

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 10th day of March 2022
TIME: 5:30 P.M.
TYPE OF MEETING: February 2021 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 10th, 2021.

6. Certificate of Posting.

7. Correspondence.

1. 2-1-2022 Ralph Handel—Receipt of response from District Manager
2. 2-9-2022 NWMA—February NWMA meeting
3. 2-11-2022 Shelby Fleshood—Public Records Request
4. 2-28-2022 NV PERS—2022 Liaison Officer Conferences

8. Appointments.

9. Old Business.

10. New Business.

1. Discussion of potential electrical upgrades to the facility yard.
2. Discussion and possible action regarding District adoption of Churchill County's policy regarding retirement incentive and separation incentive plans.
3. Discussion and possible action regarding District Manager, Nancy Upham's evaluation.

11. District Manager's Report and Operations Review.

12. Board Members' Report.

13. Any Requests for Future Agenda Items.

14. Expenditures.

February 2022 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 4th day of March 2022, 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 matter 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 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 with 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 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 10, 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
Trustee, Cynthia McGarrah

Legal Counsel, Ben Shawcroft
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 requested the agenda be accepted as published. Trustee, Marion Jonte made a motion to adopt the agenda as published. Vice Chairman, Michael Spencer seconded the motion and it passed unanimously.

5. Discussion and Approval of Minutes:

Mr. Spencer made a motion to accept the minutes from January 13th, 2022. Mr. Jonte seconded the motion and it passed unanimously.

6. Certificate of Posting:

Ms. Upham stated the agenda was posted in accordance with NRS.

7. Correspondence:

1. 12-13-2021 Phyllys Dowd—Pay increase by \$50. Ms. Upham explained that she felt this did not need to be agendized as it was such a small increase. Ms. Dowd has more than proved her competency and Management is very happy with her work.
2. 01-04-2022 Dave Mendiola—Questions regarding Humboldt County Contract. Mr. Mendiola reached out to the District for insight into our Mosquito Abatement program. He will be comparing the cost of operating their own program versus contracting the work out. Management has been maintaining correspondence with him to answer any of his questions.
3. 01-07-2022 Ralph Handel—Notice of intent to negotiate a successor Agreement. Mr. Handel included several requests with his intent. Management, with assistance from Ms. Dowd, was able to answer his inquiries within the given timeframe.
4. 01-11-2022 SPR—Annual Worker Compensation Payroll Audit. This is a yearly payroll audit typically contracted through POOL/PACT.
5. 01-12-2022 Dave Patterson—Target Specialty Products' Reno Workshop 2022. These workshops are productive, especially if the technicians need CEU's.
6. 01-24-2022 Holland & Hart—Fee Increase. Ms. Upham will continue to try and be as efficient as possible when interacting with the District's legal representative to help limit to costs.
7. 01-25-2022 Department of Taxation—Tax rate increase. Notice of County property tax increase.
8. 01-25-2022 Georgia Vasey—Carson City, Question regarding public education outreach. Ms. Vasey is interested in instituting a similar weed education program in Carson City as the District's. She was reaching out for information on the program.

8. Appointment:

None

9. Old Business:

None

10. New Business:

1. *Closed Session Pursuant to NRS 288.220* Discussion of negotiations. Ms. Lattin made a motion to move the meeting into a closed session. Mr. Spencer seconded the motion and it passed unanimously. Ms. Lattin brought the session back into an open meeting session.
2. Discussion of potential electrical upgrades to the facility yard. The facility lights that illuminate the yard only work by turning them on and off at the breaker. They should be wired to a timer and photocell however, after having a professional investigate it was discovered that they are not. Administrative Assistant, Melania Sagi, is working on getting estimates to permanently fixing the issue. This topic will be tabled until the estimates can be presented.

3. Discussion and possible action regarding aerial contract with Frey Spray for aerial application costs of \$780 per hour. The cost is the same as last year. Mr. Jonte made a motion to enter a one (1) year contract with Frey Spray for \$780 and hour. Mr. Spencer seconded the motion and it passed unanimously.
4. Discussion and possible action regarding District adoption of Churchill County's policy regarding retirement incentive and separation incentive plans. Legal Counsel, Ben Shawcroft, stated that the County utilized a waiver in tandem with their early retirement incentive policy. The Board requested that this topic be tabled until the waiver can be analyzed.
5. Discussion and possible action regarding 2021 Annual Report. Ms. Upham went into detail explaining the information included in the attached 2021 Annual Report. Mr. Jonte asked for an update on the roof repair. During the December storm the same repaired spot leaked, and 3 other leaks were discovered. Ms. Sagi let Mr. Jonte know that the roof repair company did come back out and fix the spot they had worked on before.

Mr. Jonte asked for information on the IT service and equipment update. Ms. Upham responded that the service was working better than expected. She let the Board know that the program for the technicians was still being developed and she hoped to have it in place before the technicians returned to work.

Mr. Jonte asked if Churchill County had Eastern or Western Equine Encephalitis. Ms. Upham answered that there is the potential for Western Equine Encephalitis but not Eastern or, at least, it has not been seen in the area since she has been here. Western Equine Encephalitis, St. Louis Encephalitis, and West Nile Virus are what the chicken blood gets tested for.

11. District Manager's Report and Operations Review:

12. Board Member's Reports:

Ms. Lattin updated the Board that there will be two open seats in the next election. She requested Ms. Sagi to make a post and get the word out so that interested parties could make their intentions known to the voters.

13. Any Request for Future Agenda Items:

None

14. Expenditures:

January 2022 Expenditures

Payroll:	\$22,535.28
Expenses:	\$131,993.55
Total Overall:	\$154,528.83

Mr. Spencer made a motion to accept the January 2022 expenditures. Ms. McGarrah seconded the motion and it passed unanimously.

15. Public Comment:

None

16. Adjournment:

Ms. Lattin called the meeting to a close at 6:25 PM.

SIGNATURE:

Chairwoman or Vice Chairman

DATE:

RE: Questions

From : Ralph Handel <rhandel@oe3.org>

Tue, Feb 01, 2022 08:38 AM

Subject : RE: Questions**To :** Nancy Upham <director@ccmosquito.org>, ccmosquito@cccomm.net

That information is very helpful thank you, I need payroll from last years and this year's shutdown only for positions not laid off.

Thanks,

Ralph R Handel

Operating Engineer Local 3

From: Nancy Upham <director@ccmosquito.org>**Sent:** Friday, January 28, 2022 3:46 PM**To:** Ralph Handel <rhandel@oe3.org>**Cc:** Jordan Walsh <SJWalsh@hollandhart.com>**Subject:** Questions

Ralph,

In response to your letter received dated January 7, 2022, I am providing you with the following information. I believe that Melania has answered questions 1-7. As for question eight, it is difficult to define a "savings" to the District during the winter shutdown as you will see with details relevant to the information below. The two years that there was an actual "lay off", I believe the only monetary changes would be with PERS contributions and unemployment numbers.

2018-2019 Staff was asked to use their accrued annual leave from December 17, 2018 – January 9, 2019. With this they accrued PERS contributions as if they were working.

2019-2020 There was a layoff from December 10, 2019-March 2, 2020 or March 16, 2020 dependent on seniority. PERS contributions were affected and unemployment costs were paid by the District after their annual leave balances were expended.

2020-2021 Staff was off work from December 14, 2020-January 3, 2021.

2021-2022 Staff opted for a "layoff" versus using their annual leave from November 1, 2021-March 1, 2022. PERS contributions were affected and unemployment costs were paid by the District after their annual leave balances were expended.

As for question nine regarding "contract work" completed during the shutdown period, there is only some electrical work and lighting repairs initiated in January 2022.

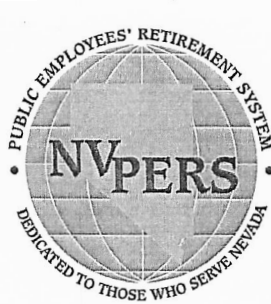
Hope this helps. Have a nice weekend. Nancy

Sent from Mail for Windows

Retirement Board

Timothy M. Ross
Chair
Yolanda T. King
Vice Chair

Dawn E. Huckaby
Todd H. Ingalsbee
Norma Santoyo
Mark Stevens
Brian A. Wallace



Executive Staff

Tina Leiss
Executive Officer

Kabrina Feser
Operations Officer

Steve Edmundson
Chief Investment
Officer

Memorandum

To: Retirement Liaison Officers

From: Walter Zeron, Director of Communications

Date: February 28, 2022

Re: Save the Date, 2022 Liaison Officer Conferences

PERS is pleased to announce our upcoming 2022 Liaison Officer Conferences. The first will be held at the Casino Fandango in Carson City, Nevada, on June 29, 2022, to accommodate our Northern Nevada region agencies. The second will be held at South Point Hotel & Casino in Las Vegas, Nevada, on July 20, 2022, for our Southern Nevada region agencies. This one-day conference is for PERS Liaison Officers, Human Resource and Payroll Professionals. This years focus will be on the preparation and implementation of our new Pension Administrative System. A brochure which includes a registration form will be going out in March. The registration cost will be \$100 per person.

If you have any questions regarding this memorandum, please call me toll free at (866) 473-7768 ext. 268.

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, 2022
Re: Discussion and potential upgrades to the facility yard.

Administrative Assistant, Melania Sagi, has gathered estimates from electrical companies to fix and potentially upgrade the facility yard lights. Currently the only way to turn the lights on and off is at the breaker. This is inefficient and costly. With the lights off, the yard is very dark and unsecured. Management believes this is a necessary repair and with the upgrades it could save the District a significant amount in the future.

Hotwire Electric LLC
310 West Williams Ave. Suite B
Fallon, NV 89406
Phone: 775-867-4242
Email Address: office@hotwireelectricnv.com
Nevada Contractor License # 69068
Nevada Mfr. Contractor License # 0405
Bid Limit Amount \$ 2,000,000.00

Bid Proposal

2/6/2022

TO: Churchill County Mosquito Vector & Weed Control
7400 Reno Hwy
Fallon, NV 89406

JOB: 22003-Outdoor Lighting

WORK DESCRIPTION:

- Outdoor Lighting Upgrade to LED
- 9-Remove and replace 6" recess lighting outdoor canopy
- 4-Remove and replace wall pack light fixtures mounted to building
- 6-Remove and replace pole mounted lights
- Disconnect time clock from operation and convert all lights to photocell control
- Proposal must be signed and returned to Hotwire Office prior to work commencing
- By signing this Bid Proposal, you have agreed to have work performed at the job address and per the Work Description and you acknowledge the Exclusions as written

Bid Amount: \$6,033.00

Exclusions:

- Building Permit or fees if required
- Wall, ceiling, and/or floor repair due to construction
- Painting of any kind

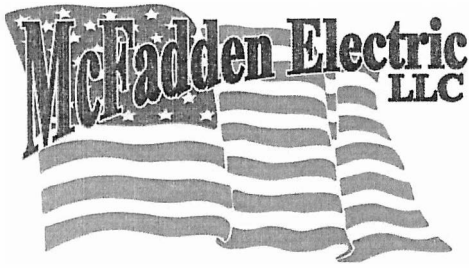


Eric Blakey
Managing Member
Valid until 3/6/2022

Acceptance Signature

Print Name

Date



McFadden Electric, LLC
514 Windmill Dr.
P.O. Box 5148
Fallon, NV 89407
775-867-4507 office
775-867-4578 fax

February 22, 2022

Re : **Churchill Mosquito, Vector and Weed Control Lighting Upgrade**
Fallon, Nevada

We are pleased to provide an electrical budget proposal for the above referenced project per below scope of work.

Scope of Work

- Six (6) Replace pole mounted fixtures with LED equivalent.
- Four (4) Replace wall mounted exterior fixtures with LED equivalent.
- Nine (9) Replace 6" recessed lighting with LED equivalent.
- One (1) Lot remove time clock and transition all exterior lighting to photocell control.

Base Bid Electrical Proposal Total Cost
(Four Thousand Nine Hundred Fifty Dollars)

\$4,950.00

Clarifications;

- All major equipment based per manufacturer standard lead time.
- Proposal based on normal standard working hours.
- Our proposal does not include other major equipment except as noted above.

Exclusion;

- Any work not listed in the above scope.
- Moving of owner furniture/equipment.
- Temporary lighting/power.
- Project trailer/office.
- Design, engineering and permitting fees.
- Performance and Payment Bond.
- Independent testing fees.

Thank you for the opportunity in providing a proposal for this proposed project. Should you have any question, please call. Thank you

Regards,

Joe McFadden- Member

INDUSTRIAL, COMMERCIAL & RESIDENTIAL ELECTRICAL CONTRACTING
JOE MCFADDEN MEMBER, NV LICENSE # 48625A

DC Randall Corporation

551 White Eagle Lane
Fernley NV 89408
NV Lic # 0080182

Estimate

Date	Estimate #
3/9/2022	9266

Name / Address
Churchhill County Abatement District 7400 Reno Hwy Fallon NV 89408

P.O. No.	Other
Lighting	

Description	Qty	Total
Upgrade and Repair outdoor area lighting. Trouble shoot and repair shorted circuit on building area lighting. Add 1 new photo eye control to replace existing one. 1 new 24 hour 7 day electronic timer to replace existing one, 9 - 6" LED recessed lighting to replace existing, 4 - LED wall packs to replace existing wall packs, 6 - LED flood fixtures to replace existing pole fixtures. Please sign and return if excepted. We look forward to working with you if our proposal meets your needs. Thank You David Randall.		6,738.00
Here is your estimate for your review. Any questions or concerns please call or e-mail us		Total \$6,738.00
Phone #	E-mail	Web Site
775 835 2749	drandall@dcrandallcorporation.biz	dcrandallcorporation.biz

Churchill County Mosquito, Vector & Noxious Weed Abatement District

To: The Board of Trustees

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

Date: February 22, 2022

Re: Discussion and possible action regarding District adoption of Churchill County's policy on retirement incentive and separation incentive plans.

This topic was briefly discussed at the last Board meeting. Attached are copies of the proposed retirement incentive policy and waiver for the Board to look over.

EARLY RETIREMENT AGREEMENT AND GENERAL RELEASE

THIS EARLY RETIREMENT AGREEMENT and GENERAL RELEASE (“RELEASE”) is made and entered into on this _____ day of _____, 20____, by and between Churchill County Mosquito, Vector and Noxious Weed Abatement District (“EMPLOYER”) and _____ (“EMPLOYEE”) (collectively “PARTIES”).

WHEREAS, EMPLOYEE has voluntarily applied and received approval from the Board of Trustees to participate in the CHURCHILL COUNTY MOSQUITO, VECTOR & NOXIOUS WEED ABATEMENT DISTRICT EARLY RETIREMENT INCENTIVE POLICY AND SEPARATION INCENTIVE POLICY, which is attached as Exhibit A and incorporated herein as “POLICY”;

WHEREAS, the EMPLOYER seeks to recognize the contributions made by EMPLOYEE to Churchill County Mosquito, Vector & Noxious Weed Abatement District by approving their participation in this POLICY which is recognized as being beneficial to both PARTIES and as a way to end this employment relationship in a positive manner;

WHEREAS, EMPLOYEE’S employment with EMPLOYER ends effective _____, 20____;

WHEREAS, the PARTIES seek to resolve all claims or causes of action which could be asserted by or against any of the PARTIES, and the PARTIES desire that this employment relationship end with an agreement and release;

WHEREAS, EMPLOYER has agreed to pay certain consideration to EMPLOYEE, to which employee is not otherwise entitled, in return for this RELEASE, and EMPLOYEE has made commitments and promises of acknowledged value to EMPLOYER; and

NOW THEREFORE, for and in consideration of the agreements, covenants, releases, and obligations contained herein and other valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the PARTIES hereto hereby agree as follows:

1. Upon execution of this RELEASE by both PARTIES and after the expiration of the seven (7) day revocation period contain in Paragraph 13 herein, EMPLOYER agrees to either:
 - a. Purchase PERS service credit on behalf of EMPLOYEE in the amount of \$ _____ by transferring said amount directly to PERS. The calculations for the purchase are attached as Exhibit B which is attached and incorporated herein, or

- b. If EMPLOYEE is eligible in accordance with the terms of the POLICY, EMPLOYER shall transfer \$ _____ directly to EMPLOYEE.

The above transfers shall be in addition to any other earnings already due to EMPLOYEE, including payment for hours worked, annual leave conversions, or sick leave conversions under existing EMPLOYER policies.

2. EMPLOYEE agrees that, under the terms of the POLICY and this RELEASE, they must purchase their portion of the PERS service credit purchase prior to EMPLOYER transferring the funds described in Paragraph 1. EMPLOYER is under no obligation to transfer said funds until it receives proof of the EMPLOYEE'S purchase.
3. For and in consideration of the settlement amount in Paragraph 1 above, EMPLOYEE hereby absolutely, unconditionally, and forever releases, acquits, and discharges EMPLOYER and EMPLOYER'S representatives, officers, elected officials, directors, employees, and agents, from any and all actions, causes of action, suits, debts, costs, expenses, damages, losses, claims, liabilities, and demands of any character, nature or kind, whether known or unknown, matured or contingent, liquidated or unliquidated, in law, equity, or otherwise, which any party ever had, now has or can, shall or may have arising from or relating to EMPLOYEE'S employment by EMPLOYER and/or the cessation of that employment. This RELEASE expressly extends to all claims based on the present and future effects of past and current acts of EMPLOYER and is intended specifically to include, but is not limited to, all claims (including wage claims), causes of action, or damages which any party could, might or may assert arising under any federal, state, or local statute or ordinance providing any remedy, **excepting those claims and benefits that the EMPLOYEE may be entitled to under Nevada's workers compensation law.**
4. At no time shall this RELEASE be considered as an admission of liability, fault, or responsibility on the part of any party or representative thereof.
5. This RELEASE constitutes the final written expression of all of the agreements between the PARTIES with respect to the subject matter hereof and is a complete and exclusive statement of those terms. The only consideration for the EMPLOYEE's execution of this RELEASE is as set forth above, and the EMPLOYEE agrees that no representations, promises or agreements of any kind, other than the express terms of this RELEASE, have been made to or with them by any person or entity whatsoever to cause them to sign this RELEASE.
6. If EMPLOYEE breaches this RELEASE, then EMPLOYER'S obligation to make the payments and benefits referred to in Paragraph 1 above shall terminate automatically, and the EMPLOYEE will (i) repay to EMPLOYER the settlement amount paid pursuant to this RELEASE; (ii) pay for all costs incurred by EMPLOYER including reasonable

attorneys' fees, in defending against EMPLOYEE'S claim; and (iii) pay all other damages awarded by an arbiter, mediator, or a court of competent jurisdiction.

7. EMPLOYEE understands that the monies described in Paragraph 1 and any payments made on EMPLOYEE'S behalf may have tax implications. EMPLOYEE understands that these payments shall be subject to the appropriate taxes and other payroll deductions required by law. EMPLOYEE further understands that these monies shall be included on the W-2 the EMPLOYER will issue to EMPLOYEE as required by law.

EMPLOYEE agrees that, to the extent that any federal, state, or local taxes may be or become due or payable as a result of payments pursuant to Paragraph 1, EMPLOYEE shall be solely responsible for paying such taxes.

8. In the event there are inconsistencies between this RELEASE and the terms of the POLICY, the terms of this RELEASE shall be followed.
9. If any portion of this RELEASE is found to be unenforceable, the PARTIES agree that all other portions that can be separated from it or appropriately limited in scope shall remain fully valid and enforceable.
10. The persons who have executed this RELEASE represent and warrant that they understand all the terms of this RELEASE, that they are duly authorized and permitted to enter into this RELEASE on behalf of the respective party for whom they are signing, and that they enter into this RELEASE voluntarily.
11. EMPLOYEE acknowledges that: **[EMPLOYEE must initial each subsection below.]**
- a. _____ they have been advised to consult an attorney prior to signing this RELEASE;
 - b. _____ they have 30 calendar days after the date this RELEASE is received by them to sign and deliver the signed copy of the RELEASE to EMPLOYER;
 - c. _____ they may voluntarily shorten the 30 day period by signing and delivering the RELEASE sooner;
 - d. _____ they have a period of seven (7) calendar days after the signed copy of this RELEASE is delivered to EMPLOYER to cancel and revoke it, which must be done in writing and delivered to Geof Stark, Director of Human Resources;
 - e. _____ they have read and fully understand all of the provisions of this RELEASE and they are knowingly and voluntarily agreeing to its terms;
 - f. _____ should they rescind their acceptance of this RELEASE as provided in subsection (c) above, EMPLOYER has no obligation to pay to them any part of the settlement amount described herein.

[To Voluntarily Shorten the 30 Day Period, Please Read and Initial Below.]

I, _____, understand that I have 30 calendar days to consider the offer made to me in this RELEASE. I affirm that I have knowingly and voluntarily elected to shorten that period by my initialing hereafter. _____

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this _____ day of _____, 20____.

Nancy Upham,
District Manager
EMPLOYER

EMPLOYEE

SUBSCRIBED and SWORN to before me this _____ day of _____, 20__.

NOTARY PUBLIC

EXHIBIT A

EXHIBIT B



Application to Participate in
Early Retirement Incentive Policy

This request is to be submitted to the County Manager no less than four months and no more than 12 months prior to the employee's proposed retirement date.

I, Chris Thorn plan to retire on July 11, 2022 (my last day of paid status) and I wish to participate in the

- Early Retirement Incentive Policy, or the
 Separation Incentive Policy

as approved by the Board of County Commissioners in December of 2015.

By the above-noted retirement date, I will have worked for Churchill County for 18 years and 6 month(s) and I will have a total amount of law enforcement service credit in PERS of 2.5 years.

I agree to purchase (or have already purchased) 24 months of PERS service credit, with Churchill County purchasing an ~~equal~~ amount of service (16.25 months) on my behalf.

If my request is approved, this document serves as my letter of resignation and retirement, effective on the date indicated above, with my PERS retirement to begin the following day. If my request is not approved, I am not obligated to terminate my employment on the date indicated above. I acknowledge that I have received a draft copy of the Early Retirement Agreement and General Release.

Chris Thorn
Name

Signature

Date

7/10/22

Early Retirement Incentive Policy - Cost Projection

Chris Thorn (age 42)					PERS Cost (per month of purchase)		
Current	Current	Current	Current		Annual Cost		
Grade	Step	Hourly	Annual (Base)	PERS (44%)	PERS Rate	(Est. fr. PERS)	Monthly Cost
6400	M	\$ 42.10	\$ 87,568.00	\$ 38,529.92	45.30%	\$ 46,039.77	\$ 3,836.65
Replacement					Enter Total # of Months: 16.25		
Grade	Step	Hourly	Annual		Total Cost: \$ 62,345.52		
6400	A	\$ 31.31	\$ 65,124.80	\$ 28,654.91			
6400	B	\$ 32.10	\$ 66,768.00	\$ 29,377.92	County Cost: \$ 62,345.52		
6400	C	\$ 32.90	\$ 68,432.00	\$ 30,110.08			
Savings		Year 1	\$ 22,443.20	\$ 9,875.01			
		Year 2	\$ 20,800.00	\$ 9,152.00			
		Year 3	\$ 19,136.00	\$ 8,419.84			
		3-year	\$ 62,379.20	\$ 27,446.85			

Salary and PERS Savings \$ 89,826.05

Minus County Cost \$ 62,345.52

Total Savings \$ 27,480.53

Churchill County Mosquito, Vector & Noxious Weed Abatement District

To: The Board of Trustees

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

Date: March 8, 2022

Re: Discussion and possible action regarding District Manager, Nancy Upham's evaluation from the 2021 calendar year.

Legal Counsel, Ben Shawcroft, will present District Manager, Nancy Upham's evaluation.

CHURCHILL COUNTY MOSQUITO, VECTOR AND NOXIOUS WEED ABATEMENT DISTRICT

Management Report
February 2022

To: The Board of Trustees
From: Nancy Upham, District Manager
JD MacKay, Assistant Manager
Date: March 8, 2022

Management has been working through various planning issues.

Management and Administrative Staff has been working through a number of planning issues such as ordering chemical, planning for field work, establishing this season's work priorities different from last year's operations, etc. The most time consuming project during this month was selecting, interviewing and hiring of seasonal staff. We used a few different hiring forums and had the job posted for three weeks. Within that time frame, we did preliminary interviews with all who had applied and if they seemed to be a possibility, we did formal interviews. With the twelve – thirteen applicants, we hired four to start. We have plans on how to utilize these seasonals to the best of the District's interests.

We plan on having the Staff return to work Mid-March.

If you have any questions on any of the operations, please just contact me and I will be happy to answer your questions.

Total Expenses for Board Reports

Feb-22

Monthly Payroll Summary

Page 2

Total Gross Pay

Item A \$ 15,243.01

Total Employer Taxes & Contributions

Item B \$ 6,631.78

Total Payroll

\$ 21,874.79

Monthly Expenses by Vendor Detail

Page 5

Total

Item C \$ 109,368.25

Total Expenses

\$ 131,243.04

Trace to Monthly Profit & Loss Report

Page 6

Total Expenses

Item D \$ 131,243.04

Variance

\$ -

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03/01/22

Churchill Co Mosquito, Vector and Noxious Weed Control Dist
Monthly Payroll Summary
February 2022

	<u>TOTAL</u>	
Employee Wages, Taxes and Adjustments		
Gross Pay		
Asst. Dist. Mgr Salary	4,721.51	
Asst. Dist. Mgr. Vacation	524.61	
District Manager Salary	6,731.00	
District Manager Vacation.	354.26	
Hourly	648.48	
Part Time Hourly Wage	1,688.15	
Board Compensation	500.00	
Board Secretary	75.00	
Total Gross Pay	15,243.01	A
Deductions from Gross Pay	-882.82	
Adjusted Gross Pay	14,360.19	
Taxes Withheld	-2,207.20	
Deductions from Net Pay	-147.82	
Net Pay	<u>12,005.17</u>	
Employer Taxes and Contributions		
Medicare Company	212.20	
Social Security Company	31.00	
Employer Paid Dental Insurance	101.15	
Employer Paid Health Insurance	2,091.85	
Employer Paid Life Ins-PT only	47.74	
Employer Paid Vision Insurance	13.05	
PERS Employer Paid (EE/ER)	273.29	
PERS Employer Paid (ER Only)	3,861.50	
Total Employer Taxes and Contributions	<u>6,631.78</u>	B

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Cash Basis

Churchill Co Mosquito, Vector and Noxious Weed Control Dist
Monthly Expenses by Vendor Detail
February 2022

Date	Memo	Account	Paid Amount
Adobe			
02/17/2022	Premiere Pro Plan 02/17 tp 03/16/2022	01.5366 · Computer Software & Online Su...	-20.99
02/21/2022	Acrobat Pro DC 02/21 to 03/20/2022	01.5366 · Computer Software & Online Su...	-16.99
Total Adobe			-37.98
Big R, Inc.			
02/15/2022	Hillman Fasteners	01.5380 · Repairs - Equipment	-10.23
Total Big R, Inc.			-10.23
California Dept of Motor Vehicles			
02/28/2022	Driver's Licence Record Request	01.5345 · Bank & Other Fees	-2.04
Total California Dept of Motor Vehicles			-2.04
CC Communications			
02/09/2022	Broadband Charges 12/29/21 to 01/28/22	01.5390 · Communications	-44.99
02/09/2022	Landline Charges 12/29/21 to 01/28/22	01.5390 · Communications	-117.65
02/09/2022	Security Alarm Charges 12/29/21 to 01/28/22	01.5390 · Communications	-49.95
02/09/2022	Taxes & Surcharges 12/29/21 to 01/28/22	01.5390 · Communications	-18.20
Total CC Communications			-230.79
Churchill Co Comptroller (Road Depart)			
02/09/2022	69.8 gallons at \$3.03 per gallon	01.5260 · Gasoline & Oil	-211.49
02/09/2022	Administrative Fee	01.5260 · Gasoline & Oil	-6.98
Total Churchill Co Comptroller (Road Depart)			-218.47
Churchill County Comptroller			
02/22/2022	Feb 2022 Kevin Porteous Insurance (1 payday)	01.5140 · Health Insurance	-497.08
02/22/2022	Feb 2022 Jim Cork Insurance	01.5140 · Health Insurance	-948.94
02/22/2022	Feb 2022 Sharon Harper Insurance	01.5140 · Health Insurance	-1,030.34
02/22/2022	Feb 2022 Fallon Merbs Insurance	01.5140 · Health Insurance	-948.94
Total Churchill County Comptroller			-3,425.30
Clarke			
02/22/2022	NATULAR 2EC 2.5 gallon, 6 at \$2,392.99 with ...	01.5220 · Chemicals	-14,357.92
Total Clarke			-14,357.92
Dowd Bookkeeping Services LLC			
02/01/2022	January 2022 Bookkeeping Services	01.5361 · Accounting & Audit Fees	-1,100.00
Total Dowd Bookkeeping Services LLC			-1,100.00
GPS Trackit			
02/27/2022	Fleet Manager Bundle 02/27 to 03/26/2022	01.5395 · Equipment Services (GPS)	-167.65
Total GPS Trackit			-167.65
HireMeReno.com			
02/08/2022	Job listing ad	01.5350 · Printing & Publications	-135.00
Total HireMeReno.com			-135.00
Intuit			
02/06/2022	QuickBooks Monthly Payroll Service Fees Feb...	01.5366 · Computer Software & Online Su...	-14.00
Total Intuit			-14.00

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03/01/22
Cash Basis

Churchill Co Mosquito, Vector and Noxious Weed Control Dist
Monthly Expenses by Vendor Detail
February 2022

