

Churchill County Mosquito, Vector and Noxious Weed Abatement District
Board of Trustees
Churchill County, Nevada
7400 Reno Highway
Fallon, NV 89406
Meeting May 12th, 2022
OPEN MEETING SESSION

1. Call to Order

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

BOARD OF TRUSTEES

Chairwoman, Christy Lattin
Vice Chairman, Michael Spencer
Trustee, Marion Jonte, Jr.
Trustee, Tom Hutchings

Legal Counsel, Ben Shawcroft
District Manager, Nancy Upham
Assistant Manager, JD MacKay
Board Secretary, Melania Sagi

Public Present

Phyllis Dowd

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 agenda be accepted as published. Ms. Lattin made a motion to accept the agenda as posted. Vice Chairman, Michael Spencer seconded the motion and it passed unanimously.

5. Discussion and Approval of Minutes from April 14th, 2022:

Trustee, Marion Jonte made a motion to approve the minutes from April 14th, 2022. Mr. Spencer 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. 4-11-2022 Catrina Schambra — “Foster Healthy Soil” PSA. This is from the Carson River Watershed Program that provides the District with weed control compensation. It includes useful information on healthy soil practices. It can be made available to the Board upon request.
2. 4-13-2022 Andrea Moe — Russian Knapweed Biocontrol. Ms. Moe, from the Nevada Department of Agriculture, brought a significant sample of biocontrol wasps to the County. Ms. Upham, Assistant Manager, JD MacKay and a couple of representatives from the Paiute-Shoshone Environment Control Agency, dispersed the wasps on the reservation. Ms. Lattin asked how establishment can be determined. Board Secretary, Melania Sagi explained that the wasps were as small as fruit flies, however they form galls on the stalks which look like bulbs that are very noticeable. They only live through a season so it may take multiple applications for them to become established.
3. 4-20-2022 Geof Stark — Insurance Enrollment. This includes a cost breakdown of the District’s cost for insurance compensation.
4. 4-29-2022 Ryan Arkoudas — ULV Droplet Testing. Mr. Arkoudas comes to the facility once a year to test the fog machines. Ms. Upham extended the invitation to the Paiute-Shoshone Environment Control Agency so their equipment can also be tested and they can become more involved in the process.

8. Appointment:

None

9. Old Business:

1. Discussion and possible action regarding retroactive merit increase to January 1st, 2022, for District Manager, Nancy Upham. Ms. Upham explained that January 1st is her anniversary date. The approval of her merit increase did not include the condition of when it should apply. She is petitioning the Board to make her merit increase retroactive to her anniversary date. Mr. Spencer made a motion to make Ms. Upham’s merit increase retroactive to January 1st, 2022. Trustee, Tom Hutchings seconded the motion and it passed unanimously.

2. Discussion and possible action regarding 2022-2023 Tentative Budget. Ms. Upham made the necessary correction to the Tentative Budget and will present the Finalized 2022-2023 Budget at the May 19th, 2022, Budget meeting.

10. New Business:

1. Discussion and possible action regarding converting the District’s current QuickBooks desktop application to QuickBooks Online. The District’s Bookkeeper, Phyllis Dowd presented the request to upgrade the District to QuickBooks Online. Ms. Dowd explained that QuickBooks would eventually be moving away from desktop applications and only offer their program online. The benefits of the online version are

that it is accessible anywhere there is internet, there can be multiple users, employees can access their paystubs and paycheck information independently, and by going through Ms. Dowd's licensing, the cost is almost the same as the current application in the long run. Ms. Lattin asked if, for whatever reason, Ms. Dowd was not the District's bookkeeper would the cost go up. Ms. Dowd responded that as long as the District used a certified accountant they could get the reduced cost, pending the accountant's choice of inflating the cost or including it. Ms. Lattin asked if any of the other Board members had any questions. Mr. Hutchings asked if the employees had to use the computer at the facility or how would they be able to access their paycheck information. Ms. Dowd responded that all they needed was a way to access the internet. Ms. Lattin asked if the information was secure. Ms. Dowd responded that yes, QuickBooks guarantees their security.

Ms. Lattin made a motion to approve Ms. Dowd to upgrade QuickBooks desktop to QuickBooks Online. Mr. Spencer seconded the motion and it passed unanimously.

2. Discussion and possible action regarding Board of Trustees compensation rate increase to \$125 per meeting. Ms. Lattin asked that this topic be tabled until a comparison can be presented for what other County Board members were being compensated.

3. Discussion and possible action regarding the approval to purchase A1 Mist Sprayer including attachments and accessories for no more than \$25,000. This is a system that they are currently using in Clark County. The District does not have an efficient machine to disperse liquids as the current machine is very old, impractical and most importantly, discontinued. When the current machine breaks down, it is very challenging to find replacement parts. The current system uses a handheld hose to shoot a stream of liquid whereas the proposed unit sends out a mist that covers 40-75 feet. The A1 Mist Sprayer Boss fits onto the quads or Argo's and only needs one person to operate. Equipment, accessories, and shipping costs come to approximately \$3,990.

Mr. Jonte made a motion to approve the purchase of the A1 Mist Sprayer Boss. Mr. Spencer seconded the motion and it passed unanimously.

11. District Manager's Report and Operations Review:

The District has begun hosting the weed program at the facility. It has been beneficial and the public seems to like it.

12. Board Member's Reports:

The Board would like an update at an upcoming meeting about receiving the District's portion of the drone purchase back from Douglas County.

Ms. Lattin would like there to be a discussion with the Paiute-Shoshone Environment Control Agency to clarify that the District is not being reimbursed for treating Tribal properties. The District is willing to help them establish their own processes but County funds need to be focused on County properties. This will merit further discussion.

13. Any Request for Future Agenda Items:

- Board member rate comparison
- Plaque for building dedication

14. Expenditures:

April 2022 Expenditures

Payroll:	\$52,705.19
Expenses:	\$20,301.02
Total:	\$73,006.21

Mr. Spencer made a motion to accept the April 2022 expenditures. Mr. Jonte seconded the motion and it passed unanimously.

15. Public Comment:

None

16. Adjournment:

Ms. Lattin called the meeting to a close at 6:52 PM.



SIGNATURE:

Chairwoman or Vice Chairman

6-24-2022
DATE: