Churchill County Mosquito, Vector and Noxious Weed Abatement District

Board of Trustees

Churchill County, Nevada

7400 Reno Highway

Fallon, NV 89406

Meeting June 10th, 2021

OPEN MEETING SESSION

1. **Call to Order**

Chairwoman, Christy Lattin called the meeting to order at 5:30 PM.

**BOARD OF TRUSTEES**

Chairwoman, Christy Lattin

Vice Chairman, Michael Spencer

Trustee, Marion Jonte, Jr.

Trustee, Tom Hutchings

Trustee, Cynthia McGarrah

Legal Counsel, Ben Shawcroft

District Manager, Nancy Upham

Assistant Manager, JD MacKay

Board Secretary, Melania Sagi

**Public Present:**

1. **Pledge of Allegiance:**

All stood for the Pledge of Allegiance.

1. **Public Comment:**

None

1. **Review and Adoption of the Agenda:**

District Manager, Nancy Upham requested that the agenda be accepted as is. Vice Chairman, Michael Spencer made a motion to adopt the agenda as is. Trustee, Cynthia McGarrah seconded the motion and it passed unanimously.

1. **Discussion and Approval of Minutes:**

Trustee McGarrah requested that in the meeting minutes from May 13, 2021, the fifth line down under the seventh item in correspondents be reworded for clarification. Also, lines for clarification were the third line on the same page and the second line under Old Business. District Manager Upham added that Matt Louise's name should be Louie.

Trustee McGarrah made a motion to approve the minutes from May 13, 2021, with the above corrections. Vice Chairman Spencer seconded the motion and it passed unanimously.

Concerning the meeting minutes from May 20, 2021, Trustee McGarrah noted on the back page under section 9, the fourth line from the bottom should read "not so much," instead of "no so much."

Vice Chairman Spencer made a motion to approve the meeting minutes from May 20th, 2021, with the correction. Trustee Jonte seconded the motion and it passed unanimously.

1. **Certificate of Posting:**

District Manager Upham stated that the agenda was posted in accordance with NRS statues.

1. **Correspondence:**
   1. 5-13-2021—Open Enrollment for Employee Health Insurance. District Manager Upham explained that this was a breakdown of the insurance increases of 5% for all the employees. This was included so the Board Members could see what the District pays for each of the employees.

Trustee McGarrah asked if the insurance enrollment information had reached the employees in a timely manner. District Manager Upham responded that the employees had enough opportunity to make changes. Trustee McGarrah noted that the District did not receive it until the 13th of May and open enrollment began on the 1st of May. District Manager Upham said that was true however, Assistant Manager MacKay was the only one to make any changes to their policy. Trustee McGarrah expressed that she just wanted to make sure that the District employees were taken care of.

* 1. 5-18-2021—CDC Bioassay Training Workshop – Katherine Brisco. This is training that District Manager Upham is planning to attend. Trustee Jonte voiced his interest to attend as well. Chairwoman Lattin asked for clarification on what bioassay is. District Manager Upham responded that if there appeared to be a developing resistance in the mosquitoes, the bioassay would show it. Chairwoman Lattin asked if Assistant Manager MacKay would also be attending as it would be good knowledge for him to have if District Manager Upham plans to retire in the next 5 years. District Manager Upham said that it had not been discussed and was a good idea however, at least one of the manager's should be available at the shop for the technicians. She added that if it was held in Reno there should be no problem with both managers attending.
  2. 5-27-2021—Arboviral Testing for 2021 – Laura Morrow. District Manager Upham explained that this was from the state lab and stated that the lab has enough money to complete the District's arboviral testing until July 1st after which they will probably charge the District $10 per mosquito pool. Trustee Jonte asked if that was the California testing that had been discussed at a prior meeting. District Manager Upham explained that the California testing was for the chicken blood samples, these tests were for the adult mosquitoes. She added that it should be noted that draught years showed an increase of virus cases. Chairwoman Lattin asked for an explanation. District Manager Upham responded that the water was more concentrated during draught years, so there are more birds in those areas where mosquitoes are laying their eggs. If there were any positives it would pass through that population quicker. The members discussed the current water situation and how unfortunate it was that the water would most likely not make it into September.

1. **Appointment:**

None

1. **Old Business:**

1. Discussion and possible action regarding the comparison of Technology bid upgrades for the District computers, server, tech support, and other affiliated operations. District Manager Upham requested that this topic be tabled until a few more bids for IT service could be presented.

1. **New Business:**

1. Discussion and possible action regarding the investment of purchasing postcards or flyers to reach out to the Public regarding the District and our operations. Included in the meeting packet was the pricing breakdown from Postcard Mania. District Manager Upham explained that it may be beneficial to send out an educational pamphlet to the Public. Information included would be what the District is, what it does, best ways to combat mosquitoes, and how to contact us. There was some discussion on using a local company, but District Manager Upham said that the District has existing credit with this company and that a local company could be used in the future for other marketing. Trustee Jonte asked what the cost would be. District Manager Upham responded that it would be about $2695 after the credit was applied. She presented this to the Board as there is $2000 threshold that requires Board approval. Chairwoman Lattin made a motion to approve the quote from Postcard Mania for a quantity of 6000 trifold brochures. Trustee Jonte seconded the motion and it passed unanimously.

2. Discussion and possible action regarding investing in hardware and software and possible changes to the server systems. District Manager Upham explained that this topic should also be tabled. She was wondering if the equipment quote should be taken out of the IT service bid and the District could purchase the equipment separately. Chairwoman Lattin suggested that it should remain with the IT service company as they know what equipment they are most comfortable working with.

3. Discussion and possible action regarding the use of an "On the Job Training" program for seasonal employees. This will be presented by Management. District Manager Upham explained that she had been presented with an opportunity through JOIN (Job Opportunities In Nevada) for the District to train new employees and JOIN would cover their pay for the first three months. The caveat is that the employees would have to remain employed year-round. Another avenue District Manager Upham had explored was utilizing an employment agency however, they wanted a 40% mark up. Chairwoman Lattin asked if the District had used an agency in the past or done the seasonal hiring themselves. District Manager Upham answered that the District had usually hired their own seasonal employees however, there was the benefit of the temp agency covering the employment costs. A woman from the high school had also mentioned some of her students may be interested in work experience. Trustee Jonte stated that he would rather the District hire people looking for an education over someone just looking for a paycheck. Assistant Manager MacKay had the idea to hire college students enrolled in agricultural courses as this position would give them real life experience they could apply to their education. He explained that the problem the District was having is that quality employees were already employed or looking for full time, permanent jobs, not part time, seasonal work. Another issue with hiring seasonal workers is the weed control aspect. There are hazards that need to be considered when hiring such as the chemical usage and roadside driving. The Board agreed that, as the position required driving a company vehicle, the applicant should be at least 18 for insurance purposes.

1. **District Manager’s Report and Operations Review:**

District Manage Upham stated that she had wanted to present a comparison to the Board but that it would have to be done at the next meeting. Chairwoman Lattin asked how things were at the facility as far as employee relations and management. District Manager Upham explained that lately things have been progressing smoother with Assistant Manager MacKay handling more of the employee interactions. Assistant Manager MacKay explained that management has begun verifying source areas before ordering flights. This has saved the District money and limited the stress of last-minute flight scheduling. Management began this process because the technicians were requesting flights and not accurately reporting the conditions.

1. **Board Member’s Reports:**

Vice Chairman Spencer inquired about the NDOW transition. District Manager Upham said she was hopeful that they could work together to find a better solution for Carson Lake. If a relationship between entities could be forged, then NDOW could communicate with the District about water usage and what areas have been flooded.

Chairwoman Lattin asked if the District was apprised of the events going on in the County. Board Secretary Sagi said that Top Gun Raceway had left a flyer at the facility with their summer events, so the technicians were aware of those. Chairwoman Lattin requested that being informed of upcoming events be included in Ms. Sagi's responsibilities.

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

IT Services and seasonal employees.

1. **Expenditures:**

Payroll: $31,189.96

Expenses: $152,526.55

Total: $185,114.58

Vice Chairman Spencer made a motion to accept the expenditures. Trustee Jonte seconded the motion, and it passed unanimously.

1. **Public Comment:**

None

1. **Adjournment:**

Meeting adjourned at 6:32 PM.

SIGNATURE: Chairwoman or Vice Chairman

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DATE: