

Churchill County Mosquito, Vector and Noxious Weed Abatement District
Board of Trustees
Churchill County, Nevada
7400 Reno Highway
Fallon, NV 89406
Meeting October 14th, 2021
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
Trustee, Cynthia McGarrah

District Manager, Nancy Upham
Assistant Manager, JD MacKay
Board Secretary, Melania Sagi

Public Present

Jim Cork

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 accepted "as is." Trustee, Marion Jonte, Jr. made the motion to accept the agenda as published. Vice Chairman, Michael Spencer seconded the motion and it passed unanimously.

5. Discussion and Approval of Minutes from August 12th, 2021:

Mr. Spencer noted an error under Old Business, second page, second paragraph that needed to be corrected from "frogging" to "fogging." Ms. Lattin made the motion to accept the minutes from August 12th, 2021, with the noted correction. Mr. Jonte seconded the motion and it passed unanimously.

6. Certificate of Posting:

Ms. Upham stated that the agenda had been posted according to NRS.

7. Correspondence:

1. 8-9-21 Mark Jewell—Also Uniform Correspondence. Ms. Upham explained that the District had an issue returning the uniforms to Also after canceling their services. Ms. Lattin asked why Ms. Upham had decided to go with another company. Ms. Upham explained that their service had gone down as of late which was apparent in how poorly they handled removing the returned uniforms from the final bill.
2. 8-12-21 Ralph Handel—Request for Meeting Recordings. Mr. Handel has requested that the audio recordings for the past 6 months of meetings be transferred to a flash drive. He requested that it be updated regularly, and he will stop by quarterly to pick it up.
3. 8-17-21 POOL/PACT—Negotiations, Overtime and 2021 HR Legislative Updates. Ms. Upham explained that POOL/PACT is essentially the District's HR department. Throughout the pandemic they have been sending updates and information for employers and employees for support.
4. 8-18-21 Shane Fryer—CRC Water Milfoil Tour. This is a notice that the CRC Water Milfoil Tour was cancelled.
5. 8-20-21 AMCA—World Mosquito Day. Ms. Upham proposed that World Mosquito Day 2022 may be a good day to have an open house.
6. 8-23-21 Clarke—Chlorpyrifos Update. Ms. Upham stated that this doesn't really affect the District since none of the chemical's used contain this herbicide. Ms. Lattin asked for clarification on this chemical. Ms. Upham stated that this organophosphate was known to take out non-target organisms. Ms. Lattin verified that the District does NOT use it.

8. Appointment:

None

9. Old Business:

1. Discussion and update regarding IT service, equipment, and installation. Ms. Upham and Administrative Assistant, Melania Sagi updated the Board on the IT upgrade. The IT specialist, Colby Nelson, was able to complete the equipment purchase significantly below his estimate. Ms. Upham and Ms. Sagi are very pleased with his work.
2. Discussion and update regarding roof repair. The roof repair was completed in half the projected time.
3. Discussion and possible action regarding plaques for former Board members and Management. After much discussion the Board agreed that the plaque for Hal Newman needed to be completed this year as his health was not optimal. An open house could be held in the spring before the mosquito season officially started however the building dedication should be done sooner rather than later.
4. Discussion and possible action regarding building dedication. Ms. Lattin suggested inviting the former Board members that had served with Mr. Newman.

10. New Business:

1. Discussion and possible action regarding leave accrual for the Administrative Assistant position. Ms. Upham stated that additional incentives for employees to stay was always appreciated. Trustee, Cynthia McGarrah said that especially in this employment market it paid to offer more for good employees. Ms. Upham asked for clarification on whether the Board would like it to apply to the next paycheck or retroactive to Ms. Sagi's anniversary date? Ms. Lattin confirmed that Ms. Sagi's one year anniversary of August 2021 would be best. Mr. Spencer made the motion to allow the Administrative Assistant to accrue vacation and sick leave. Ms. McGarrah seconded the motion and it passed unanimously.

2. Discussion and possible action regarding extended paid time off options for Field staff. Ms. Upham asked the Board members for their opinion on an extended paid time off for the technicians. She proposed an extreme hour and day reduction so that the technicians could extend their paid time off and limit the layoff time. Mr. Spencer mentioned that the issue is the return date, as that is dependent on the weather. Ms. Upham agreed and said she was considering addressing it with the staff; whether they wanted to use their vacation time and be paid biweekly or accept a layoff and receive a pay out of their annual leave. Mr. Spencer asked if they would pay more taxes with a lump sum pay out. Ms. Lattin agreed that was a good thing to consider. Ms. Upham added that a benefit to the staff was that they could get another job during a layoff if they chose to.

Ms. Upham stated that either way, a layoff or reduced hours, there was not enough work to justify keeping the Field staff on during the winter. Ms. Lattin suggested working with each employee individually to look at their leave balance to figure out what works for each person. Perhaps a 30-hour week instead of 40 so that they still have a consistent check versus a huge payout that could be taxed heavily. Ms. Upham added that another benefit to the reduced hours would be that the technicians would still get holiday pay.

Trustee, Tom Hutchings asked if there was a way to work with other agencies in the County to keep our technicians employed. Ms. Upham responded that the technicians could find themselves other employment however, the District would not cover the cost. Mr. Hutchings suggested that the technicians might not return to work for the District if they found other employment. Ms. Upham answered that it would not be an issue as some of the technicians were close to a good retirement and it has not been a problem in the past. Field Technician, Jim Cork said that their retirement would not be affected if they worked for another State entity. Ms. Upham responded that in her almost 30 years, the technicians always came back, and she was not worried. She will look into the proposed options and update the Board at the following Board meeting.

11. District Manager's Report and Operations Review:

Ms. Upham said that the season ended abruptly since irrigation ended in the middle of August. There was very little mosquito control in September, but she included an aerial cost comparison of 2019 to 2021 for the Board members to look over. Ms. Upham will provide the Board with a location comparison of groundwork at a future meeting. With that information compiled it will be easier to approach other entities such as TCID or the Bureau of Reclamation and open a line of communication with them.

Currently, the technicians are chasing the water. It would be more efficient if the District knew where the water was going to be. Ms. Lattin clarified that the District spent less money this year than in the past but it is not an even comparison due to it being a significantly smaller water year.

The comparison would also be beneficial to the District's interaction with the tribe. If Ms. Upham could present the tribe with an estimate of chemical and aerial cost, they could establish their own contracts. They would be able to propose increasing their mosquito abatement budget to their council. Ms. Lattin asked whether some sort of contract had even been established with the tribe. Ms. Upham said that there was no contract but the lack of efficient mosquito abatement on tribal grounds directly affected the County. Mr. Jonte asked if there were educational opportunities for the tribal mosquito abatement personnel to gain knowledge. Ms. Upham responded that, yes, they were expected to receive the same certification that our Field staff have.

12. Board Member's Reports:

None

13. Any Request for Future Agenda Items:

Update on Field Staff extended paid time off.
Groundwork and chemical usage comparison.

14. Expenditures:

August 2021 Expenditures:

Monthly Payroll:	\$46,240.00
Monthly Expenses:	\$20,428.22
Total Overall:	\$66,668.22

Mr. Spencer made a motion to accept the expenditures from August 2021. Ms. McGarrah seconded the motion and it passed unanimously.

September 2021 Expenditure:

Monthly Payroll:	\$44,407.89
Monthly Expenses:	\$23,721.15
Total Overall:	\$68,196.04

Mr. Spencer made a motion to accept the expenditures from September 2021. Mr. Jonte seconded the motion and it passed unanimously.

15. Public Comment:

None

16. Adjournment:

Ms. Lattin adjourned the meeting at 6:21 PM.

Christiane Jattun

SIGNATURE:

Chairwoman or Vice Chairman

1-5-22

DATE: