so saved many mosquito professionals' lives.

The AMCA Annual Meeting is the premier education and networking event for researchers, educators, vector control professionals, industry representatives, and students in mosquito control. Every year since 1935, hundreds gather to hear the latest research, share ideas, and form collaborations. The cancellation of the meeting in Portland prevented us from getting together, and I for one sorely missed the chance to re-meet some of you and introduce myself to the rest. Some of the best ideas are formed in the breakout sessions after a presentation, where a free flow of ideas often occurs as to how to incorporate what was just presented into the applications of an existing mosquito control program.

How is AMCA addressing this?

Well, by now everyone is familiar with Zoom meetings, and AMCA held its first ever virtual Annual Business meeting in April of 2020. AMCA members were enabled to attend online to keep the business of the Association moving forward. Presentations scheduled for the Annual conference were offered online through webinars and a fitting memorial tribute to an outstanding



AMCA member, Lucas Terracina, was presented to our membership through an online webinar.

The Washington Conference was also cancelled, which prevented us from meeting directly with our legislators and regulators to educate them regarding the current status of our vector control infrastructure. However, our Committees have continued the work of our Association by contacting the relevant regulatory agencies to comment on proposed pesticide labeling changes and endangered species listings that could impact our members control strategies, staying in contact with appropriation committee legislators to inform them of the funding tools our AMCA members need to do our jobs, and keeping abreast of the latest science involved in Sterile Insect Technology (SIT) as potential new tools for our members to use in their mosquito control efforts.

### OK, SO JUST WHAT DOES THE AMCA TECHNICAL ADVISOR DO?

One of my favorite movie series from back in the day is the Clint Eastwood "Dirty Harry" Callahan movies. My favorite line in these signature films is "A man has to know his limitations," and I have tried to live by that mantra. There is no way I can do the things my predecessor did as well as he performed them, but the resources AMCA has easily fills the void of my own shortcomings. To those ends, we reinvigorated the Public Relations Committee for the AMCA membership to use, and as Chair of this committee I cannot be happier.

Each AMCA Regional Director selected a Public Relations professional from their specific region, allowing us to expand our knowledge base of mosquito control activities throughout the country. As we all know, some mosquito control measures are conducted a bit differently in some parts of the country as opposed to other parts of

the country, depending on the species, habitat, and resources available to them. No one would know this better than the Regional Directors and the Public Relations members that are specific to that region!

We have already seen this in action, with talking points developed for SIT mosquitoes, as well as adding information about SIT to our Frequently Asked Questions section at <https://www.mosquito.org/page/FAQ>. I consider the FAQ tab to be a living document, and if other questions need to be added or updated after you review the site, please let us know!

Another part of the TA job description saw me assume the role of Assistant Chair of the Legislative and Regulatory Committee. Angela Beehler is the Chair of this dynamic committee, and if you have not already sent her an email thanking her and the subcommittee chairs for continuing to educate our legislators and regulators on what is needed to do your job, then stop reading this and do it now! Better yet, send an email to YOUR legislator about your mosquito control activities, and how funding two pieces of federal legislation that have already passed (the Tick Act and the SMASH Act) will provide the resources for you and your fellow AMCA members to do their jobs to the fullest. Be sure to send a copy of the email to Angela at [angela@mosquitocontrol.org](mailto:angela@mosquitocontrol.org).

Covid-19 has stretched our entire public health infrastructure to the breaking point, but fortunately, we already have the mechanism in place to ensure our funding needs are addressed, thanks in large part to the proactive actions of the Legislative and Regulatory Committee. However, we cannot make this happen unless every AMCA member steps up. Contact your legislator NOW! If you need help with what you want to write to your legislator, that is what the TA is here for. I can be reached at [dabrownsoj@gmail.com](mailto:dabrownsoj@gmail.com). I'm eagerly waiting to hear from you!

I have also been tasked with bringing our website up to date and more accessible for our constituents. Check out the home page at [www.mosquito.org](http://www.mosquito.org), and let us know what more we can do to make it relevant for both our AMCA members and the public at large. In addition, follow us on Facebook, where Breanna Ball, our AMCA Young Professional, has assumed the role of Social Media Coordinator. Through her leadership and inspiration, we are developing infographics for use to keep our public community engaged in our activities.

I am very excited to assume the role of Technical Advisor for the AMCA, and while we have challenges ahead of us, I have absolutely no doubt we can meet them. AMCA members have been protecting the public from mosquitoes and the pathogens they may carry for over 85 years. Even as we face what has been called the largest public health menace our world has confronted in over 100 years, our members will do what we do year in and year out to ensure mosquitoes and the pathogens they carry will not contribute to this threat.

### REFERENCE CITED

Cope, SE. 2020. Joe Conlon: the man behind the myth behind the legend. *Wing Beats*. 31(2): 33-39.



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## EXPENDITURES - December 2020

### VENDORS

CK. DATE	NAME	CHECK #	AMOUNT
12/4/2020	Churchill Co Comptroller	7309	\$1,148.76
12/4/2020	CNA Surety	7310	\$170.00
12/4/2020	Colonial Life	7311	\$47.74
12/4/2020	Janess Digital Ink	7312	\$129.90
12/4/2020	Office Product Inc	7313	\$182.75
12/4/2020	Southwest Gas	7314	\$128.13
12/4/2020	Business Credit Card	7315	\$5,244.19
12/4/2020	John deere Financial	7316	\$352.15
12/4/2020	Public Employees' Benefits Program	7317	\$87.86
12/16/2020	Alsco	7318	\$204.18
12/16/2020	C Bar R Feed & Fuel	7319	\$18.69
12/16/2020	CC Communications	7320	\$343.27
12/16/2020	Churchill Co Comptroller	7321	\$258.13
12/16/2020	Fire Extinguisher Service	7322	\$387.00
12/16/2020	O'Reilly Auto Parts	7323	\$529.06
12/16/2020	Optum Bank	7324	\$150.00
12/16/2020	Thomas Lukas	7325	\$1,250.00
12/16/2020	Tumbleweed Garbage	7326	\$240.00
12/16/2020	Verizon Wireless	7327	\$200.04
12/16/2020	NV Energy	7328	\$167.71
12/17/2020	Churchill County Federal Credit Union	7335	\$700.00
12/17/2020	Churchill County Co	7336	\$6,055.11
12/28/2020	Operating Engineers Union Dues	7342	\$175.00
12/30/2020	Business Credit Card	7343	\$983.58
12/30/2020	Holland & Hart	7344	\$465.50
12/30/2020	Sciarani & Co	7345	\$12,000.00
12/30/2020	PERS	7346	\$12,142.86

TOTAL

\$43,761.61



## PAYROLL

### Period of November 16 - November 29

CK. DATE	NAME		AMOUNT
12/4/2020	Sharon Harper		\$1,717.18
12/4/2020	James Cork		\$1,652.94
12/4/2020	Fallon Merbs		\$0.00
12/4/2020	Nancy Oglo Upham		\$2,386.30
12/4/2020	Kevin Porteous		\$1,803.82
12/4/2020	JD MacKay		\$1,565.94
12/4/2020	J. Melania Sagi		\$784.98
12/9/2020	EFTPS		\$1,903.48
12/13/2020	James Cork	7334	\$1,754.69

**TOTAL** \$13,569.33

### Period of November 30 - December 13

CK. DATE	NAME		AMOUNT
12/18/2020	Sharon Harper		\$1,717.18
12/18/2020	James Cork		\$1,652.95
12/18/2020	Fallon Merbs		\$1,453.54
12/18/2020	Nancy Oglo Upham		\$2,386.30
12/18/2020	Kevin Porteous		\$1,803.82
12/18/2020	JD MacKay		\$2,082.96
12/18/2020	J. Melania Sagi		\$730.02
12/23/2020	EFTPS		\$2,590.62

**TOTAL** \$14,417.39

### Period of December 14 - December 27

CK. DATE	NAME		AMOUNT
12/31/2020	Sharon Harper		\$1,761.19
12/31/2020	James Cork		\$1,677.94
12/31/2020	Fallon Merbs		\$1,413.95
12/31/2020	Nancy Oglo Upham		\$2,825.55
12/31/2020	Kevin Porteous		\$1,820.99
12/31/2020	JD MacKay		\$2,306.72
12/31/2020	J. Melania Sagi		\$686.85
	EFTPS		

**TOTAL** \$12,493.19

## BOARD MEMBERS

**Meeting Date: December 03, 2020**

	Christy Lattin		
	Marion Jonte, Jr.		
	Michael Spencer		
	Sheldon Chipp		
	Tom Hutchings		

**Meeting Date: December 10, 2020**

12/18/2020	Sheldon Chipp	7329	\$92.35
12/18/2020	Tom Hutchings	7330	\$92.35
12/18/2020	Marion Jonte, Jr.	7331	\$82.35
12/18/2020	Christy Lattin	7332	\$92.35
12/18/2020	Michael Spencer	7333	\$92.35

**Meeting Date: December 22, 2020**

12/30/2020	Tom Hutchings	7337	\$92.35
12/30/2020	Marion Jonte, Jr.	7338	\$82.35
12/30/2020	Christy Lattin	7339	\$92.35
12/30/2020	Michael Spencer	7340	\$92.35
12/30/2020	J. Melania Sagi	7341	\$69.26

**Meeting Date: December 30, 2020**

1/15/2021	Christy Lattin	7349	\$92.35
1/15/2021	Marion Jonte, Jr.	7348	\$82.35
1/15/2020	Michael Spencer	7350	\$92.35
1/15/2021	Sheldon Chipp	7347	\$92.35
1/15/2021	J. Melania Sagi	Direct Deposit	\$69.26

**TOTAL** \$1,309.07

<b>Total Expenditures</b>		<b>\$43,761.61</b>
<b>Total Payroll</b>		<b>\$41,788.98</b>
<b>Total Overall</b>		<b>\$85,550.59</b>