Date	Memo	Account	Paid Amount
Jeff's Digitex Printing/Postage Plus			
02/15/2022	Best Practices Books	01.5350 · Printing & Publications	-59.25
02/15/2022	Additional Books	01.5350 · Printing & Publications	-50.25
Total Jeff's Digitex Printing/Postage Plus			-109.50
Jimmy O's Rooter Service			
02/11/2022	Clean out main line to tank	01.5370 · Repairs - Building	-200.00
Total Jimmy O's Rooter Service			-200.00
Microsoft			
02/19/2022	Microsoft 365 Business Standard 01/19 to 02/1...	01.5366 · Computer Software & Online Su...	-50.00
Total Microsoft			-50.00
Napa Auto & Truck Parts			
02/22/2022	Oil Filter	01.5385 · Repairs - Vehicle	-4.88
Total Napa Auto & Truck Parts			-4.88
Nevada Dept of Motor Vehicles			
02/15/2022	Driver's License Record Request	01.5345 · Bank & Other Fees	-7.00
02/15/2022	Driver's License Record Request	01.5345 · Bank & Other Fees	-7.00
Total Nevada Dept of Motor Vehicles			-14.00
NV Energy			
02/15/2022	12/29/21 to 01/28/22	01.5441 · Utilities - Electric	-305.67
Total NV Energy			-305.67
O'Reilly Auto Parts			
02/09/2022	Oil filters & motor oil	01.5385 · Repairs - Vehicle	-125.77
Total O'Reilly Auto Parts			-125.77
Optum Bank			
02/22/2022	February 2022	01.5141 · Health Insurance - HSA	-150.00
Total Optum Bank			-150.00
Public Employees' Retirement System			
02/01/2022	Rounding on PERS Accruals	01.5110 · PERS	0.01
Total Public Employees' Retirement System			0.01
Southwest Gas			
02/01/2022	12/22/2021 to 01/24/2022	01.5440 · Utilities - Gas	-632.31
Total Southwest Gas			-632.31
Verizon Wireless			
02/22/2022	Cell Phones 01/05 to 02/04/2022	01.5390 · Communications	-158.15
Total Verizon Wireless			-158.15
Veseris			
02/22/2022	Duplex-G FRAN IGR 40 lb bag, 16 at \$575.60 ...	01.5220 · Chemicals	-9,209.60
02/22/2022	Altosid SBGII 40 lb bag, 25 at \$130.00 each	01.5220 · Chemicals	-3,250.00
02/22/2022	Altosid PEL WLMRK Matl 2x22 lb/case, 36 at \$...	01.5220 · Chemicals	-40,471.20
02/22/2022	Altosid P35 IGR 2,000 lb tank, 1 at \$34,900.00	01.5220 · Chemicals	-34,900.00
Total Veseris			-87,830.80

11:30 AM
03/01/22
Cash Basis

Churchill Co Mosquito, Vector and Noxious Weed Control Dist
Monthly Expenses by Vendor Detail
February 2022

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
WiarCom, Inc 02/10/2022	02/10 to 03/09/2022 Wierless Service	01.5390 · Communications	-87.80
Total WiarCom, Inc			-87.80
TOTAL			<u>-109,368.25</u>

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03/01/22
Cash Basis

Churchill Co Mosquito, Vector and Noxious Weed Control Dist
Monthly Profit & Loss
February 2022

	<u>Feb 22</u>
Ordinary Income/Expense	
Income	
01.4040 · Real Property Tax - Current	59,592.46
01.4050 · Real Property Tax - Delinquent	135.89
01.4080 · Personal Property Tax - Current	85,335.86
01.4090 · Personal Property Tax - Delinq	53.79
01.4110 · Consolidated Tax Revenue	65,190.76
01.4130 · AB104 Fairshare Revenues	8,422.04
	<hr/>
Total Income	218,730.80
Gross Profit	218,730.80
Expense	
01.5030 · Salary - Management	12,331.38
01.5040 · Salary - Full-time	648.48
01.5045 · Salary - Part-time	1,688.15
01.5070 · Board Compensation	500.00
01.5080 · Board Secretary	75.00
01.5110 · PERS	4,134.78
01.5140 · Health Insurance	5,679.09
01.5141 · Health Insurance - HSA	150.00
01.5150 · FICA & Medicare	243.20
01.5220 · Chemicals	102,188.72
01.5260 · Gasoline & Oil	218.47
01.5345 · Bank & Other Fees	16.04
01.5350 · Printing & Publications	244.50
01.5361 · Accounting & Audit Fees	1,100.00
01.5366 · Computer Software & Online Subs	101.98
01.5370 · Repairs - Building	200.00
01.5380 · Repairs - Equipment	10.23
01.5385 · Repairs - Vehicle	130.65
01.5390 · Communications	476.74
01.5395 · Equipment Services (GPS)	167.65
01.5440 · Utilities - Gas	632.31
01.5441 · Utilities - Electric	305.67
	<hr/>
Total Expense	131,243.04
Net Ordinary Income	87,487.76
Net Income	<u><u>87,487.76</u></u> D