

**CHURCHILL COUNTY MOSQUITO, VECTOR & NOXIOUS WEED ABATEMENT DISTRICT  
BOARD OF TRUSTEES  
CHURCHILL COUNTY, NEVADA  
7400 Reno Highway  
Fallon, Nevada 89406  
(775) 423 – 2828  
Fax: (775) 428 – 2829  
E-mail: [servicerequest@ccmosquito.org](mailto:servicerequest@ccmosquito.org)  
Website: [ccmosquito.org](http://ccmosquito.org)**

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

*Please Post*

**PLACE OF MEETING:** Churchill County Administration Complex, Room 102  
155 North Taylor, Fallon, Nevada  
**DATE:** Thursday the 9<sup>th</sup> day of March 2023  
**TIME:** 5:30 P.M.  
**TYPE OF MEETING:** February 2023 Operation Report

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 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 Trustee 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 from February 9<sup>th</sup>, 2023.**

**6. Certificate of Posting.**

**7. Correspondence.**

**8. Appointments.**

**9. Old Business.**

1. Discussion and possible action regarding confirmation of the appointment of Kim Turner to the vacant four (4) year Board of Trustees position.
2. Discussion regarding the ongoing evaluation of the District Manager, Nancy Upham.

**10. New Business.**

1. Discussion regarding the emergency declaration regarding potential flood issues from County Commissioners on March 2<sup>nd</sup>, 2023.

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

**12. Board Members' Report.**

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

**14. Expenditures.**

February 2023 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, at approximately 9 AM on the 3<sup>rd</sup> day of March 2023, at the following location:*

  
\_\_\_\_\_

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/>*

**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 matters as a part of the public meeting, except that it is unlawful to misrepresent any fact when testifying.
- \* The contact person for the 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 the 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 (4) working days before the meeting date.
- \* If desired, the public is allowed to speak for 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 February 9<sup>th</sup>, 2023  
OPEN MEETING SESSION

**1. Call to Order**

Chairwoman, Cynthia McGarrah called the meeting to order at 5:30 P.M.

**BOARD OF TRUSTEES**

Chairwoman, Cynthia McGarrah  
Trustee, Marion Jonte, Jr.  
Trustee, Richard Grondin  
Trustee, Barry Stewart

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

**Public Present**

Kim Turner

**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 the Agenda be adopted as is. Trustee, Richard Grondin made a motion to adopt the Agenda. Trustee, Barry Stewart seconded the motion and it passed unanimously.

**5. Discussion and Approval of Minutes from January 12<sup>th</sup>, 2023:**

Trustee, Marion Jonte made a motion to approve the minutes from January 12<sup>th</sup>, 2023. Mr. Stewart seconded the motion and it passed unanimously.

**6. Certificate of Posting:**

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



**7. Correspondence:**

01/25/2023 Kelli Grahmann Annual Audit Report—Fiscal Year 21-22. The District was in complete compliance with the audit report.

**8. Appointment:**

None

**9. Old Business:**

1. Discussion and possible action regarding the election of a Vice-Chairperson for the Board of Trustees. Mr. Grondin nominated Mr. Jonte for Vice-Chairman of Churchill County Mosquito, Vector, and Noxious Weed Abatement District. Mr. Jonte thanked Mr. Grondin for the consideration but noted that his vision may affect his ability. Ms. McGarrah reassured Mr. Jonte that his input and experience were invaluable. Mr. Jonte accepted the nomination. Ms. McGarrah seconded the motion and it passed unanimously.
2. Discussion and possible action regarding appointing Kim Turner to the vacant four (4) year Board of Trustee position. Ms. McGarrah asked if everyone had an opportunity to review Ms. Turner's Letter of Interest. Mr. Grondin said he had, and her experience was impressive. Mr. Stewart made a motion to appoint Ms. Turner to the vacant four (4) year Board of Trustee position. Mr. Grondin seconded the motion and it passed unanimously.

**10. New Business:**

1. Discussion and possible action regarding the 2022 Annual Report. Ms. Upham explained that Management has been busy hiring new Seasonal Field Technicians. Mr. Grondin asked how many technicians she was expecting to hire. Ms. Upham responded that 5-6 seasonal employees would be optimal seeing how the County is going to be affected by the large precipitation the mountains received this winter.
2. Discussion of the procedure by which the District Manager's evaluation will be conducted. Ms. Upham referred to Legal Counsel, Joseph Sanford to explain the process. Mr. Sanford stated that the Board would receive an evaluation form that they would fill out to the best of their ability. Ms. McGarrah included that although most of the Board were new members, they could base their evaluation on their existing interactions with Ms. Upham. Mr. Sanford concluded by saying he would compile the scores and comments and present them at the following Board meeting.

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

Ms. Upham stated that she was able to purchase a large number of chemicals at the end of last year which saved the District almost \$5,000. Management is looking into the cost and effort to repair the asphalt at the facility. Ms. Upham and Assistant Manager, JD MacKay are expecting a very busy summer season with the predicted water from the snow melt.

Ms. Upham and Mr. MacKay attended a meeting with the Tribal Counsel and presented them with the financial cost to the District from treating the reservation lands last year. They were grateful for the information and plan on making significant changes in anticipation of the added responsibility. Ms. Upham stated that the District would be willing to assist with training their technicians.

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

Mr. Jonte introduced Trustee, Kim Turner, his daughter. He expressed how proud he was and how grateful he is that she is as interested in being involved in public health as he is.

Mr. Grondin stated that he had been involved in agriculture in the past and they had investigated a CO2 machine to produce dry ice on site. Ms. Upham expressed that she would be very interested in that.

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

- Asphalt Repair
- Air Boat (NDOW?)
- Truck purchase

**14. Expenditures:**

January 2023 Expenditures  
Payroll: \$21,315.67  
Expenses: \$6,620.31  
Total: \$27,935.98

Mr. Jonte made a motion to approve the January 2023 expenditures. Mr. Grondin seconded the motion and it passed unanimously.

**15. Public Comment:**

None

**16. Adjournment:**

Ms. McGarrah called the meeting to a close at 6:09 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

To: The Board of Trustees  
From: Nancy Upham, District Manager  
JD MacKay, Assistant Manager  
Date: March 8, 2023  
Re: Discussion and possible action regarding confirmation of the appointment of Kim Turner to fill the vacant four year Board of Trustees position.

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The Board of Trustees appointed Ms. Kim Turner at the February Board meeting. However, it was disclosed after the vote that she was the daughter of Marion Jonte, Jr. To be safe from any potential questioning, our Legal Counsel advised Management that it would be better if we went through the action of appointing Ms. Turner again and with Mr. Jonte formally abstaining from the voting process.

This is done solely for transparency and professional reasons. If you have any questions, please feel free to contact Nancy Upham at (775) 423-2828. Thank you.



CHURCHILL COUNTY MOSQUITO, VECTOR AND NOXIOUS WEED ABATEMENT  
DISTRICT

To: The Board of Trustees

From: Nancy Upham, District Manager  
JD MacKay, Assistant Manager

Date: March 8, 2023

Re: Discussion regarding the ongoing evaluation of District Manager, Nancy Upham.

I will defer this agenda item to our Legal Counsel, Mr. Joe Sanford. He offered to update the Board of Trustees as to where we are with the evaluation process and the deadlines in order for him to process the evaluations before the next Board meeting.

If you have any questions, please feel free to contact Nancy Upham at (775) 423-2828. Thank you.



CHURCHILL COUNTY MOSQUITO, VECTOR AND NOXIOUS WEED ABATEMENT  
DISTRICT

To: The Board of Trustees

From: Nancy Upham, District Manager  
JD MacKay, Assistant Manager

Date: March 8, 2023

Re: Discussion regarding the emergency declaration regarding potential flood issues from the  
County Commissioners meeting on March 2, 2023.

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Attached is the agenda from the County Commissioners meeting on March 2, 2023. I was verbally informed about this declaration on Friday. We will discuss this at our meeting and what implications it means for the District. We will also know more this after the TCID meeting tomorrow morning (Thursday) at 8:30 am and I intend to update the Board regarding any new information.

If you have any questions, please feel free to contact Nancy Upham at (775) 423-2828. Thank you.

CHURCHILL COUNTY MOSQUITO, VECTOR AND NOXIOUS WEED ABATEMENT DISTRICT  
Management Report  
February 2023

To: The Board of Trustees  
From: Nancy Upham, District Manager  
JD MacKay, Assistant Manager  
Date: March 8, 2023

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We hired seasonal technicians for 2023 during February. We have staggered their start dates so as to be able to train them in smaller groups. We started two in the middle of February and started two, two weeks later.

We took five new technicians to the National Mosquito Conference at the end of February / beginning of March so as to show them what the technical/academic side of the job all about.

The big part of this month has been planning. This emergency declaration has opened up a lot of potential decisions to be made in the not so distant future. We will be discussing this at the meeting but may need to schedule another meeting at the end of March or have two meetings in April. Please let me know if you are available the last Thursday in March for a second meeting. If we do not have a quorum, we will then entertain the idea of two meetings in April.

If you have any questions regarding the District operations, please contact Nancy at 775 423-2828.  
Thank you!

**Total Expenses for Board Reports**

**Feb-23**

**Monthly Payroll Summary**

Page 2

Total Gross Pay

Item A \$ 16,394.82

Total Employer Contributions

Item B \$ 5,381.69

Total Employer Taxes

Item C \$ 30.60

**Total Payroll**

**\$ 21,807.11**

**Monthly Expenses by Vendor Detail**

Page 4

Total

Item D \$ 5,096.63

**Total Expenses**

**\$ 26,903.74**

**Trace to Monthly Profit & Loss Report**

Page 5

Total Expenses

Item E \$ 26,903.74

**Variance**

\$ -



Churchill County Mosquito, Vector & Noxious Weed A

**Total payroll cost report**

From Feb 01, 2023 to Feb 28, 2023 from all locations

Item	Amount
<b>Total pay</b>	
Paycheck wages	\$16,394.82
Non-paycheck wages	\$0.00
Reimbursements	\$0.00
<b>Subtotal</b>	<b>Item A → \$16,394.82</b>
<b>Company contributions</b>	
Employer Paid Dental Insurance	\$40.46
Employer Paid Health Insurance	\$779.11
Employer Paid Life Ins-PT only	\$47.74
Employer Paid Vision Insurance	\$5.22
Medicare (EE/ER)	\$119.11
PERS Employer Paid (EE/ER)	\$400.75
PERS Employer Paid (ER Only)	\$3,989.30
<b>Subtotal</b>	<b>Item B → \$5,381.69</b>
<b>Employer taxes</b>	
Social Security Employer	\$24.80
Medicare Employer	\$5.80
<b>Subtotal</b>	<b>Item C → \$30.60</b>
<b>Total payroll cost</b>	<b>\$21,807.11</b>



**Churchill County Mosquito, Vector & Noxious Weed Abatement District**  
**Monthly Expenses by Vendor Detail**  
**February 2023**

<b>Vendor</b>	<b>Date</b>	<b>Account</b>	<b>Memo/Description</b>	<b>Amount</b>
<b>Adobe</b>				
	02/21/23	01.5366	Computer Software & Online Subs Acrobat Pro DC 02/21 to 03/20/2023	16.99
<b>Total for Adobe</b>				<b>\$ 16.99</b>
<b>Big R Inc</b>				
	02/21/23	01.5260	Gasoline & Oil Propane 7.9 gal at \$3.29	27.97
<b>Total for Big R Inc</b>				<b>\$ 27.97</b>
<b>Costco</b>				
	02/22/23	01.5320	Office Supplies Door Mats	71.43
<b>Total for Costco</b>				<b>\$ 71.43</b>
<b>Dowd Bookkeeping Services LLC</b>				
	02/06/23	01.5361	Accounting & Audit Fees Bookkeeping January 2023	1,100.00
	02/06/23	01.5366	Computer Software & Online Subs QuickBooks Online Essentials & Core Payroll Fees (Jan 9 to F	113.70
<b>Total for Dowd Bookkeeping Services LLC</b>				<b>\$ 1,213.70</b>
<b>EFTPS (941)</b>				
	02/01/23	01.5150	Social Security & Medicare Medicare Company Expense - Calc'd	105.58
	02/15/23	01.5150	Social Security & Medicare Medicare Company Expense - Calc'd	108.72
<b>Total for EFTPS (941)</b>				<b>\$ 214.30</b>
<b>Fire Extinguisher Service Center Inc</b>				
	02/27/23	01.5330	Operating Supplies 4 Fire Extinguishers, \$95.95 eacj	383.80
	02/27/23	01.5380	Repairs - Equipment 11 Inspections and Service, \$25 each	275.00
<b>Total for Fire Extinguisher Service Center Inc</b>				<b>\$ 658.80</b>
<b>GPS Trackit</b>				
	02/27/23	01.5390	Communications 9 Fleet Manager Bundles 02/27-03/26/2023	197.59
<b>Total for GPS Trackit</b>				<b>\$ 197.59</b>
<b>Jeff's Digitex Printing</b>				
	02/14/23	01.5350	Printing & Publications 315 Atlas & Street Maps	203.25
<b>Total for Jeff's Digitex Printing</b>				<b>\$ 203.25</b>
<b>Les Schwab Tires</b>				
	02/23/23	01.5385	Repairs - Vehicle Tire Sealant	30.00
<b>Total for Les Schwab Tires</b>				<b>\$ 30.00</b>
<b>Louie's Ace Home Center</b>				
	02/13/23	01.5330	Operating Supplies 10 Keys - New Staff Gate Key	16.11
<b>Total for Louie's Ace Home Center</b>				<b>\$ 16.11</b>
<b>Microsoft</b>				
	02/19/23	01.5366	Computer Software & Online Subs Office 01/19-02/18/2023	50.00
<b>Total for Microsoft</b>				<b>\$ 50.00</b>

Vendor	Date	Account	Memo/Description	Amount
<b>Napa Auto &amp; Truck Parts</b>				
	02/13/23	01.5385 Repairs - Vehicle	Hand Cleaner, Shop Towels, Oil & Oil Filters	120.59
	02/14/23	01.5385 Repairs - Vehicle	Belt Tensioner Assy & V-Ribbed Belt	125.38
	02/17/23	01.5385 Repairs - Vehicle	Air Filter	18.79
	02/21/23	01.5385 Repairs - Vehicle	Oil & Batteries	<u>465.00</u>
<b>Total for Napa Auto &amp; Truck Parts</b>				<b>\$ 729.76</b>
<b>Nevada Dept of Motor Vehicles</b>				
	02/06/23	01.5345 Bank & Other Fees	Driver's License Record Request	7.00
	02/16/23	01.5345 Bank & Other Fees	Driver's License Record Request	7.00
	02/16/23	01.5345 Bank & Other Fees	Driver's License Record Request	7.00
	02/27/23	01.5345 Bank & Other Fees	Driver's License Record Request	7.00
	02/27/23	01.5345 Bank & Other Fees	Driver's License Record Request	<u>7.00</u>
<b>Total for Nevada Dept of Motor Vehicles</b>				<b>\$ 35.00</b>
<b>NV Energy</b>				
	02/02/23	01.5441 Utilities - Electric	Electricity 12/29 to 01/30/2023	<u>412.95</u>
<b>Total for NV Energy</b>				<b>\$ 412.95</b>
<b>O'Reilly Auto Parts</b>				
	02/14/23	01.5385 Repairs - Vehicle	Batteries	569.00
	02/14/23	01.5385 Repairs - Vehicle	Battery	135.90
	02/22/23	01.5385 Repairs - Vehicle	Stoplight for 2001 Dodge Ram 2500	15.10
	02/24/23	01.5385 Repairs - Vehicle	Battery	<u>139.50</u>
<b>Total for O'Reilly Auto Parts</b>				<b>\$ 859.50</b>
<b>Optum Bank</b>				
	02/01/23	01.5141 Health Insurance - HSA	February 2023	<u>150.00</u>
<b>Total for Optum Bank</b>				<b>\$ 150.00</b>
<b>Verizon Wireless</b>				
	02/23/23	01.5390 Communications	Cell Phones 01/05 to 02/04/2023	<u>116.61</u>
<b>Total for Verizon Wireless</b>				<b>\$ 116.61</b>
<b>Walmart</b>				
	02/15/23	01.5320 Office Supplies	Marker	<u>4.87</u>
<b>Total for Walmart</b>				<b>\$ 4.87</b>
<b>WiarCom Inc</b>				
	02/10/23	01.5390 Communications	Wireless 02/10-03/09/2023	<u>87.80</u>
<b>Total for WiarCom Inc</b>				<b>\$ 87.80</b>
<b>Grand Total</b>				<b>\$ 5,096.63</b>

**Item D** → \$ 5,096.63

Tuesday, Feb 28, 2023 05:15:02 PM GMT-8 - Accrual Basis



# Churchill County Mosquito, Vector & Noxious Weed Abatement District

## Monthly Profit & Loss

February 2023

	TOTAL
<b>Income</b>	
01.4040 Real Property Tax - Current	26,771.53
01.4050 Real Property Tax - Delinquent	155.78
01.4080 Personal Property Tax - Current	67,586.96
01.4090 Personal Property Tax - Delinquent	19.10
01.4110 Consolidated Tax Revenue	34,064.90
01.4130 AB104 Fairshare Revenues	8,969.64
<b>Total Income</b>	<b>\$137,567.91</b>
<b>GROSS PROFIT</b>	
	<b>\$137,567.91</b>
<b>Expenses</b>	
01.5030 Salary - Management	12,471.66
01.5040 Salary - Full-time	3,848.16
01.5080 Board Secretary	75.00
01.5110 Retirement Contribution	4,390.05
01.5140 Health Insurance	872.53
01.5141 Health Insurance - HSA	150.00
01.5150 Social Security & Medicare	364.01
01.5260 Gasoline & Oil	27.97
01.5320 Office Supplies	76.30
01.5330 Operating Supplies	399.91
01.5345 Bank & Other Fees	35.00
01.5350 Printing & Publications	203.25
01.5361 Accounting & Audit Fees	1,100.00
01.5366 Computer Software & Online Subs	180.69
01.5380 Repairs - Equipment	275.00
01.5385 Repairs - Vehicle	1,619.26
01.5390 Communications	402.00
01.5441 Utilities - Electric	412.95
<b>Total Expenses</b>	<b>\$26,903.74</b>
	<b>Item E →</b>
<b>NET OPERATING INCOME</b>	<b>\$110,664.17</b>
<b>NET INCOME</b>	<b>\$110,664.17</b>