

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

Website: 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 11th day of May 2023

TIME: 5:30 P.M.

TYPE OF MEETING: April 2023 Operations 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 April 13th, 2023.**

6. Certificate of Posting.

7. Correspondence.

1. Tentative Budget approval – Kellie Graham

8. Appointments.

9. Old Business.

1. Discussion and possible action regarding the post evaluation merit increase of 2.5 % for the District Manager, Nancy Upham.
2. Discussion and possible action regarding the purchase of two liquid carbon dioxide tanks from Chart Industries. The purchase price for these tanks is \$2,300.00 per tank and the reason for purchasing two tanks is that one can be used while the other is being filled so as to as to always have one in use. The shipping costs would be an additional cost but most likely under \$400 per tank.
3. Discussion and possible action regarding the purchase of parts such as a regulator and lines for the carbon dioxide making machine as was approved at the April 2023 Board meeting.

10. New Business.

1. Discussion regarding a memorandum of understanding with the County and Sheriff's department regarding the emergency use of District boats.
2. Discussion and possible action regarding the purchase of a Mozzie fogger from Ebay for \$6,859.00 plus \$350 in shipping charges.
3. Discussion and possible action regarding the purchase of a Mozzie fogger portable fogger / sprayer for \$4,500.00 from Ebay plus \$250 in shipping charges.
4. Discussion and possible action regarding the purchase of two Clarke pesticide mosquito foggers from Ebay. They are the Cougar model and are \$4,999.00 per fogger with \$350 per fogger shipping charges.
5. Discussion and possible action regarding the tentative budget for 2023-2024.
6. Discussion and possible action regarding updating the Goals of the District.

11. District Manager's Report and Operations Review.

12. Board Members' Report.

13. Any Requests for Future Agenda Items.

14. Expenditures.

- April 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 8th day of May 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-minutes 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 April 13th, 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

Vice Chairman, Marion Jonte

Trustee, Richard Grondin

Trustee, Barry Stewart

Trustee, Kim Turner

Legal Counsel, Joseph Sanford

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:

District Manager, Nancy Upham asked that the Agenda be adopted as is.

5. Discussion and Approval of Minutes from March 30th, 2023:

Vice Chairman, Marion Jonte made a motion to approve the meeting minutes from March 30th, 2023. Trustee Richard Grondin 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:

1. March 21, 2023, Pesticide Applicator's Safety Workshop on April 13, 2023. The technicians missed this workshop, but Management will make more of an effort to provide access to the next one.
2. March 27, 2023, Pro-Forma Ad Valorem Projections. Ms. Upham explained that the Pro-Forma is what the District's budget numbers are based on. She will make those numbers available to the Board when she presents the tentative budget during the next meeting.

8. Appointment:

None

9. Old Business:

1. Discussion and possible action regarding the evaluation of the District Manager, Nancy Upham. Legal Counsel, Joseph Sanford explained that overall Ms. Upham received a 90% excellent rating on her evaluation from the Board members. Trustee Barry Stewart made a motion to accept the evaluation for Ms. Upham. Trustee Kim Turner seconded the motion and it passed unanimously.
2. Discussion and possible action regarding the purchase of a dry ice machine from Global Industrial not to exceed \$1,500.00. This topic was tabled so Mr. Grondin can provide more research on the use of liquid CO₂ versus gas CO₂ tanks.
3. Discussion and possible action regarding starting a contract with JW Welding for carbon dioxide tanks not to exceed \$1,500.00 for the fiscal year ending June 30, 2023. Mr. Stewart made a motion to give Ms. Upham the discretion to speak with JW Welding and begin a contract with them concerning liquid CO₂ tanks. Ms. Turner seconded the motion and it passed unanimously.

10. New Business:

1. Discussion regarding the 2023-2024 Tentative Budget. Ms. Upham provided the Board members with a rough draft of what the tentative budget will look like. She assured them that she will have the official tentative budget at the following meeting. In it, she is hoping to provide an estimate for an aerial contract since Frey Spray is unable to cover that service for the District this year.
2. Discussion and possible action regarding updating the Goals of the District. This topic was tabled for the next meeting.

11. District Manager's Report and Operations Review:

The technicians spent the month of March applying pre-emergent for the Road Department using their chemicals but the District's staff and equipment. The

technicians have been out doing field assessments and treating larvicide in preparation for the upcoming busy season.
Ms. Upham added that there will be a need to update some of the equipment used daily as most of the sprayers, foggers, and applicators have been cannibalized to keep them running.

12. Board Member's Reports:

None

13. Any Request for Future Agenda Items:

- Safety PPE (lifejackets) for Airboat usage.
- Goals for the District.
- Life Insurance for Employees.
- Health Insurance to motivate seasonals to come back the following year.
- Plaque.

14. Expenditures:

March 2023 Expenditures

Payroll:	\$36,338.72
Expenses:	\$182,338.53
Total:	\$218,677.25

Mr. Jonte made a motion to approve the expenditures from March 2023. Mr. Stewart seconded the motion and it passed unanimously.

15. Public Comment:

None

16. Adjournment:

Ms. McGarrah called the meeting to a close at 6:04 PM.

SIGNATURE: _____ Chairwoman or Vice Chairman

DATE: _____



STATE OF NEVADA
DEPARTMENT OF TAXATION

Web Site: <https://tax.nv.gov>
Call Center: (866) 962-3707

LAS VEGAS OFFICE
700 E. Warm Springs Rd, Suite 200
Las Vegas, Nevada 89119
Phone (702) 486-2300
Fax (702) 486-2373

JOE LOMBARDO
Governor
TONY WREN
Chair, Nevada Tax Commission
SHELLIE HUGHES
Executive Director

CARSON CITY OFFICE
1550 College Parkway, Suite 115
Carson City, Nevada 89706-7937
Phone: (775) 684-2000
Fax: (775) 684-2020

RENO OFFICE
4600 Kietzke Lane, Suite L235
Reno, NV 89502
Phone: (775) 687-9999
Fax: (775) 688-1303

May 2, 2023

Nancy Upham, Manager
Churchill County Mosquito, Vector and
Noxious Weed Control District
P O Box 2468
Fallon Nevada 89407

Re: Tentative Budget – Fiscal Year 2023/24

Dear Ms. Upham:

The Department of Taxation has examined your fiscal year 2023/24 tentative budget pursuant to NRS 354.596(5) and finds it to be in compliance with the law and appropriate regulations.

Please be reminded a proof of publication of the notice of the public hearing must be transmitted to the Department with your final budget per NRS 354.598 (3).

If you should have any questions, please do not hesitate to call me at (775) 684-2065. My e-mail address is kgrahmann@tax.state.nv.us.

Sincerely,

A handwritten signature in cursive script that reads "Kellie Grahmann".

Kellie Grahmann
Budget Analyst
Local Government Finance
Division of Local Government Services

CHURCHILL COUNTY MOSQUITO, VECTOR AND NOXIOUS WEED ABATEMENT
DISTRICT

To: The Board of Trustees
From: Nancy Upham, District Manager
JD MacKay, Assistant Manager
Date: May 9, 2023
Re: Discussion and possible action regarding the post evaluation merit increase of 2.5% for
District Manager, Nancy Upham.

Typically merit increases for all employees are 2.5% steps. We usually do the Manager's evaluation in the early spring and then the merit increase is a second agenda item with a satisfactory or above evaluation.

I appreciate the evaluation that you all did for me. It is the most complimentary evaluation in my 31 years of service with the District. Thank you.

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

Unanimously approved by the Board of Trustees on _____

Chairwoman, Cynthia McGarrah _____

CHURCHILL COUNTY MOSQUITO, VECTOR AND NOXIOUS WEED ABATEMENT
DISTRICT

To: The Board of Trustees

From: Nancy Upham, District Manager

JD MacKay, Assistant Manager

Date: May 9, 2023

Re: Discussion and possible action regarding the purchase of two liquid carbon dioxide tanks from Chart Industries. The purchase price for these tanks is \$2,300.00 per tank and the reason for purchasing two tanks is that one will be being used while the other is being filled. The shipping costs would be an additional cost but most likely under \$400.00 per tank.

Trustee Richard Grondin has been doing a lot of research into the idea of purchasing our in-house carbon dioxide making machine. He has found that we would need to have liquid CO2 tanks which are a very specialized tank set up. Attached also is a breakdown of the costs of dry ice purchased from 2020-2022. This is a very important part of our encephalitis testing program as it identifies where we have positive mosquito pools or populations that are carrying West Nile virus. Whereas this is a significant cost in setup, it is a very important and valuable asset to the District as it will pay for itself over time and also save significant money on employee labor and fuel without having to make the purchases in Reno. Dry ice is now around \$3.00 per pound and being able to make it in-house for less will definitely pay for itself.

Recommendation: Purchase of two liquid carbon dioxide tanks from Chart Industries for an amount not to exceed \$6,000.00.

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

Churchill County Mosquito, Vector & Noxious Weed A
01.5225 Encephalitis Testing Transaction Report
 January 2020 - June 2023

Date	Transaction Type	Num	Name	Memo/Description	Amount
6336	Bill	august	Bank of America Business Card	praxair distribution	\$ 31.15
08/12/2020	Bill	august	Bank of America Business Card	praxair distribution	\$ 41.83
08/12/2020	Bill	august	Bank of America Business Card	praxair distribution	\$ 22.25
08/12/2020	Bill	august	Bank of America Business Card	praxair distribution	\$ 26.70
09/12/2020	Bill	sept2020	Bank of America Business Card	safeway	\$ 23.02
09/12/2020	Bill	sept2020	Bank of America Business Card	safeway	\$ 37.56
09/12/2020	Bill	sept2020	Bank of America Business Card	safeway	\$ 13.86
09/12/2020	Bill	sept2020	Bank of America Business Card	praxair distribution	\$ 18.69
10/12/2020	Bill	octobe20	Bank of America Business Card	safeway	\$ 7.99
10/12/2020	Bill	octobe20	Bank of America Business Card	safeway	\$ 18.97
10/12/2020	Bill	octobe20	Bank of America Business Card	praxair distribution	\$ 10.68
06/22/2021	Expense	46211444	Praxair	Carbon Diozide 45 Lbs	\$ 40.05
06/30/2021	Journal Entry	20		Reclassify non-chemical expenses: praxair distributions	\$ 32.10
06/30/2021	Expense	INV06302021	Raley's	Dry Ice - 2 lbs	\$ 28.22
07/07/2021	Expense	47384696	Praxair	Carbon Diozide 18 Lbs	\$ 18.41
07/19/2021	Expense	INV07192021	Safeway	Dry Ice	\$ 17.16
07/27/2021	Expense	49120342	Praxair	Carbon Dioxide 50 lbs	\$ 51.15
08/02/2021	Expense	INV08022021	Safeway	Dry Ice	\$ 24.43
08/09/2021	Expense	50151771	Praxair	Carbon Diozide 40 Lbs	\$ 40.92
08/10/2021	Bill	INV08102021	Upham, Nancy	Batteries	\$ 26.11
08/16/2021	Expense	8162021	Safeway	Dry Ice 6.41 lbs	\$ 15.96
08/17/2021	Expense	50764753	Praxair	Carbon Diozide, 25 qty	\$ 25.58
08/23/2021	Expense	51498829	Praxair	Carbon Dioxide, 20 lbs	\$ 20.46
08/24/2021	Expense	8212021	Walmart	Supplies	\$ 10.82
08/25/2021	Expense	8252021	Safeway	Dry Ice 7.76 lbs	\$ 19.32
08/26/2021	Expense	8262021	Safeway	Dry Ice 2.84 lbs	\$ 7.07
09/01/2021	Expense	9012021	Safeway	Dry Ice	\$ 27.11
09/08/2021	Expense	9082021	Safeway	Dry Ice	\$ 14.32

03/09/2022	Expense	65750571	Praxair	Carbon Dioxide, 8 lbs	\$	10.40
06/14/2022	Expense	6142022	Safeway	Dry Ice	\$	21.51
07/11/2022	Expense		Safeway	Dry Ice	\$	25.15
07/12/2022	Expense		Safeway	Dry Ice	\$	16.33
07/20/2022	Expense		Safeway	Dry Ice	\$	15.55
07/21/2022	Expense		Safeway	Dry Ice	\$	9.03
07/26/2022	Expense		Safeway	Dry Ice	\$	43.59
07/27/2022	Expense		Safeway	Dry Ice	\$	16.09
08/01/2022	Expense	76770240	Linde Gas & Equipment Inc	Carbon Dioxide, 40 lbs at \$1.56	\$	62.40
08/10/2022	Expense		Linde Gas & Equipment Inc	Carbon Dioxide, 40 lbs at \$1.754 each + Hax Mat Fee	\$	78.67
08/15/2022	Expense	78157900	Linde Gas & Equipment Inc	Carbon Dioxide, 80 lbs at \$1.56	\$	124.80
08/15/2022	Credit Card Credit	78157675	Linde Gas & Equipment Inc	Carbon Dioxide, 40 lbs at \$1.754 each + Haz Mat Fee \$2.5	\$	(78.67)
08/16/2022	Expense	201656403130	Safeway	Dry Ice	\$	9.93
08/22/2022	Expense	78873187	Linde Gas & Equipment Inc	Carbon Dioxide, 40 lbs at \$1.56 per pound	\$	62.40
08/25/2022	Expense	79119874	Linde Gas & Equipment Inc	Carbon Dioxide, 40 lbs at \$1.56 each	\$	62.40
08/29/2022	Expense	79399803	Linde Gas & Equipment Inc	Carbon Dioxide, 35 lbs at \$1.56 each	\$	54.60
08/31/2022	Expense	8312022	Safeway	Dry Ice 10.69 lbs at \$2.99	\$	31.96
09/02/2022	Expense	79737001	Linde Gas & Equipment Inc	Carbon Dioxide, 40 lbs at \$1.56 each	\$	62.40
09/07/2022	Expense	9072022	Safeway	Dry Ice 6.65 lbs at \$2.99	\$	19.88
09/09/2022	Expense	80073940	Linde Gas & Equipment Inc	Carbon Dioxide, 40 lbs at \$1.56 each	\$	62.40
09/14/2022	Expense	9142022	Safeway	Dry Ice 5.76 lbs at \$2.99	\$	17.22
09/15/2022	Expense	9152022	Safeway	Dry Ice 9.29 lbs at \$2.99	\$	27.78
09/15/2022	Expense	80413590	Linde Gas & Equipment Inc	Carbon Dioxide, 40 lbs at \$1.56 each	\$	62.40
09/19/2022	Expense	80574029	Linde Gas & Equipment Inc	Carbon Dioxide, 38 lbs at \$1.56 each	\$	59.28
09/23/2022	Expense	81275298	Linde Gas & Equipment Inc	Carbon Dioxide, 40 lbs at \$1.56 each	\$	62.40
09/27/2022	Expense	9272022	Safeway	Dry Ice 4.97 lbs at \$2.99	\$	14.86
10/03/2022	Expense	81932237	Linde Gas & Equipment Inc	Carbon Dioxide, 40 lbs at \$1.56 each	\$	62.40
10/05/2022	Expense	82111704	Linde Gas & Equipment Inc	Carbon Dioxide, 20 lbs at \$1.56 each	\$	31.20
10/11/2022	Expense	090509403130	Safeway	Dry Ice 6.15 lbs at \$2.99	\$	18.39
10/12/2022	Expense	470823403130	Safeway	Dry Ice 8.49 lbs at \$2.99	\$	25.39
10/17/2022	Expense	10172022	Safeway	Dry Ice 18.06 lbs at \$2.99	\$	54.00
10/18/2022	Expense	82834370	Linde Gas & Equipment Inc	Carbon Dioxide, 20 lbs at \$1.56 each	\$	31.20

Total \$ 1,849.23

2020 Totals: \$ 252.70
2021 Totals: \$ 419.19
2022 Totals: \$ 1,177.34

Report Total \$ 1,849.23
Variance \$ -

CHURCHILL COUNTY MOSQUITO, VECTOR AND NOXIOUS WEED ABATEMENT
DISTRICT

To: The Board of Trustees
From: Nancy Upham, District Manager
JD MacKay, Assistant Manager
Date: May 9, 2023
Re: Discussion and possible action regarding the purchase of parts that are needed to complete our dry ice making machine such as a regulator and lines.

We will need to purchase a few other parts and lines for the dry ice making setup. We approved of the purchase of the machine but there will be a few other items necessary to hook it up to the liquid carbon dioxide tanks.

Recommendation: Board approval to purchase the other remaining items necessary to connect and complete the dry ice machine to the liquid tanks.

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: May 9, 2023
Re: Discussion and possible action regarding a memorandum of understanding with the
County and Law Enforcement regarding emergency use of District boats with the water
situation in Churchill County.

I have spoken with Sheriff Hickox and other County officials regarding the fact that the District has two boats now. If there is a need for an emergency scenario, I feel that our resources could be utilized. Our Sheriff noted that State Parks only has one boat, the Fire Department has a boat but our two would be greatly appreciated if there is an emergency.

I have also discussed this with our Legal Counsel and Mr. Sanford offered to draw up language for your review if we choose to enter into a cooperative agreement with the County and Law Enforcement. That draft language will be presented at the 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: May 9, 2023
Re: Discussion and possible action regarding the purchase of a Mozzie fogger from Ebay for \$6,859.00 plus \$350 in shipping charges.

The District currently uses Mozzie foggers for our adulticide work. There are two available on Ebay. They are no longer being made and they have been able to withstand our operations. I would like to purchase this fogger unit as we will be needing as many foggers as available this summer. If it is still available, I believe that this would be a prudent purchase as ours are getting older and this is more than half off of a new fogger unit. The new foggers from other companies are in the \$15,000.00 range.

Recommendation: Board approval of this Mozzie fogger from Ebay for \$6,859.00 plus \$350 in shipping charges.

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: May 9, 2023

Re: Discussion and possible action regarding the purchase of a Mozzie fogger portable unit for \$4,500.00 from Ebay plus \$250 in shipping charges.

Similar to the previous agenda item, if this unit is still available on Ebay, I believe that this would be a wise purchase as we can use this portable unit in other ways such as on a trailer or an argo. The prices are reasonable and if available, it would be an asset to the District.

Recommendation: Board approval of the purchase of a portable Mozzie fogger unit for \$4,500.00 from Ebay plus \$250 in shipping charges.

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: May 9, 2023

Re: Discussion and possible action regarding the purchase of two Clarke pesticide mosquito foggers from Ebay. They are the Cougar models and are \$4,999.00 per fogger with \$350 per fogger shipping charges.

As with the previous agenda items, I feel that these foggers would be an asset to the District for years to come as our equipment is getting older.

Recommendation: Board approval of two Cougar foggers from Ebay for \$4,999.00 per unit and \$350 in shipping charges. Approval would not exceed \$11,000.00 for the two units. Keep in mind, new units are now ranging in the \$15,000.00 price range.

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: May 9, 2023

Re: Discussion and possible action regarding the 2023-2024 Tentative Budget.

Attached is the tentative budget that was approved by the State Department of Taxation. Also attached is a financial comparison for the last couple of years as provided by our Bookkeeper. It is interesting to note the differences in revenues and expenditures. District Manager, Nancy Upham, will explain the numbers from the tentative budget as they apply to our operations.

Next Thursday May 18, 2023 will be the Formal Budget adoption meeting. You will see the same numbers as are in this tentative budget but in the third column for the final budget numbers for the next fiscal year.

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

Category	Account	FY2020	FY2021	FY2022	FY2023 YTD
1 - Wages	01.5030 Salary - Management	143,811.17	143,746.05	162,861.28	144,081.13
1 - Wages	01.5040 Salary - Full-time	180,596.20	197,162.96	143,902.63	124,513.85
1 - Wages	01.5045 Salary - Part-time	2,101.53	23,260.93	20,262.06	20,218.20
1 - Wages	01.5050 Salary - Seasonal	112.00	11,009.18	16,250.75	8,469.85
1 - Wages	01.5070 Board Compensation	5,400.00	7,300.00	5,100.00	5,000.00
1 - Wages	01.5080 Board Secretary	150.00	675.00	825.00	825.00
1 - Wages Total		332,170.90	383,154.12	349,201.72	303,108.03
2-Benefits	01.5110 Retirement Contribution	80,532.21	106,345.85	93,185.95	71,265.82
2-Benefits	01.5120 Workers Compensation	9,664.00	11,759.00	11,979.00	10,285.50
2-Benefits	01.5130 Unemployment	8,856.00	252.42	5,251.00	16,013.36
2-Benefits	01.5140 Health Insurance	57,606.77	59,380.73	65,407.22	28,856.06
2-Benefits	01.5141 Health Insurance - HSA	900.00	1,800.00	1,800.00	1,650.00
2-Benefits	01.5142 Health Insurance - PEBP	1,054.32	1,054.32	351.44	
2-Benefits	01.5150 Social Security & Medicare	5,391.44	5,251.79	5,475.34	5,211.23
2-Benefits Total		164,004.74	185,844.11	183,449.95	133,281.97
3-Services	01.5190 Uniforms	1,709.39	3,525.46	2,896.05	1,356.94
3-Services	01.5220 Chemicals	173,613.27	172,651.02	183,559.70	227,879.28
3-Services	01.5221 Pesticide Chemical Supplies	123.23			
3-Services	01.5225 Encephalitis Testing	706.56	353.07	350.73	1,145.43
3-Services	01.5250 Contract Services - Aerial	51,792.00	51,012.00	42,588.00	32,994.00
3-Services	01.5260 Gasoline & Oil	7,700.90	12,780.68	18,023.52	16,394.02
3-Services	01.5265 Vehicle Mileage Reimbursement				790.01
3-Services	01.5280 Insurance - General Liability	12,118.32	10,010.92	10,489.61	11,169.41
3-Services	01.5290 Officers Bonds	765.00	170.00	510.00	510.00
3-Services	01.5300 Memberships	300.00	514.00	634.00	684.00
3-Services	01.5310 Miscellaneous		101.36		
3-Services	01.5320 Office Supplies	1,236.43	4,616.82	3,593.54	1,506.06
3-Services	01.5330 Operating Supplies	3,206.82	6,482.30	6,266.18	3,974.05
3-Services	01.5340 Lab Supplies		78.39		
3-Services	01.5345 Bank & Other Fees	288.30	382.48	513.39	206.02
3-Services	01.5350 Printing & Publications	2,922.68	2,083.97	1,887.36	308.74
3-Services	01.5360 Legal Fees	7,217.24	20,194.00	5,359.50	1,272.50
3-Services	01.5361 Accounting & Audit Fees	30,450.00	28,119.60	29,000.00	24,600.00
3-Services	01.5362 Technology Professional Service			9,000.00	
3-Services	01.5365 Computer Maintenance	965.42		12,033.03	3,000.00
3-Services	01.5366 Computer Software & Online Subs		2,193.75	1,780.96	2,504.06
3-Services	01.5370 Repairs - Building		64.50	1,660.00	29.68
3-Services	01.5380 Repairs - Equipment	2,807.90	11,707.70	3,598.36	3,471.85
3-Services	01.5385 Repairs - Vehicle	3,825.06	17,727.09	10,458.25	5,119.58
3-Services	01.5390 Communications	8,235.89	7,557.25	7,396.66	5,302.86
3-Services	01.5395 Equipment Services (GPS)		1,591.69	1,524.85	1,742.37
3-Services	01.5400 Travel & Sustenance	326.81	843.12	31.17	345.13
3-Services	01.5420 Training	1,020.00	931.28	19.95	1,680.00

Category	Account	FY2020	FY2021	FY2022	FY2023 YTD
3-Services	01.5440 Utilities - Gas	3,283.78	1,761.48	2,512.85	3,653.35
3-Services	01.5441 Utilities - Electric	552.80	1,950.43	3,113.85	3,040.62
3-Services	01.5442 Utilities - New Building	240.00	240.00		
3-Services	01.5443 Utilities - Garbage			252.00	276.00
3-Services	01.5445 Propane		253.33	21.06	
3-Services	01.6220 WC - Chemicals	15,945.13	52,150.12	29,642.06	11,003.75
3-Services	01.6330 WC - Operating Supplies				1,137.92
3-Services Total		331,352.93	412,047.81	388,716.63	367,097.63
4-Capital	01.5810 Capital Outlay - Equipment	5,089.17	29,347.12	15,993.86	62,300.94
4-Capital	01.5820 Capital Outlay - Vehicle	25,779.71	-		
4-Capital	01.5830 Repairs - Building 1	535.45	1,875.37	(39.99)	
4-Capital Total		31,404.33	31,222.49	15,953.87	62,300.94
5-Principal	01.8040 Debt Payments	54,370.12	14,459.08		
5-Principal Total		54,370.12	14,459.08	-	-
Grand Total		913,303.02	1,026,727.61	937,322.17	865,788.57

[Insert Entity Letterhead Here]

Nevada Department of Taxation
1550 College Parkway, Suite 115
Carson City, NV 89706-7937

Churchill County Mosquito, Vector and Noxious Weed Abatement Distri herewith submits the (TENTATIVE) --- (FINAL) budget for the fiscal year ending June 30, 2024

This budget contains 1 funds, including Debt Service, requiring property tax revenues totaling \$ 730,706

The property tax rates computed herein are based on preliminary data. If the final state computed revenue limitation permits, the tax rate will be increased by an amount not to exceed 1%. If the final computation requires, the tax rate will be lowered.

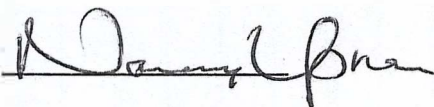
This budget contains 5 governmental fund types with estimated expenditures of \$ 1,765,000 and 0 proprietary funds with estimated expenses of \$ 0

Copies of this budget have been filed for public record and inspection in the offices enumerated in NRS 354.596 (Local Government Budget and Finance Act).

CERTIFICATION

I Nancy Upham
(Print Name)
District Manager
(Title)

certify that all applicable funds and financial operations of this Local Government are listed herein

Signed: 

Dated: Apr 123, 2023

Phone: (775) 423-2825

APPROVED BY THE GOVERNING BOARD
Only necessary for **FINAL** Budget
(Signature by DocuSign is acceptable)

SCHEDULED PUBLIC HEARING:
(Must be held from May 15, 2023 to May 31, 2023)

Date and Time: Thursday May 18, 2023 5:30 pm

Publication Date: May 4, 2023 LVN

Place: Churchill County Mosquito, Vector and Noxious Weed Abatemen
155 North Taylor, Suite 102, Fallon, Nevada 89406

Page: 1
Schedule 1

PROPERTY TAX RATE AND REVENUE RECONCILIATION

FISCAL YEAR 2023-2024

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	ALLOWED TAX RATE	ASSESSED VALUATION	ALLOWED AD VALOREM REVENUE [(1) X (2)/100]	TAX RATE LEVIED	TOTAL AD VALOREM REVENUE WITH NO CAP [(2, line A)X(4)/100]	AD VALOREM TAX ABATEMENT [(5) - (7)]	AD VALOREM REVENUE WITH CAP	NET PROCEEDS OF MINERAL REVENUE [(2, line B) X (4)/100]	BUDGETED AD VALOREM REVENUE WITH CAP PLUS REVENUE FROM NPM [(7) +(8)]
OPERATING RATE:									
A. PROPERTY TAX Subject to Revenue Limitations	0.15	1,139,915,390	1,709,873	0.08	911,932	181,226	730,706	XXXXXXXXXXXX	730,706
B. PROPERTY TAX Outside Revenue Limitations: Net Proceeds of Mines	0.15	35,568,180	53,352	0.08	XXXXXXXXXXXX				
VOTER APPROVED:									
C. Voter Approved Overrides									
LEGISLATIVE OVERRIDES									
D. Accident Indigent (NRS 428.185)									
E. Indigent (NRS 428.285)									
F. Capital Acquisition (NRS 354.59815)									
G. Youth Services Levy (NRS 62B.150, 62B.160)									
H. Legislative Overrides									
I. SCCRT Loss (NRS 354.59813)	0.0164	1,175,483,570	192,779						
J. Other:									
K. Other:									
L. SUBTOTAL LEGISLATIVE OVERRIDES									
M. SUBTOTAL A, C, L	0.15	1,175,483,570	1,956,004	0.08	911,932	181,226	730,706		730,706
N. Debt									
O. TOTAL M AND N	0.15	1,175,483,570		0.08	911,932	181,226	730,706		730,706

Churchill County Mosquito, Vector and Noxious Weed Abatement District
 (Local Government)
 SCHEDULE S-3 - PROPERTY TAX RATE
 AND REVENUE RECONCILIATION

0

The Allowed Revenue required for column 3 can be obtained from the March 15 Final Revenue Projections or manually calculated. If an entity chooses to budget for an amount in column 5 which is lower or higher than the amount produced by the formula, please attach an explanation.

	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/24 (4)	
	ACTUAL PRIOR YEAR ENDING 6/30/2022	ESTIMATED CURRENT YEAR ENDING 6/30/2023	TENTATIVE APPROVED	FINAL APPROVED
<u>REVENUES</u>				
Subtotal				
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	44,547	44,547	44,547	
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE				
TOTAL RESOURCES	44,547	44,547	44,547	
<u>EXPENDITURES</u>				
Services and supplies	0	0	20,000	
Subtotal				
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)				
ENDING FUND BALANCE	44,547	44,547	24,547	
TOTAL COMMITMENTS & FUND BALANCE	44,547	44,547	44,547	

Churchill County Mosquito, Vector and Noxious Weed Abatement District
(Local Government)

FUND _____ Self-Insurance _____

	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/24	
	ACTUAL PRIOR YEAR ENDING 6/30/2022	ESTIMATED CURRENT YEAR ENDING 6/30/2023	TENTATIVE APPROVED	FINAL APPROVED
REVENUES				
Subtotal				
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	6,795	6,795	6,795	
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE				
TOTAL RESOURCES	6,795	6,795	6,795	
EXPENDITURES				
Capital Projects	0	0	6,795	
Subtotal				
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)				
ENDING FUND BALANCE	6,795	6,795	0	
TOTAL COMMITMENTS & FUND BALANCE	6,795	6,795	6,795	

Churchill County Mosquito, Vector and Noxious Weed Abatement District
(Local Government)

FUND Capital Projects

	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/24	
	ACTUAL PRIOR YEAR ENDING 6/30/2022	ESTIMATED CURRENT YEAR ENDING 6/30/2023	TENTATIVE APPROVED	FINAL APPROVED
REVENUES				
Subtotal				
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	50,000	50,000	50,000	
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE				
TOTAL RESOURCES	50,000	50,000	50,000	
EXPENDITURES				
Services and Supplies	0	0	50,000	
Subtotal				
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)				
ENDING FUND BALANCE	50,000	50,000	0	
TOTAL COMMITMENTS & FUND BALANCE	50,000	50,000	50,000	

Churchill County Mosquito, Vector and Noxious Weed Abatement District
(Local Government)

FUND Emergency

SCHEDULE OF EXISTING CONTRACTS

Budget Year 2023-2024

Local Government: Churchill County Mosquito, Vector and Noxious Weed Abatement District

Contact: Nancy Upham

E-mail Address: director@ccmosquito.org

Daytime Telephone: (775) 423-2828

Total Number of Existing Contracts: 9

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Proposed Expenditure FY 2023-24	Proposed Expenditure FY 2024-25	Reason or need for contract:
1	Jim Sciarani	7/1/2023	NA	\$ 12,000	\$18,000	Auditor
2	Dowd Bookkeeping	7/1/2023	NA	\$17,000	\$20,000	Bookkeeper
3	Jordan Walsh	7/1/2023	NA	\$30,000	\$30,000	Labor Law Attorney
4	VDCI	7/1/2023	NA	\$150,000	\$150,000	Aerial Applicator
5	Morris Air	7/1/2023	NA	\$100,000	\$100,000	Aerial Applicator
6	Joe Sanford	7/1/2023	NA	\$12,000	\$15,000	Legal Counsel
7	McLeod and Associates	7/1/2023	NA	\$7,500	\$9,000	Audit work
8	Allison Mackenzie	7/1/2023	NA	\$20,000	\$20,000	Labor Law Attorney
9	Frey Spray	7/1/2023	NA	\$100,000	\$100,000	Aerial Applicator
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20	Total Proposed Expenditures			\$448,000	\$462,000	

Additional Explanations (Reference Line Number and Vendor):

SCHEDULE OF PRIVATIZATION CONTRACTS
Budget Year 2023-2024

Local Government: Churchill County Mosquito, Vector and Noxious Weed Abatement District

Contact: Nancy Upham

E-mail Address: director@ccmosquito.org

Daytime Telephone: (775) 423-2828

Total Number of Privatization Contracts: 8

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Duration (Months/ Years)	Proposed Expenditure FY 2023-24	Proposed Expenditure FY 2024-25	Position Class or Grade	Number of FTEs employed by Position Class or Grade	Equivalent hourly wage of FTEs by Position Class or Grade	Reason or need for contract:
1	Verservis	7/1/2023	NA		75,000	80,000				Pesticides
2	Clarke	7/1/2023	NA		90,000	100,000				Pesticides
3	Target	7/1/2023	NA		50,000	50,000				Pesticides
4	Adapco	7/1/2023	NA		100,000	120,000				Pesticides
5	Wilbur Ellis	7/1/2023	NA		55,000	60,000				Pesticides
6	Univar	7/1/2023	NA		75,000	75,000				Pesticides
7	Valent	7/1/2023	NA		90,000	100,000				Pesticides
	Nutrien	7/1/2023	NA		30,000	30,000				Pesticides
8	Total				565,000	615,000				

Attach additional sheets if necessary.

CHURCHILL COUNTY MOSQUITO, VECTOR AND NOXIOUS WEED ABATEMENT
DISTRICT

To: The Board of Trustees

From: Nancy Upham, District Manager

JD MacKay, Assistant Manager

Date: May 9, 2023

Re: Discussion and possible action regarding updating the Goals of the District.

Attached are the goals of the District. This has been a working document so if you all can review it and add to it or delete items, that would be appreciated. We can address this again but this is for your input.

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

MISSION STATEMENT

THE MISSION OF THE CHURCHILL COUNTY MOSQUITO, VECTOR, AND NOXIOUS WEED ABATEMENT DISTRICT IS TO SUPPRESS MOSQUITO AND WEED POPULATIONS ON PUBLIC AND PRIVATE LANDS TO PROTECT AGRICULTURE, REDUCE HEALTH RISKS, AND IMPROVE THE QUALITY OF OUTDOOR ACTIVITIES IN CHURCHILL COUNTY.

OVERALL DISTRICT PLANNING PROCESS

DEVELOPMENT AND PUBLICATION OF DISTRICT'S ANNUAL AND LONG-RANGE PLANNING PROCESS AND GOALS

- A. Publicize annual and long-range plans to inform employees and the public of the direction and the objective to be achieved by each Program and the District.
- B. District Manager will meet with staff annually to update their current and 5-year plans.
- C. Management will present current and long-range plans to the Board for review prior to the preparation of the budget.
- D. After Board approval of annual and long-range plans and goals, District Manager will prepare the budget.
- E. After Board approval of the budget, the final draft of District plans and goals will be distributed to the Board, staff, and appropriate government agencies.

GOAL 1 ENHANCE EMPLOYEE PROFESSIONAL DEVELOPMENT, PERSONAL PRODUCTIVITY, WORK SATISFACTION, AND JOB SAFETY.

Rationale:

A supportive working environment will aid in employee development and enthusiasm, increasing overall program effectiveness.

Strategy:

- Motivate staff interest in the success of the District through increased participation in program development, direction, and involvement in decision making.
- Expand staff expertise and capability through their involvement in planning and conducting program development studies.
- Promote from within, where possible, to encourage staff professional development and advancement.
- Support staff presentations at mosquito and weed control conferences and publications in professional journals.
- Encourage staff participation in classes, seminars, other training programs and additional public health certification for professional growth.
- Establish a partial tuition reimbursement program to encourage employees to enhance their skills.
- Increase employee work satisfaction by fostering creative and independent solutions to daily work problems.
- Increase employee job safety awareness through safety training programs.

GOAL 2 DEVELOP AND MAINTAIN MONITORING PROGRAMS FOR IMMATURE AND ADULT MOSQUITO POPULATIONS AND ENCEPHALITIS TRANSMISSION POTENTIAL.

Rationale:

Monitoring programs will provide information needed to prevent disease transmission, deploy control resources, and evaluate programs.

Strategy:

- Maintain routine mosquito larvae surveillance procedures.
- Use adult mosquito monitoring stations to assess program effectiveness and redirect control measures.
- Utilize sentinel chicken flocks to monitor encephalitis virus transmission potential.
- Use computerized mapping program to monitor source locations and treatments.

GOAL 3 DEVELOP AND MAINTAIN AN EFFECTIVE CONTROL PROGRAM FOR MOSQUITO POPULATIONS.

Rationale:

Suppression of mosquito populations reduces the annoyance levels for human outdoor activities and disrupts the disease transmission cycle.

Strategy:

- Continue surveillance of immature mosquito populations to assess the proper timing of appropriate larval control methods.
- Continue surveillance of adult mosquito populations to assess the proper timing of appropriate adult control methods.
- Utilize biological control organisms when appropriate.
- Use computerized mapping program to monitor source locations and treatments.

GOAL 4 DEVELOP AND MAINTAIN AN EFFECTIVE CONTROL PROGRAM FOR NOXIOUS WEED INFESTATIONS.

Rationale:

Suppression of noxious weed infestations on public lands to protect agricultural interests, improve public safety, and enhance esthetics along county right of ways.

Strategy:

- **Develop a surveillance and identification system for noxious and invasive weeds in Churchill County.**
- **Use appropriate methods to control noxious weeds to limit their spread.**
- **Control vegetation along county rights of way to improve public safety and enhance esthetics.**
- **Negotiate a contract to perform weed control along state roads in Churchill County.**
- **Maintain a 4' clean zone from the edge of the pavement on county roads.**
- **Use computerized mapping programs to monitor weed species and treatment locations.**

GOAL 5 IMPROVE AND MONITOR ACCURACY IN ADMINISTRATIVE AND FIELD OPERATIONAL DATABASES.

Rationale:

Accurate information is needed to make cost-effective management and budget decisions and to balance program operations.

Strategy:

- **Maintain staff awareness of the importance of accurate data through consistent error monitoring.**
- **Develop or adopt a computer mapping and recording system of field operational control activities.**
- **Provide computer feedback to field staff to assist them in directing their operations.**
- **Develop improved ways of measuring accuracy.**
- **Increase communication between management and field personnel through staff meetings and other means.**
- **Integrate quality assurance principles into all phases of administrative and field activities.**
- **Use appropriate statistical methods in research designs and sampling of field program activities.**
- **Use analysis of the sampling data to redirect control measures.**
- **Identify variations in the way program procedures are instituted and learn the most effective way to consistently implement the procedure.**
- **Train staff in the best standard way to perform each control procedure and monitor staff performance for adherence to procedure.**

GOAL 6 USE PRUDENT AND ENVIRONMENTALLY SENSITIVE CONTROL METHODS/MATERIALS THAT ASSURE DEPENDABLE AND COST-EFFECTIVE CONTROL UNDER VARYING FIELD CONDITIONS.

Rationale:

Environmentally sensitive control methods/materials that can achieve effective mosquito and weed control while having a negligible impact on wildlife food resources and other non-target organisms.

Strategy:

- **Select and use only U.S. Environmental Protection Agency and Nevada Division of Agriculture registered control materials having the greatest margin of safety for man, animals, and the food chain.**
- **Develop more effective means of using control materials with low environmental impact.**
- **Determine backup materials in case pesticide resistance develops to materials used in programs.**
- **Utilize biological control organisms when they will effectively reduce pest populations in a timely manner.**

GOAL 7 DEVELOP PUBLIC INFORMATION AND EDUCATION PROGRAMS.

Rationale:

Communication between the District and the public will increase the awareness of District operations and will result in increased demand and support for District activities.

Strategy:

- **Post the goals in the District office.**
- **Include the goals, rationale, and strategies to achieve the goals in all Field Operations Manuals.**
- **Train staff on all facets of the program to effectively explain the program to citizens.**
- **Communicate the goals to the public in presentations and brochures.**
- **Develop and distribute a semi-annual newsletter about program activities to the Board, staff, related agencies, and the public.**
- **Communicate to the public the control strategies used and the relative environmental safety of control materials and methods.**
- **Establish a colony(s) of common insects for use in public education programs.**
- **Develop and/or update mosquito and noxious weed education programs for use in schools.**

GOAL 8 ENCOURAGE COOPERATION BETWEEN THE PUBLIC AND THE DISTRICT IN THE CONTROL OF MOSQUITOES AND NOXIOUS WEEDS.

Rationale:

Develop a program to help the public take greater responsibility for mosquito and noxious weed control.

Strategy:

- **Offer incentives to encourage the public to change their methods of operation to help eliminate mosquito breeding and noxious weed infestations on their land.**
- **Use Legal Abatement Procedure to declare “public nuisances” and take appropriate action when needed.**
- **Suggest alternatives to reduce the breeding potential of various mosquito sources and weed infestations.**

GOAL 9 COOPERATE WITH OTHER AGENCIES TO MAXIMIZE PUBLIC BENEFIT.

Rationale:

Sharing resources, when not in high demand, will enhance interagency cooperation and provide the greatest ultimate public benefit.

Strategy:

- **Assist local governmental agencies, when possible, to promote interagency cooperation and understanding.**
- **Share District staff and specialized resources, when possible, to meet the common needs of the public.**
- **Assist Lahontan Conservation District with the Tall Whitetop control project along the Carson River.**

GOAL 10 IMPROVE DISTRICT EQUIPMENT AND FACILITIES

Rationale:

Improvement of District equipment and facilities increases job performance and the public's impression of the District's professionalism.

Strategy:

- **Investigate the possibility of land for the construction of new District facilities.**
- **Continue to replace older vehicles and equipment to reduce major repair costs and increase job effectiveness.**
- **Continue to update technologies to improve general District operations.**

Churchill County Mosquito, Vector, and Noxious Weed Abatement District

Mission Statement

The mission statement of Churchill County Mosquito, Vector, and Noxious Weed Abatement District is to provide the citizens of Churchill County with a level of protection from nuisances, vectors, and related diseases. This public health protection includes the suppression of mosquitoes, vectors, vector-related diseases, and weed abatement.

In achieving this mission, the Churchill County Vector Control District shall be proactive in response to current and future vector threats, respond effectively and courteously to the needs of

the public, inform, and educate the public, utilize the safest and most effective methods available in the control of vectors, and be fiscally responsible.

About the District

The Churchill County Mosquito, Vector, and Noxious Weed Abatement District, originally the Churchill County Mosquito and Weed Abatement District, was established in 1984. The district expanded to Mosquito and Weed Abatement in 1998, and the Vector Control District in 2006. The County is home to its lakes, rivers, vast wetlands, open desert, and miles of rangeland all prone to various habitats for vector-related diseases and nuisances.

District Goals

- Suppression of mosquito populations by treatment and abatement.
- Suppression of Noxious weeds by treatment and abatement, and eradication of new noxious weed infestations.
- Be proactive in the suppression of vector-related diseases and nuisances.
- Identify target species of wildlife that pose a threat to public health.
- Establish a multi-faceted approach to disease control by maintaining solid partnerships with other government agencies.
- Develop a comprehensive public education program related to vector-related diseases.
- Suppression of identified diseases within the vector population.
- Develop long-range planning for district expansion.
- Develop a continuing education program for employees to maintain proper licensing and introduction of the latest tactics in combating disease control.
- Be fiscally responsible.

Available Services

The Churchill County Mosquito, Vector, and Noxious Weed Abatement District maintains a well-trained small staff with its primary service to the public being mosquito abatement and noxious weed control. Additional service is limited and vector disease control will be implemented in association with various other local, state, and federal agencies.

The District maintains a multi-faceted **Emergency Response Plan** * for vector-related diseases which includes some of the following participating agencies:

- U.S. Fish and Wildlife (MW)
- U.S. Department of Agriculture (MW)

U.S. Center for Disease Control (MV)
U.S. Naval Air Station Fallon (MW)
Nevada Department of Ag. Laboratory/Cooperative Extension (MW)
Nevada Department of Health (MVW)
Nevada Department of Fish and Wildlife (MW)
Nevada State Veterinarian (V)
Carson City County Health Department (M)
Douglass County Mosquito Control (M)
Mason Valley Mosquito Abatement District (M)
Washoe County District Health Department (M)
Clark County Health Department (M)
Fallon Paiute-Shoshone Tribe (M)
Local Beekeepers
Lahontan Valley Veterinary Clinic (VM)

Cooperative Weed Management Area

Lahontan Conservation District (W)
Truckee-Carson Irrigation District (W)
Newlands Water Protection Area
Churchill County Agencies (W)
Lahontan Valley Environmental Alliance (W)
Carson Water Sub-Conservancy District (W)
U.S.D.I Bureau of Land Management/Bureau of Reclamation (W)
Nevada State Parks (W)
Nevada Department of Transportation (W)

(W) Denotes WEEDS

(M) Denotes MOSQUITO

(V) Denotes VECTOR

Vector Related Disease Exposure

Wildlife are free-roaming wild animals that do not receive any veterinary care and are prone to carry parasites and diseases.

Raccoons:

Raccoons are *known* to carry rabies, canine distemper, encephalitis, histoplasmosis, trypanosomiasis, coccidiosis, toxoplasmosis, tularemia, listeriosis, tuberculosis, leptospirosis, mange, and roundworms. Canine distemper, tuberculosis, toxoplasmosis, and roundworm are also easily transmitted to pets and humans. Raccoons are also infested with ticks, fleas, lice, and mites. Raccoons are considered high-risk exposure when in contact with humans.

Coyotes:

Coyotes are **known** to carry rabies, distemper, canine hepatitis, and heartworm. Coyotes also carry parasites such as fleas, ticks, mites, worms, and flutes. Rabies, distemper, and heartworm are transmittable to domestic animals. Rabies and tularemia may be transmitted to humans. Heartworm (endoparasites) is transmitted to domestic dogs by **mosquitos**. Coyotes are considered a high-risk exposure when in contact with humans.

Skunks:

Skunks are a **primary carrier** of rabies. California experienced 65% of skunks tested were positive for rabies. Rabies can be fatal to humans, domestic animals, and livestock. Skunks can transmit canine distemper, canine hepatitis, Q-fever, leptospirosis, and trypanosome. Skunks are also heavily infested with ticks, fleas, and mites. Skunks are considered a very high-risk exposure when in contact with humans.

Rodents:

Rats, mice, chipmunks, and ground squirrels are the primary carrier of Hantavirus. Contact with domestic pets and humans pose a threat of exposure to the virus. Rodents are a minimal risk factor in the transmittal of rabies.

Bats:

Bats are **known** to transmit rabies to livestock, domestic animals, and humans. Bats are considered to be a high-risk exposure factor when human contact is involved. Bat feces in general are a hazard to human contact via respiratory and contact exposure to the skin.

Avian:

Native and migratory birds and waterfowl are influenced by **mosquitos**. Birds can transmit diseases such as encephalitis, West Nile Virus, meningitis, jaundice, and potentially the H5Ni virus if it reaches the United States. The retrieval of dead birds can pose a risk to humans, especially if the bird succumbs to a viral disease such as West Nile.

Ticks:

Ticks pose a threat to humans and domestic animals. Lyme Disease is one of the most common diseases among humans when in contact with ticks via ground squirrels, chipmunks, rabbits, coyotes, skunks, and raccoons. Ticks are often acquired on roaming and domestic livestock when in or exposed to wild vegetation.

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

To: The Board of Trustees
From: Nancy Upham, District Manager
JD MacKay, Assistant Manager
Date: May 9, 2023

Staff has also been doing field assessment and larvicide work around the valley. We are having the new staff refer back to map books of source areas for larger, known mosquito source breeding areas. Thus far, the areas that breed mosquitoes early in the season are drier than normal despite the wet winter. They have treated over 177 acres of source areas with various larvicides. We have not had the weather conducive for fogging yet. The service request list is attached.

We are working through planning for a busy season. Hold on to your seats and prepare for an interesting season!

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

Total Expenses for Board Reports

Apr-23

Total Payroll Cost Report

Gross Wages			\$ 31,676.58
Retirement (PERS)			\$ 6,665.73
Insurance			\$ 1,697.32
Medicare & Social Security			\$ 513.14
Sub-Total Payroll Costs	Page 1	Item A	<u>\$ 40,552.77</u>

Monthly Expenses by Vendor Detail

Total	Page 3	Item B	\$ 18,250.85
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Total Expenses

\$ 58,803.62

Trace to Monthly Profit & Loss Report

Total Expenses	Page 2	Item C	<u>\$ 58,803.62</u>
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Variance

\$ -

Churchill County Mosquito, Vector & Noxious Weed A

Total payroll cost report

From Apr 01, 2023 to Apr 30, 2023 from all locations

Item	Amount
Total pay	
Paycheck wages	\$31,676.58
Non-paycheck wages	\$0.00
Reimbursements	\$0.00
Subtotal	\$31,676.58
Company contributions	
Employer Paid Dental Insurance	\$80.92
Employer Paid Health Insurance	\$1,558.22
Employer Paid Life Ins-PT only	\$47.74
Employer Paid Vision Insurance	\$10.44
Medicare (EE/ER)	\$436.64
PERS Employer Paid (EE/ER)	\$2,676.43
PERS Employer Paid (EE/ER) Old DON'T USE	\$0.00
PERS Employer Paid (ER Only)	\$3,989.30
Subtotal	\$8,799.69
Employer taxes	
Social Security Employer	\$62.00
Medicare Employer	\$14.50
Subtotal	\$76.50
Total payroll cost	\$40,552.77

Item A →

Churchill County Mosquito, Vector & Noxious Weed Abatement District

Monthly Expenses by Vendor Detail

April 2023

NAME	DATE	ACCOUNT	MEMO/DESCRIPTION	AMOUNT
Adobe				
Adobe	04/21/2023	01.5366 Computer Software & Online Subs	Acrobat Pro DC 04/21 to 05/20/2023	16.99
Total for Adobe				\$16.99
Amazon				
Amazon	04/21/2023	01.5330 Operating Supplies	Plastic Jugs	75.63
Amazon	04/21/2023	01.5320 Office Supplies	USB cables	15.98
Total for Amazon				\$91.61
Big R Inc				
Big R Inc	04/06/2023	01.5190 Uniforms	Northside black PVC plain boot (3)	59.85
Big R Inc	04/10/2023	01.5330 Operating Supplies	HP Mix	7.99
Big R Inc	04/10/2023	01.5190 Uniforms	Northside black PVC plain boot	19.95
Big R Inc	04/11/2023	01.5330 Operating Supplies	Marking tape	1.98
Total for Big R Inc				\$89.77
Big Valley Honda				
Big Valley Honda	04/04/2023	01.5380 Repairs - Equipment	Gear for 2012 Quad	570.87
Total for Big Valley Honda				\$570.87
C-A-L Ranch Stores				
C-A-L Ranch Stores	04/27/2023	01.5330 Operating Supplies	2L Measuring Containers 5 at \$3.41 each	18.35
Total for C-A-L Ranch Stores				\$18.35
Churchill Co Comptroller (Road Depart)				
Churchill Co Comptroller (Road Depart)	04/30/2023	01.5260 Gasoline & Oil	517.5 gallons at \$3.41 per gallon	1,764.68
Churchill Co Comptroller (Road Depart)	04/30/2023	01.5260 Gasoline & Oil	Administrative Fee - 04-2023	51.75
Total for Churchill Co Comptroller (Road Depart)				\$1,816.43
Colby's Unified Networking & Technology				
Colby's Unified Networking & Technology	04/10/2023	01.5365 Computer Maintenance	Computer Professional Services	3,000.00
Total for Colby's Unified Networking & Technology				\$3,000.00
Dollar Tree				
Dollar Tree	04/21/2023	01.5330 Operating Supplies	Measuring cups & containers	17.49
Total for Dollar Tree				\$17.49
Dowd Bookkeeping Services LLC				
Dowd Bookkeeping Services LLC	04/09/2023	01.5361 Accounting & Audit Fees	Bookkeeping March 2023	1,100.00
Dowd Bookkeeping Services LLC	04/09/2023	01.5366 Computer Software & Online Subs	QuickBooks Online Essentials & Core Payroll Fees (Mar 9 to Apr 9)	127.30
Total for Dowd Bookkeeping Services LLC				\$1,227.30
Flying J				
Flying J	04/26/2023	01.5260 Gasoline & Oil	9.644 gallons at \$3.839	37.02
Total for Flying J				\$37.02
GPS Trackit				
GPS Trackit	04/27/2023	01.5395 Equipment Services (GPS)	9 Fleet Manager Bundles 04/27-04/26/2023	197.59
Total for GPS Trackit				\$197.59
Joseph Sanford				
Joseph Sanford	04/13/2023	01.5360 Legal Fees	Feb & Mar 2023 Legal Services for Board	400.00
Total for Joseph Sanford				\$400.00
JW Wedding Supplies & Tools				
JW Wedding Supplies & Tools	04/12/2023	01.5380 Repairs - Equipment	Clear plastic	5.80
Total for JW Wedding Supplies & Tools				\$5.80
Les Schwab Tires				
Les Schwab Tires	04/13/2023	01.5385 Repairs - Vehicle	2014 Toyota Tacoma Tires	1,379.84
Les Schwab Tires	04/25/2023	01.5385 Repairs - Vehicle	2005 Dodge Ram Flat Repair Tire	96.34
Les Schwab Tires	04/26/2023	01.5385 Repairs - Vehicle	Dodge Flat Bed Tire	206.96
Total for Les Schwab Tires				\$1,683.14

NAME	DATE	ACCOUNT	MEMO/DESCRIPTION	AMOUNT
Louie's Ace Home Center				
Louie's Ace Home Center	04/04/2023	01.5380 Repairs - Equipment	Brass, Adaptor, Other parts	6.71
Louie's Ace Home Center	04/05/2023	01.5330 Operating Supplies	Bushing, Fitting, Adapter	17.97
Louie's Ace Home Center	04/05/2023	01.5330 Operating Supplies	Supply hose	17.91
Louie's Ace Home Center	04/13/2023	01.5380 Repairs - Equipment	Plugs, caps, fittings & adapter	28.01
Total for Louie's Ace Home Center				\$70.60
Maverick				
Maverick	04/25/2023	01.5260 Gasoline & Oil	11.875 gallons at \$3.959 per gallon	47.01
Maverick	04/25/2023	01.5260 Gasoline & Oil	11.754 gallons at \$3.999 per gallon	47.00
Maverick	04/26/2023	01.5260 Gasoline & Oil	14.364 gallons at \$3.899 per gallon	56.01
Maverick	04/26/2023	01.5260 Gasoline & Oil	8.588 gallons at \$3.959 per gallon	34.00
Total for Maverick				\$184.02
Microsoft				
Microsoft	04/01/2023	01.5366 Computer Software & Online Subs	Annual Charge - No invoice	99.99
Microsoft	04/19/2023	01.5366 Computer Software & Online Subs	Office 03/19-04/18/2023	50.00
Total for Microsoft				\$149.99
Napa Auto & Truck Parts				
Napa Auto & Truck Parts	04/04/2023	01.5380 Repairs - Equipment	Vinyl grommets	7.76
Napa Auto & Truck Parts	04/05/2023	01.5380 Repairs - Equipment	Heater hoses & clamps	23.87
Napa Auto & Truck Parts	04/06/2023	01.5380 Repairs - Equipment	O-rings & superglue	6.58
Napa Auto & Truck Parts	04/07/2023	01.5380 Repairs - Equipment	Cotter Pin Pack - 560 PC	18.59
Napa Auto & Truck Parts	04/11/2023	01.5380 Repairs - Equipment	Chain link rollers	73.97
Napa Auto & Truck Parts	04/11/2023	01.5380 Repairs - Equipment	Chain link rollers	11.49
Napa Auto & Truck Parts	04/12/2023	01.5385 Repairs - Vehicle	Cable chain lube	33.96
Napa Auto & Truck Parts	04/14/2023	01.5330 Operating Supplies	Instant glue	5.49
Napa Auto & Truck Parts	04/14/2023	01.5380 Repairs - Equipment	Chain roller	53.99
Napa Auto & Truck Parts	04/24/2023	01.5385 Repairs - Vehicle	Pole plastic connector & Flat 12" trailer bonde	9.98
Napa Auto & Truck Parts	04/24/2023	01.5330 Operating Supplies	Brake parts cleaner & WD40 spray	97.04
Napa Auto & Truck Parts	04/25/2023	01.5385 Repairs - Vehicle	Oil, Oil filter & Oil fil	97.51
Total for Napa Auto & Truck Parts				\$440.23
Nevada Power Products, Inc				
Nevada Power Products, Inc	04/21/2023	01.5810 Capital Outlay - Equipment	Mistblowers (2)	1,499.98
Total for Nevada Power Products, Inc				\$1,499.98
Nevada Public Agency Insurance Pool				
Nevada Public Agency Insurance Pool	04/20/2023	01.5120 Benefits:Workers Compensation	Payment #3 FY 2023 Workers Comp Premium	3,428.50
Total for Nevada Public Agency Insurance Pool				\$3,428.50
NV Energy				
NV Energy	04/01/2023	01.5441 Utilities - Electric	Electricity 02/28 to 03/29/2023	456.33
Total for NV Energy				\$456.33
Office Products Inc				
Office Products Inc	04/04/2023	01.5320 Office Supplies	Base rate 04/06/2023 to 07/05/2023	49.99
Office Products Inc	04/04/2023	01.5320 Office Supplies	Color & B/W Copies over Contract 01/06/2023 to 04/05/2023	104.64
Total for Office Products Inc				\$154.63
Optum Bank				
Optum Bank	04/01/2023	01.5141 Benefits:Health Insurance - HSA	April 2023	150.00
Total for Optum Bank				\$150.00
Southwest Gas				
Southwest Gas	04/26/2023	01.5440 Utilities - Gas	Gas 03/24 to 04/24/2023	387.75
Total for Southwest Gas				\$387.75
Spraytec (Sprayer Sales Co)				
Spraytec (Sprayer Sales Co)	04/06/2023	01.5810 Capital Outlay - Equipment	Driver Module Kit, TASC & CCI Pumps	1,311.96
Total for Spraytec (Sprayer Sales Co)				\$1,311.96
Upham, Nancy				
Upham, Nancy	04/19/2023	01.5330 Operating Supplies	Paper towels	12.54
Upham, Nancy	04/25/2023	01.5400 Travel & Sustenance	Per diem for trip to get airboat	118.00
Upham, Nancy	04/30/2023	01.5320 Office Supplies	Copy paper	42.81
Upham, Nancy	04/30/2023	01.5330 Operating Supplies	Bathroom tissue	21.51

NAME	DATE	ACCOUNT	MEMO/DESCRIPTION	AMOUNT
Total for Upham, Nancy				\$194.86
US Postal Service				
US Postal Service	04/12/2023	01.5390 Communications	Box shipped to Orem Utah	28.75
US Postal Service	04/17/2023	01.5390 Communications	Envelop mailed to Carson City	1.74
Total for US Postal Service				\$30.49
Verizon Wireless				
Verizon Wireless	04/06/2023	01.5390 Communications	Cell Phones 02/15 to 03/14/2023	229.95
Total for Verizon Wireless				\$229.95
Walmart				
Walmart	04/07/2023	01.5330 Operating Supplies	Various supplies	122.53
Walmart	04/21/2023	01.5330 Operating Supplies	Supplies	(193.05)
Walmart	04/21/2023	01.5330 Operating Supplies	2-Cycle Engine Oil	5.98
Walmart	04/21/2023	01.5330 Operating Supplies	Supplies (immediately returned)	193.05
Walmart	04/21/2023	01.5330 Operating Supplies	Repel Insect Repellent 17 at \$4.97 each	84.49
Walmart	04/21/2023	01.5330 Operating Supplies	Off Insect Repellent 8 at \$6.98 each	55.84
Walmart	04/21/2023	01.5330 Operating Supplies	Gas Cans 2 at \$16.28 each	32.56
Total for Walmart				\$301.40
WiarCom Inc				
WiarCom Inc	04/10/2023	01.5390 Communications	Wireless 04/10-05/09/2023	87.80
Total for WiarCom Inc				\$87.80
Grand Total				Item B → \$18,250.85

Churchill County Mosquito, Vector & Noxious Weed Abatement District

Monthly Profit & Loss

April 2023

	TOTAL
Income	
01.4040 Real Property Tax - Current	82,981.46
01.4050 Real Property Tax - Delinquent	852.33
01.4080 Personal Property Tax - Current	12,118.15
01.4090 Personal Property Tax - Delinquent	3,463.47
01.4110 Consolidated Tax Revenue	31,381.00
01.4120 Private Car Tax	206.53
01.4130 AB104 Fairshare Revenues	9,580.89
01.4150 Other Revenues	1.05
Total Income	\$140,584.88
Expenses	
01.5000 Wages	
01.5030 Salary - Management	13,409.36
01.5040 Salary - Full-time	15,383.50
01.5045 Salary - Part-time	1,733.72
01.5070 Board Compensation	1,000.00
01.5080 Board Secretary	150.00
Total 01.5000 Wages	31,676.58
01.5100 Benefits	
01.5110 Retirement Contribution	6,665.73
01.5120 Workers Compensation	3,428.50
01.5140 Health Insurance	1,697.32
01.5141 Health Insurance - HSA	150.00
01.5150 Social Security & Medicare	513.14
Total 01.5100 Benefits	12,454.69
01.5190 Uniforms	79.80
01.5260 Gasoline & Oil	2,037.47
01.5320 Office Supplies	213.42
01.5330 Operating Supplies	595.30
01.5360 Legal Fees	400.00
01.5361 Accounting & Audit Fees	1,100.00
01.5365 Computer Maintenance	3,000.00
01.5366 Computer Software & Online Subs	294.28
01.5380 Repairs - Equipment	807.64
01.5385 Repairs - Vehicle	1,824.59
01.5390 Communications	348.24
01.5395 Equipment Services (GPS)	197.59
01.5400 Travel & Sustenance	118.00
01.5440 Utilities - Gas	387.75
01.5441 Utilities - Electric	456.33

	TOTAL
01.5810 Capital Outlay - Equipment	2,811.94
Total Expenses	\$58,803.62
NET OPERATING INCOME	\$81,781.26
NET INCOME	\$81,781.26

Item C →