Churchill County Mosquito, Vector and Noxious Weed Abatement District

Board of Trustees

Churchill County, Nevada

7400 Reno Highway

Fallon, NV 89406

Meeting July 29th, 2021

OPEN MEETING SESSION

1. **Call to Order**

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

**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**

None

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 accept the agenda as is. Trustee, Marion Jonte seconded the motion, and it passed unanimously.

1. **Discussion and Approval of Minutes from June 10, 2021:**

Trustee, Cynthia McGarrah requested a typo be corrected under “New Business.” Mr. Jonte made a motion that the meeting minutes from June 10, 2021, be approved with the correction. Mr. Spencer seconded the motion and it passed unanimously.

1. **Certificate of Posting:**

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

1. **Correspondence:**

None

1. **Appointment:**

None

1. **Old Business:**

1. Consideration and possible selection of a company to upgrade and maintain the District computer setup and security system. Board secretary, Melania Sagi gave a brief overview of each of the companies up for contention.

 Colby’s Unified Networking and Technology Solutions: Colby came on site to tour the facility, discuss the District’s issues, and possible solutions. Ms. Lattin asked for clarification on Colby’s IT service costs. Ms. Sagi explained that the District would purchase a 40-hour bundle at a time for $75 an hour which would have no expiration. Ms. Lattin verified that would be a $3000 purchase up front. His equipment bid is $16,120.

 Office1: Their labor cost for installation and programming is $10,500, estimated for 60 hours of labor. Their total equipment bid is $19,980.32 and IT service is $1153 a month with a 3-year contract. The District would have to bid separately for a security system with another company as Office1 does not offer this service. Office1 did not come onsite.

Sierra Computer Group: Their representative was very knowledgeable when he came onsite to tour the facility. He had an idea of what direction he would like to take the District in and was thorough in his explanations. They proposed an equipment bid of $22,648 and IT service cost of $144/per hour for 38 hours. Ms. McGarrah noted that their bid did not include tablets for the technicians. She added that there were advantages to having that equipment. Ms. Sagi agreed and said that Colby had mentioned a ticketing program that could be utilized by the technicians.

Lockwood Moore: Their representative was very thorough when visiting the facility. They verified the cables that had been installed were the best currently available. Their representative had called to get a list of equipment that the other IT service companies had used to create their bids which enabled them to give the District an “apples to apples” comparison. Their equipment bid was proposed at $819 and their IT service cost is $149 an hour. Mr. Spencer commented on how low the equipment bid was. Ms. Lattin clarified that the equipment bid was in fact for $819 a month for 63 months for a total of about $51,597.

The Board discussed and agreed that Colby’s bid covered the most equipment and came in at the lowest cost. Ms. Upham added that since he was one man, and not an established company that has a large overhead, Colby was able to come in much lower than the others. Legal Counsel, Ben Shawcroft asked if Colby’s bid included a commitment. Ms. Sagi answered that there was no contract, no commitment. When the 40-hour bundle was used up, the District could decide to purchase another bundle or not. Mr. Jonte asked if a commitment was preferable. Mr. Shawcroft responded that it would be preferable to not have one, especially for IT services.

There was some discussion on the benefits of tablets for the technicians. Tablets with a ticketing system would increase efficiency, limit falsified record keeping, and increase communication between the technicians and the facility. Mr. Jonte asked if it was a federal requirement to keep physical paper copies of the paperwork. Ms. Upham responded that yes, it was a requirement to have the information available but printing out the copies from the computer was a simple matter.

Ms. Lattin made a motion to use Colby’s Unified Networking and Technology Solutions for equipment purchase totaling $16,120 and IT service at $75 an hour. Mr. Jonte seconded the motion and it passed unanimously.

2. Consideration and possible action regarding the selection of a company to repair the roof on the facility. Ms. Sagi explained her interaction with the proposed companies. The Board requested adding the panel replacement cost to the bid and only CTR took the time to respond that the panel would be $50-$80 even though they thought it was unnecessary. Ms. Lattin said that after looking it the Handyman does not have the proper credentials for roofing.

Ms. McGarrah made a motion to approve CTR for the roofing repair and maintenance proposal for $1350. Mr. Jonte seconded the motion and it passed unanimously.

1. **New Business:**

1. Discussion and possible action regarding the increase of 2% per employees mirroring that of Churchill County’s cost of living. Ms. Upham explained that according to the Collective Bargaining Agreement (CBA), the employees represented received a 2% increase. She believed that the remaining employees, not covered by the CBA, should also receive the increase.

Mr. Jonte asked if there were any figures available that represented the overall cost of this increase. Ms. Upham said she would present it at the next meeting. Mr. Jonte made a motion to allow the three remaining employees to have a 2% increase to mirror the County. Ms. McGarrah seconded the motion and it passed unanimously.

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

 None

1. **Board Member’s Reports:**

 None

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

 Ms. Lattin asked that the cost for the living increase be included in the next meeting. Assistant Manager, JD MacKay had calculated the amount to approximately $624 a month or $7000-$8000 a year. Ms. Lattin verified that there was room in the budget for it and Ms. Upham responded, yes.

1. **Expenditures:**

 None

1. **Public Comment:**

 None

1. **Adjournment:**

Meeting was adjourned at 6:05 P.M.

SIGNATURE: Chairwoman or Vice Chairman

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DATE: