

Churchill County Mosquito, Vector, and Noxious Weed Abatement District
Board of Trustees
Churchill County, Nevada
7400 Reno Highway
Fallon, NV 89406
Meeting January 12th, 2023
OPEN MEETING SESSION

1. Call to Order

Legal Counsel, Joseph Sanford called the meeting to order at 5:33 P.M.

BOARD OF TRUSTEES

Trustee, Marion Jonte, Jr.
Trustee, Cynthia McGarrah
Trustee, Richard Grondin

Legal Counsel, Joseph Sanford
District Manager, Nancy Upham
Assistant Manager, JD MacKay
Board Secretary, Melania Sagi

Public Present

Barry Stewart
James Houck

2. Pledge of Allegiance:

All stood for the Pledge of Allegiance.

3. Public Comment:

None

4. Review and Adoption of the Agenda:

Mr. Sanford jumped ahead to New Business #1: Discussion and possible action regarding the election of a Chairperson for the Board of Trustees. Trustee, Marion Jonte nominated Cynthia McGarrah as Chairwoman of the Board of Trustees for the Churchill County Mosquito, Vector, & Noxious Weed Abatement District. Trustee, Cynthia McGarrah accepted the nomination. Mr. Jonte made a motion to appoint Ms. McGarrah, Trustee, Richard Grondin seconded the motion, and it passed unanimously.

Mr. Grondin made a motion to adopt the remainder of the agenda with the above changes. Mr. Jonte seconded the motion and it passed unanimously.

5. Discussion and Approval of Minutes from December 8th, 2022:

Mr. Jonte made a motion to approve the minutes from December 8th, 2022. Mr. Grondin seconded the motion and it passed unanimously.

6. Certificate of Posting:

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

7. Correspondence:

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| December 2022 | NAIP General Insurance Application Submission. This is a yearly form that the District Manager must complete to apply for general insurance for the coming year. |
| 12-15-22 | Carson Water Subconservancy District – December Watershed Moment Publication. This is a newsletter that the Subconservancy District puts out. It contains information for protecting water quality, current programs, and various talking points. |
| 12-27-22 | Churchill County Planning Commission – Special Use Permit Application and public hearing notice. This letter will be expanded on later in the meeting. Essentially the District facility neighbor, Out West Building, LLC, is petitioning the County and this letter is notifying the District should a representative choose to be present at the hearing. |

8. Appointment:

None

9. Old Business:

1. Discussion and brief review of video training presented by the District at the Statewide Continuing Education Training on December 6th, 2022. Ms. Upham thanked Assistant Manager, JD MacKay and Administrative Assistant, Melania Sagi for their contribution to putting this slide show together. The slide show consisted of mosquito information, including breeding habits, vector types, and control practices.
2. Discussion, update, and possible action regarding the asphalt situation and possible repaving options at the District Facility yard. Ms. Upham began by saying she spoke with the County Road Department who suggested replacing the whole asphalt at the facility. She turned the topic over to Mr. Jonte to explain the information he had received. Mr. Jonte explained that the gentleman he spoke with assured him that a total replacement was not warranted. With a crack repair and surface sealant the District would be able to get many more years of service from the existing asphalt at the facility. Ms. Upham agreed that would be the best approach, but she believes waiting until the following fiscal year would be better for the budget. This topic will be expanded upon at a later meeting.
3. Discussion and possible action regarding the information to be placed on a plaque purchased for the Board of Trustees dedication at the District Facility.

Ms. Upham asked the Board if they had any suggestions or opinions on how the plaque should be organized. She will continue to nail down the specifics and hopes to provide the Board with something visual at the next meeting.

4. Discussion and possible action regarding the recognition of former Board Members and their respective commitment to the District Board of Trustees. Ms. Upham is investigating local businesses that are able to create plaques for the District's building dedication. She would like to hold an event where former Board members and retired employees could be recognized for their years of service to the District. This topic will be revisited when there is a full Board.
5. Discussion and update of drone (purchase) buyout between Douglas County Mosquito District and the Churchill County Mosquito, Vector, and Noxious Weed Abatement District's partial ownership of the previously shared drone purchase. The District received a check from Douglas County Mosquito District for \$18,000. The original drone purchase portion for the District was \$20,000. Ms. Upham will discuss with a Douglas County representative if the \$2,000 removed for depreciation could be applied toward contracting services from Douglas County for drone usage in Churchill County. Mr. Grondin made a motion to allow Ms. Upham to deposit the check into Churchill County Mosquito, Vector, and Noxious Weed Abatement District's bank account. Mr. Jonte seconded the motion and it passed unanimously.

10. New Business:

1. Discussion and possible action regarding the election of a Chairperson for the Board of Trustees. Addressed earlier in the meeting.
2. Discussion and possible action regarding the election of a Vice-Chairperson for the Board of Trustees. Mr. Grondin made a motion to table this topic for the following meeting. Mr. Jonte seconded the motion and it passed unanimously.
3. Discussion and possible action regarding the 2023 Aerial Bid from Frey Spray for \$780 per hour of hours worked. Ms. McGarrah made a motion to approve the Aerial Bid from Frey Spray for \$780 an hour. Mr. Grondin seconded the motion and it passed unanimously.
4. Discussion, update, and possible action regarding the Special Use Permit application from Out West Building, LLC, and the District's intended response at this current time. This topic will be agenzized at the following meeting.
5. Discussion and possible action regarding interest in fulfilling two vacant Board positions for the District Board of Trustees. There are two options for this action item as listed below and will be determined at this meeting.
 - a. Have interested applicants submit a "Letter of Interest or Intent" to the Administrative Assistant by the end of the month of January 2023 to be considered at the February 9, 2023, Board meeting.

- b. Appoint two individuals at this January 12, 2023, Board meeting based on their presence and interest in these vacant Board positions. Their interest in filling the appointed vacant positions can be made in writing or in person for consideration.

Present at the Board meeting were Barry Stewart, who was also interested in the position when Ms. McGarrah had been appointed two years prior, and Mr. James Houck. Mr. Jonte advocated for Mr. Stewart and Ms. McGarrah also vouched for his character. Mr. Jonte made a motion to appoint Barry Stewart to the Board of Trustees. Mr. Grondin seconded the motion and it passed unanimously. Ms. McGarrah made a motion to allow Ms. Upham to vet interested parties for the remaining Board position. Mr. Grondin seconded the motion and it passed unanimously.

11. District Manager’s Report and Operations Review:

Ms. Upham explained that Management and administrative staff used vacation and/or sick leave for the majority of the month of December. The District’s phone and internet were down during the month, they have been restored. Ms. Upham utilized end-of-year sales and last-minute buyer deals to purchase chemicals for the District.

12. Board Member’s Reports:

Mr. Jonte thanked Ms. Upham for continuing to make smart purchases.

13. Any Request for Future Agenda Items:

- Vice Chairperson
- Plaque for Board Members
- Fill the remaining Board position

14. Expenditures:

December 2022 Expenditures	
Payroll	\$32,108.47
Expenses	\$38,958.75
Total	\$71,067.22

Mr. Grondin made a motion to approve the December 2022 expenditure. Mr. Jonte seconded the motion and it passed unanimously.

15. Public Comment:

Board Secretary, Melania Sagi, asked Ms. McGarrah if she would be willing to represent the District in the Debt Management Commission. Ms. McGarrah agreed.

16. Adjournment:

Ms. McGarrah called the meeting to a close at 6:45 P.M.

Cynthia McGarrah

SIGNATURE:

Chairwoman or Vice Chairman

9/14/2023

DATE:

