

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 12th day of May 2022

TIME: 5:30 P.M.

TYPE OF MEETING: April 2022 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 April 14th, 2022.
6. Certificate of Posting.

7. Correspondence.

1. 4-11-2022 Catrina Schambra— “Foster Healthy Soil” PSA
2. 4-13-2022 Andrea Moe — Russian Knapweed Biocontrol
3. 4-20-2022 Geof Stark — Insurance Enrollment
4. 4-29-2022 Ryan Arkoudas — ULV Droplet Testing

8. Appointments.

9. Old Business.

1. Discussion and approval regarding retroactive merit increase to January 1st, 2022, for District Manager, Nancy Upham.
2. Discussion and possible action regarding 2022-2023 Tentative Budget.

10. New Business.

1. Discussion and possible action regarding converting the District’s current QuickBooks desktop application to QuickBooks Online.
2. Discussion and possible action regarding Board of Trustees compensation rate increase to \$125 per meeting.
3. Discussion and possible action regarding the approval to purchase A1 Mist Sprayer including attachments and accessories for no more than \$25,000.

11. District Manager's Report and Operations Review.

12. Board Members' Report.

13. Any Requests for Future Agenda Items.

14. Expenditures.

April 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 12 AM on the 6th day of May 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://churhillcounty.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 April 14th, 2022
OPEN MEETING SESSION

1. Call to Order

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

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

5. Discussion and Approval of Minutes from March 10th, 2022:

Mr. Jonte made a motion to approve of the minutes from March 10th, 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. 03/02/2022 Kellie Grahmann—Audit Approval Letter. Ms. Upham explained that, although it seemed like old news, this is a formality that the District's audit was received and approved.
2. 03/09/2022 Brenda Hunt—Cool Australian publication for landowners on Herbicide use near water. This is a link that contains a printable booklet from Australia's Environment Protection Authority. It contains great information about near-water applications and describes their process which mirrors our own. Ms. Lattin requested that this link be available on the website.

8. Appointment:

None

9. Old Business:

1. Discussion and possible action regarding choosing an electrician to complete electrical upgrades to the facility yard. The Board agreed that, if given the chance, they would prefer to keep Churchill County taxpayers money in Churchill County. Mr. Jonte made a motion to hire McFadden Electric, LLC with a bid of \$4,950 to repair the facility lights. Ms. McGarrah seconded the motion and it passed unanimously.

10. New Business:

1. Discussion and possible action for District Manager, Nancy Upham's 2.5% merit increase. Mr. Jonte made a motion to approve Ms. Upham's 2.5% merit increase. Ms. McGarrah seconded the motion and it passed unanimously.
2. Discussion and possible action for 2022-2023 fiscal year tentative budget approval. Ms. Upham presented the information that she included in the tentative budget. She highlighted areas that contained conservative estimates as well as areas with inflated estimates. Although there has been a population increase, the cost of operations has also increased. Ms. Upham has anticipated the increased cost of chemicals, fuel, and equipment repairs. There will be room in the budget to potentially purchase another truck in the future. The Board congratulated Ms. Upham on a well thought out and put together budget proposal.

11. District Manager's Report and Operations Review:

Management completed their interviews and have hired two (2) seasonal employees that seem promising. There have been 2 service requests however, trapping has shown that mosquito season has not started yet.

12. Board Member's Reports:

None

13. Any Request for Future Agenda Items:

Final Budget proposal

14. Expenditures:

March 2022 Expenditure:

Payroll: \$27,025.09

Expenses: \$12,265.98

Overall: \$39,291.07

Mr. Spencer made a motion to approve of the March 2022 expenditures. Mr. Jonte seconded the motion and it passed unanimously.

15. Public Comment:

None

16. Adjournment:

The meeting was called to a close at 6:18 P.M.

SIGNATURE: _____ Chairwoman or Vice Chairman

DATE: _____

Zimbra

ccmosquito@cccomm.net

CWSD Launches "Foster Healthy Soil," Our April 2022 Watershed Moment PSA

From : Catrina Schambra <catrina@cwsd.org>

Mon, Apr 11, 2022 09:08 AM

Subject : CWSD Launches "Foster Healthy Soil," Our April 2022 Watershed Moment PSA**To :** Andrea Moe - NV Dept of Agriculture (devany13@aol.com) <devany13@aol.com>, Bob Mergell (rmergell@cccomm.net) <rmergell@cccomm.net>, Brenda Hunt <brenda@cwsd.org>, Catrina Schambra <catrina@cwsd.org>, Christy Sullivan - Lahontan and Stillwater Conservation District (Christy.Sullivan@nv.nacdnet.net) <christy.sullivan@nv.nacdnet.net>, 'Debbie Sherman' <info@tcid.org>, Ed James <edjames@cwsd.org>, Scott Egy (ftchurchill@hdiss.net) <ftchurchill@hdiss.net>, Georgia Vasey <gvasey@carson.org>, John Warpeha <john.warpeha@washoetribe.us>, Kimra McAfee (awg.kimra@gmail.com) <awg.kimra@gmail.com>, 'Kris Urquhart' <kurquhart@ndow.org>, Kristin Sanderson <ksanderson@parks.nv.gov>, chichesterl@unce.unr.edu, Lori Leonard (lori.leonard@tnc.org) <lori.leonard@tnc.org>, Lyndsey Boyer (lboyer@carson.org) <lboyer@carson.org>, Nancy Upham (ccmosquito@cccomm.net) <ccmosquito@cccomm.net>, pfuselier@BLM.gov, Rachel Kieffer <awg.rachel@gmail.com>, Rob Holley (rholley.dvcd@yahoo.com) <rholley.dvcd@yahoo.com>, Shane Fryer <shane@cwsd.org>, Willie Steve (wetlandsmgr@fpst.org) <wetlandsmgr@fpst.org>

Dear Watershed Partners,

As part of our "I Am Carson River Watershed" campaign, Carson Water Subconservancy District (CWSD), released *"Foster Healthy Soil"*, our third (April) PSA in our Watershed Moments series. *"Foster Healthy Soil"* focuses on providing easy suggestions for viewers to maintain the health of their soils to limit soil erosion and stormwater runoff.

As partners in Watershed Health, we are hoping we can count on you to help to get the word out as widely as possible! Not only will your participation help us achieve our grant deliverables, but we also believe our message will resonate with everyone. Please find our [press kit](#) and recent [press release](#), which links to the PSA, stills from the film that you can use on any of your social media posts, and the icon/logo campaign assets.

We've shared the *"Foster Healthy Soil"* PSA (post pinned to top of Carson River Watershed Facebook Page, and will be promoting an incentivized giveaway directly on Facebook), but here is a link that you can easily share on your social pages and/or tag [@carsonriver on Facebook](#) or [@carsonriverwatershed on Instagram](#).

Last but not least, check out, participate and share our [Watershed Pledge here too!](#)

Each month throughout 2022, we will be releasing a new PSA that highlights simple actions everyone can take to limit polluted runoff/non-point source pollution in the Carson River Watershed. Topics will include the importance of using a car wash instead of washing vehicles at home, allowing your yard/garden to absorb stormwater instead of it heading straight down the storm drains, and curbing your use of pesticides, herbicides, and other chemicals to improve water quality in our area. Next month will be "*A Walk Through the Carson River Watershed*", a showcase of the beautiful watershed we call home and why we all need to do our part to keep our water clean!

We are eager to reciprocate and would love to know if there's anything you're currently working on that we could help promote through our eblasts, newsletters and on our social media.

Thank you in advance for your time and interest in learning more about the I Am Carson River Watershed Campaign, and the work Carson Watershed Subconservancy District is doing. We are so excited to continue this campaign and to work with you on helping us get the messages out to as many people as possible!

Hope to see you out and about soon!

Brenda

Brenda Hunt

Carson River Watershed Program Manager
Carson Water Subconservancy District
777 E. William Street, Suite #110A
Carson City, NV 89701
775.887.9005 Office
775.887.7457 Fax

brenda@cwsd.org

www.cwsd.org

[Sign-up for Carson River Coalition emails](#)

Fwd: Russian Knapweed biocontrol

CCMosquito <ccmosquito@cccomm.net>

Mon 4/18/2022 7:28 AM

To: Nancy Upham <director@ccmosquito.org>

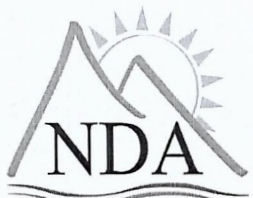
----- Forwarded Message -----

Subject:Russian Knapweed biocontrol**Date:**Wed, 13 Apr 2022 19:00:43 +0000**From:**Andrea Moe <amoe@agri.nv.gov>**To:**Nancy Upham (ccmosquito@cccomm.net) <ccmosquito@cccomm.net>

Hi Nancy,

If you get a chance, can we recap on what we were planning on doing last year when we thought we were going to get some bugs? I think this year I should be able to get some out on at least a couple of sites for you instead of just the one at Goins that we did last season. I would like to repeat the release at Goins, but I am open to discussion for what some other good sites would be.

Thank you,

Nevada Department
of Agriculture**Andrea Moe**

Agriculturist I | Division of Plant Health and Compliance
Nevada Department of Agriculture
405 South 21st Street, Sparks, NV 89431
Office: 775-353-3672 | Mobile:775-447-0416

[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#)


Tell us how we're doing with our [customer service survey](#).
Support Nevada agriculture by buying an [agriculture license plate](#).

RE: Dental Plan Information

Geof Stark <gdstark@churchillcounty.org>

Wed 4/20/2022 2:30 PM

To: Nancy Upham <director@ccmosquito.org>

 2 attachments (498 KB)

Insurance Premiums - FY 22-23.pdf; Insurance Enrollment-Change Form - Comprehensive.pdf;

Hi Nancy,

The form is attached, but open enrollment does not begin until May 1 through May 31, with an effective date of July 1, 2022. I also attached a sheet showing the premiums which will go into effect July 1, 2022, showing a 5% reduction in medical premiums. Please let me know if you have any questions.

Regards,
Geof

From: Nancy Upham <director@ccmosquito.org>
Sent: Wednesday, April 20, 2022 12:11 PM
To: Geof Stark <gdstark@churchillcounty.org>
Subject: RE: Dental Plan Information

Thanks so much! Could you send me the enrollment form and the deadline for enrollment. This is for Kevin Porteous. Thanks! Nancy

Sent from [Mail](#) for Windows

From: [Geof Stark](#)
Sent: Wednesday, April 20, 2022 9:59 AM
To: [Nancy Upham](#)
Subject: Dental Plan Information

Hi Nancy,

I got your voicemail requesting plan information regarding the county's dental coverage through Cigna. I am not sure exactly what you are looking for, but am sending you the plan document that shows the coverage and exceptions. If you need something specific, let me know and I can get that information to you.

Regards,
Geof

Insurance Premiums - FY 22-23

Active Employees

	Total Amt.	Employer Amt.	Employee Amt.		HSA Contrib.	FY 21-22	\$ Change	% Change
Medical (Open Access 1500)					Bi-Weekly			
Employee (EE)	\$ 858.10	\$ 858.10				\$ 903.26	\$ (45.16)	-5.00%
EE + Spouse	\$ 1,493.06	\$ 858.10	\$ 634.96	\$ 317.48		\$ 1,571.64	\$ (78.58)	-5.00%
EE + Child	\$ 1,278.54	\$ 858.10	\$ 420.44	\$ 210.22		\$ 1,345.82	\$ (67.28)	-5.00%
EE + Family	\$ 1,913.54	\$ 858.10	\$ 1,055.44	\$ 527.72		\$ 2,014.24	\$ (100.70)	-5.00%
Medical (Open Access 750)					Bi-Weekly			
Employee (EE)	\$ 932.96	\$ 858.10	\$ 74.86	\$ 37.43		\$ 884.32	\$ 48.64	5.50%
EE + Spouse	\$ 1,623.38	\$ 858.10	\$ 765.28	\$ 382.64		\$ 1,538.74	\$ 84.64	5.50%
EE + Child	\$ 1,390.14	\$ 858.10	\$ 532.04	\$ 266.02		\$ 1,317.66	\$ 72.48	5.50%
EE + Family	\$ 2,080.52	\$ 858.10	\$ 1,222.42	\$ 611.21		\$ 1,972.06	\$ 108.46	5.50%
Medical (HSA 2700)					Bi-Weekly			
Employee (EE)	\$ 700.12	\$ 700.12	\$ -	\$ -	\$ 166.00	\$ 736.96	\$ (36.84)	-5.00%
EE + Spouse	\$ 1,337.24	\$ 700.12	\$ 637.12	\$ 318.56	\$ 166.00	\$ 1,407.62	\$ (70.38)	-5.00%
EE + Child	\$ 1,064.20	\$ 700.12	\$ 364.08	\$ 182.04	\$ 166.00	\$ 1,120.20	\$ (56.00)	-5.00%
EE + Family	\$ 1,673.38	\$ 700.12	\$ 973.26	\$ 486.63	\$ 166.00	\$ 1,761.44	\$ (88.06)	-5.00%
Dental (Base)								
Employee (EE)	\$ 40.46	\$ 40.46				\$ 40.46	\$ -	0.00%
EE + Spouse	\$ 80.56	\$ 40.46	\$ 40.10	\$ 20.05		\$ 80.56	\$ -	0.00%
EE + Child	\$ 72.38	\$ 40.46	\$ 31.92	\$ 15.96		\$ 72.38	\$ -	0.00%
EE + Family	\$ 122.02	\$ 40.46	\$ 81.56	\$ 40.78		\$ 122.02	\$ -	0.00%
Dental (Buy-Up)								
Employee (EE)	\$ 52.60	\$ 40.46	\$ 12.14	\$ 6.07		\$ 52.60	\$ -	0.00%
EE + Spouse	\$ 104.74	\$ 40.46	\$ 64.28	\$ 32.14		\$ 104.74	\$ -	0.00%
EE + Child	\$ 94.10	\$ 40.46	\$ 53.64	\$ 26.82		\$ 94.10	\$ -	0.00%
EE + Family	\$ 158.62	\$ 40.46	\$ 118.16	\$ 59.08		\$ 158.62	\$ -	0.00%
Vision								
Employee (EE)	\$ 5.22	\$ 5.22				\$ 5.22	\$ -	0.00%
EE + Spouse	\$ 10.34	\$ 5.22	\$ 5.12	\$ 2.56		\$ 10.34	\$ -	0.00%
EE + Child	\$ 10.14	\$ 5.22	\$ 4.92	\$ 2.46		\$ 10.14	\$ -	0.00%
EE + Family	\$ 15.42	\$ 5.22	\$ 10.20	\$ 5.10		\$ 15.42	\$ -	0.00%

RE: ULV droplet testing and 1/2 day workshop

Ryan Arkoudas <rarkoudas@clarke.com>

Fri 4/29/2022 9:22 AM

To: Krista Jenkins <dcmosquito@gmail.com>; Rubio, Wesley S <WRubio@washoecounty.gov>; Lumpkin, Will <WLumpkin@washoecounty.gov>; Brendon Gibb <bgibb@carson.org>; Dustin Boothe <DBoothe@carson.org>; Stacy Mathis <smathis@cityoffernley.org>; Nancy Upham <director@ccmosquito.org>; Ileana Valenzuela <ileanaenviro@fpst.org>; Richard Black <richenviro@fpst.org>

Hi everyone,

I've heard back from a few of you. Nancy will not be available for the dates in May either so let's change the ULV droplet testing to June 15th and 16th.

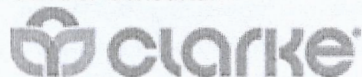
Brendon – will Wednesday, June 15th work for you at the Public Works yard and for the training room after?

Nancy – will Thursday, June 16th work for you at your office?

And for everyone else – will this work for you?

Ryan

Ryan Arkoudas
Control Consultant



Direct: (630) 671-3072
rarkoudas@clarke.com

From: Ryan Arkoudas**Sent:** Friday, April 15, 2022 1:41 PM**To:** Krista Jenkins <dcmosquito@gmail.com>; Rubio, Wesley S <WRubio@washoecounty.gov>; Lumpkin, Will <WLumpkin@washoecounty.gov>; Brendon Gibb <bgibb@carson.org>; Dustin Boothe <DBoothe@carson.org>; Stacy Mathis <smathis@cityoffernley.org>; Nancy Upham <director@ccmosquito.org>; Ileana Valenzuela <ileanaenviro@fpst.org>; Richard Black <richenviro@fpst.org>**Subject:** RE: ULV droplet testing and 1/2 day workshop

Happy Friday everyone,

I just found out from Brendon at Carson City that he will not be available on May 25th or 26th so we need to decide what to do for droplet testing. My next available week to come out isn't until June 15th and 16th. A couple of options:

Keep the 2 dates in May but find an alternate site on the 25th for Washoe and Douglas. As for Carson City's fogger, I can come out at a later date to droplet test their machine and Bud's at Mason Valley.

-or-

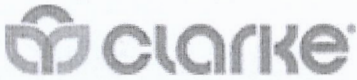
Wait until that week in June (June 15 in Carson and June 16 in Fallon).

As for the 3 hour training workshop, I am open to your suggestions on that. I appreciate your input.

Ryan

Ryan Arkoudas

Control Consultant



Direct: (630) 671-3072

rarkoudas@clarke.com

From: Ryan Arkoudas

Sent: Monday, April 11, 2022 3:34 PM

To: Krista Jenkins <dcmosquito@gmail.com>; Rubio, Wesley S <WRubio@washoecounty.gov>; Lumpkin, Will <WLumpkin@washoecounty.gov>; Brendon Gibb <bgibb@carson.org>; Dustin Boothe <DBoothe@carson.org>; Stacy Mathis <smathis@cityoffernley.org>; Nancy Upham <director@ccmosquito.org>; Ileana Valenzuela <Ileanaenviro@fpst.org>; Richard Black <richenviro@fpst.org>

Subject: ULV droplet testing and 1/2 day workshop

Afternoon everyone,

As I have done in years past, I would like to come out and droplet test your ULV machines toward the end of May. My schedule is open the week of May 23rd. My idea would be to set up again at the Carson City yard on Wednesday morning, May 25, and test machines for Carson, Douglas, Washoe, and South Lake Tahoe. And then set up at Churchill MAD on Thursday morning, May 26, for Churchill, City of Fernley, and Fallon Paiute Shoshone Tribe. I will coordinate with Bud at Mason Valley separately.

I have also been working on a 3 hour training that I have held in Utah and Oregon this spring that I can present to you if you'd like. I understand Carson City has a meeting space near where we hold the droplet testing that may be available. If Brendon and Dustin approve and can schedule the meeting space, and others would like to join, maybe we can do this on Wednesday after droplet testing? And maybe we could do the same in Fallon the next day at Nancy's shop? Here's what the workshop would look like:

Pesticide Safety & Regulatory Overview – 50 mins

Mosquito Biology & IMM – 30 mins

IMM / Larval Control / Larvicide MOAs – 50 mins

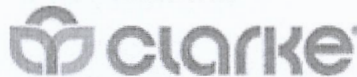
IMM / Adult Control / Adulticide MOAs – 50 mins

Please let me know if these days will work for everyone and if there is interest in all or part of the training workshop after. Thanks.

Ryan

Ryan Arkoudas

Control Consultant



Direct: (630) 671-3072

rarkoudas@clarke.com

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, 2022

Re: Discussion and possible action regarding the retroactive merit increase for District Manager, Nancy Upham for January 1, 2022.

In the past after the Board of Trustees completes their annual review of the District Manager, any increase becomes effective retroactive to January 1st of that year as is the Manager's anniversary date. The Trustees reviewed the evaluation at the April 2022 meeting but the action item and corresponding minutes did not detail the language as "retroactive to January 1, 2022".

I discussed this with our current bookkeeper and we both felt that having that specific language in the action item would be cleaner for auditing and bookkeeping purposes.

If you have any questions regarding this, please contact Nancy or Melania at 775 423-2828. Thank you!

CHURCHILL COUNTY MOSQUITO, VECTOR AND NOXIOUS WEED ABATEMENT DISTRICT

To: The Board of Trustees

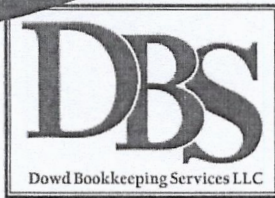
From: Nancy Upham, District Manager
JD MacKay, Assistant Manager

Date: May 9, 2022

Re: Discussion and possible action regarding the 2022-2023 Final Budget.

Management will bring to the meeting the corrections and any other budget related material to the meeting on Thursday night and will explain the detail. If you have any thoughts or questions regarding the budget numbers, please bring them up at the meeting as the Final Budget approval is set for Thursday May 19, 2022.

If you have any questions regarding this, please contact Nancy or Melania at 775 423-2828. Thank you!



May 5, 2022

Board of Trustees
Churchill County Mosquito, Vector and Noxious Weed Abatement District
7400 Reno Highway
Fallon, NV 89406

Reference: 2019 QuickBooks Desktop Pro Software

Trustees,

We are currently using the desktop version of QuickBooks that is expiring on May 31, 2022. I have done some research on the renewal costs for the current software in addition to the changing to QuickBooks Online. The following pages include charts that outlines the differences and costs.

I could not find the cost of the current software that was installed in 2019. I have been told that the prices have increased a couple of times since then and that the desktop payroll costs will increase as well (new price reflected in quote).

I recommend that the District change to QuickBooks Online (Essentials & Core Payroll). I would handle the conversion within my normal duties for the District.

I am available for any questions that you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Phyllis Dowd". The signature is written in a cursive, flowing style.

Phyllis Dowd
Owner

Dowd Bookkeeping Services LLC
5760 Rivers Edge Drive
Fallon, NV 89406
(559) 707-4625

QuickBooks Quotes
as of 05/05/2022

	<u>Desktop</u>	<u>Online</u>	<u>Online thru DBS</u>
Accounting			
Essentials Version			
Cost	\$ 349.99	\$ 50.00	\$ 35.00
Per Period	Annually	Monthly	Monthly
Payroll			
Core Version			
Cost	\$ 650.00	\$ 45.00	\$ 31.50
Per Period	Annually	Monthly	Monthly
Payroll per Employee			
Staff - Positions	7	7	7
Seasonal	3	3	3
Board	5	5	5
Total	15	15	15
Cost Each	\$ 2.00	\$ 4.00	\$ 3.40
Per Period	Monthly	Monthly	Monthly
Total Cost - Annually			
Accounting	\$ 349.99	\$ 600.00	\$ 420.00
Payroll	\$ 650.00	\$ 540.00	\$ 378.00
Payroll per EE	\$ 324.00	\$ 648.00	\$ 550.80
Total Cost	<u>\$ 1,323.99</u>	<u>\$ 1,788.00</u>	<u>\$ 1,348.80</u>

Notes

Desktop version will eventually be phased out (date unknown).
 Desktop version only has one user and can only be accessed at the office.
 Desktop is no longer sold for multiple years (as we previously purchased).
 Online payroll files all payroll reports electronically instead of paper forms.
 Online payroll employees access to pay stubs, W-2s, view PTO balances & tax withholding.

Accounting

QuickBooks Desktop - Current Software (only available with annual subscription)

Version	Per Year	Users
Pro Plus 2022	\$349.99	1
Pro Plus 2022	\$549.99	2
Pro Plus 2022	\$749.99	3

QuickBooks Online - Subscription Only

	Simple Start	Essentials	Plus	Advanced
Monthly *	\$17.50	\$35.00	\$56.00	\$126.00
Annually	\$210.00	\$420.00	\$672.00	\$1,512.00
	1 User	Up to 3 Users	Up to 5 Users	Up to 25 Users
	Share access with accountants Track income & expenses Invoice & accept payments Download transactions from bank Access data from any device Integrate with 3rd-party apps Print checks & record transactions Prepare & print 1099s	Share access with accountants Track income & expenses Invoice & accept payments Download transactions from bank Access data from any device Integrate with 3rd-party apps Print checks & record transactions Prepare & print 1099s Set up automated, recurring transactions Manage & pay bills from vendors Enter bills & schedule payments Set user access levels	Share access with accountants Track income & expenses Invoice & accept payments Download transactions from bank Access data from any device Integrate with 3rd-party apps Print checks & record transactions Prepare & print 1099s Set up automated, recurring transactions Manage & pay bills from vendors Enter bills & schedule payments Set user access levels Track project profitability Track inventory Create & send purchase orders Create budgets for income & expenses Categorize income & expenses by class	Share access with accountants Track income & expenses Invoice & accept payments Download transactions from bank Access data from any device Integrate with 3rd-party apps Print checks & record transactions Prepare & print 1099s Set up automated, recurring transactions Manage & pay bills from vendors Enter bills & schedule payments Set user access levels Track project profitability Track inventory Create & send purchase orders Create budgets for income & expenses Categorize income & expenses by class Custom report builder Automate workflows Enhanced custom fields Batch invoices, checks, expenses, bills Customize access by roles Dedicated customer care team 24/7 premium support QuickBooks training

* With Dowd Bookkeeping Services LLC's discounted pricing (30% off retail pricing).

Payroll

QuickBooks Desktop - Current Software (only available with annual subscription)

Version	Per Year	Per Employee
Pro Plus 2022	\$650.00	\$2.00

QuickBooks Online - Subscription Only

	Core	Premium	Elite
Monthly *	\$31.50	\$52.50	\$87.50
Per EE *	\$3.40	\$6.80	\$8.50
Annually	\$429.00	\$732.00	\$1,177.50
	Fast unlimited payroll runs Auto Payroll Automated tax payments & filing Calculate paychecks & taxes Self-service employee portal (Workforce) Available in all 50 states Manage garnishments & deductions Payroll Reports 1099 E-File & Pay Health benefits State new-hire reporting Product support Direct deposit New employee self-serve setup Existing error-free filing guarantee Expert product support	Fast unlimited payroll runs Auto Payroll Automated tax payments & filing Calculate paychecks & taxes Self-service employee portal (Workforce) Available in all 50 states Manage garnishments & deductions Payroll Reports 1099 E-File & Pay Health benefits State new-hire reporting Product support Direct deposit New employee self-serve setup Expert review of new employee setup Existing error-free filing guarantee Time Tracking Premium HR support center Expert product support	Fast unlimited payroll runs Auto Payroll Automated tax payments & filing Calculate paychecks & taxes Self-service employee portal (Workforce) Available in all 50 states Manage garnishments & deductions Payroll Reports 1099 E-File & Pay Health benefits State new-hire reporting Product support Direct deposit New employee self-serve setup Expert review or setup of new employee Existing error-free filing guarantee Time Tracking Elite HR support center Personal HR advisor Tax penalty protection 24/7 expert product support

* With Dowd Bookkeeping Services LLC's discounted pricing (30% off retail pricing).

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, 2022

Re: Discussion and possible action regarding increasing the compensation rate for the Board of Trustees to \$125 per meeting.

Trustee Jonte brought this topic to my attention for a number of reasons and especially in comparison to other elected Boards. We feel that this increase is fair and possibly overdue. It would also show that our Board is making the same types of decisions as other Boards and should be compensated fairly for such work.

Please consider this increase and we will address it at the Board meeting on Thursday evening.

If you have any questions regarding this, please contact Nancy or Melania 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, 2022
Re: Discussion and possible action regarding the authorization and approval to purchase A1 Mist sprayer including attachments and accessories for no more than \$25,000.00 .

It is the fiscal responsibility of the Board of Trustees to formally approve of any capital outlay items over \$5,000.00.

Management attended the West Nile Working Group meeting last Wednesday and an interesting presentation was made by the Southern Nevada Mosquito District. They are using a mist blower to treat larvae in the urban areas for *Aedes albopictus* which is a daytime biting mosquito that can transmit Zika. They have had good luck with this mist blower which allows the option to spray at significantly further distances than any equipment we have at the District and would work really well in a number of irrigated pasture that are always problematic to treat and normally require an adulticide flight to follow the larvicide flights that were originally set up to provide control at the immature larval stage of mosquito growth.

We both discussed this on the way home from the meeting realizing the potential of this equipment for Churchill County and a number of source locations that it would work well at possibly eliminating or reducing the need for the aerial applicator or multiple flights over the same area. We feel that it would pay for itself over time. We would like to present options of different mist sprayers to be installed on the back of a truck or on a quadrunner and the different models and prices. I have attached a general information sheet about this equipment. The Las Vegas District mentioned that they spent approximately \$21,000.00 on their unit. We would like our Board to consider this purchase as a similar expense but understand that their may be increases in pricing so we are capping our estimate at \$25,000.00. We may be able to be significantly under that estimate as we may prefer to purchase a or multiple smaller units that would work better for our needs. We will present the information that we find to you and would like you all to consider this upgrade in our equipment.

If you have any questions regarding this, please contact Nancy or JD at 775 423-2828. Thank you!

WHY A1 MIST SPRAYERS?

GENERAL APPLICATIONS



MOSQUITOS/
INSECTS



PARKS/GOLF
COURSES



VINING FRUITS
& VEGETABLES



LIVESTOCK
FLY CONTROL



VINEYARDS



PECAN &
NUT TREES

A MORE EFFECTIVE SPRAYING OPTION THAT SAVES YOU TIME & MONEY - THAT'S AN A1 PROMISE.

Over the last 40 years, A1 Mist Sprayers has continued to push boundaries to go where no other sprayer has before. A1 Mist Sprayers got its start producing mist sprayers for farmers who needed to protect their crops and livestock against unwanted pests, and has since expanded their mist spraying capabilities exponentially to reach new markets and applications. With new needs arising each and every day, A1 Mist Sprayers has, and will continue, rising up to the challenge.

Precise Spraying: A1 Mist Sprayers use a high velocity air stream instead of water to distribute the chemical on the targeted spraying area. The chemical is pumped through nozzles into the air stream, creating a fine mist and allowing you to push the mist to your spraying area.

Chemical & Water Savings: Experience up to a 60% reduction in chemical use and a 90% reduction in water use when you spray with an A1 Mist Sprayer.

Versatility: Our mist units are designed with versatility top of mind, allowing our customers to adapt their sprayer to their specific need. Whether you are out in the pasture protecting your livestock from flies or maintaining the back 9, A1 Mist Sprayers offers the flexibility you need.

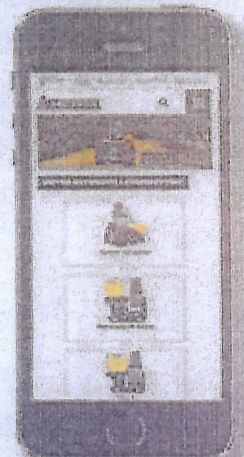
Knowledge & Experience: Backed by 40+ years of experience, A1 Mist Sprayers staff have the expertise to get the perfect mist sprayer for your needs in your hands and get you on your way to better spraying.



ALWAYS MOVING FORWARD: NOW YOU CAN BUY ONLINE AT WWW.MISTSPRAYERS.COM

A1 is proud to announce the new E-Commerce Store available on our website. Purchase any mist sprayer or accessory shown in this catalog, or browse a selection of pre-owned units, without leaving the comfort of your home.

WE'RE MOBILE FRIENDLY!



POULTRY HOUSE BLOWER

Powered by
HONDA
ENGINES

TRANSPORTATION



FEATURES:

PTO Shaft (540 RPM)

Forklift Compatible Frame

Wiring Harness with On/Off Switch



Made of polyurethane for increased durability against corrosion and damage.

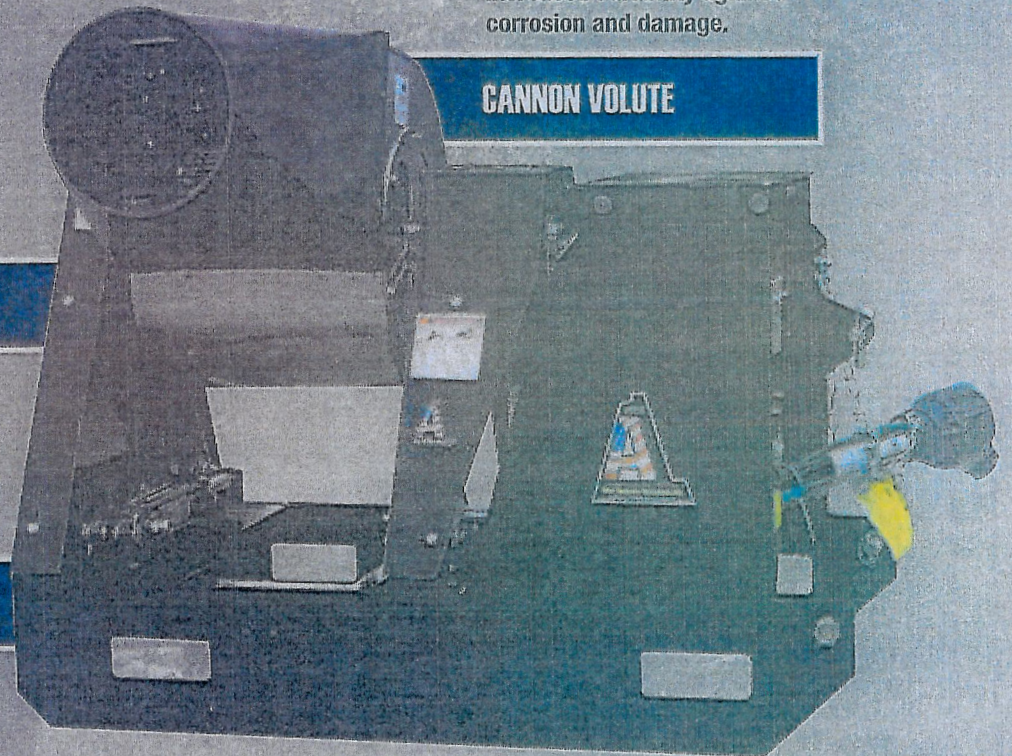
CANNON VOLUTE

12" ELECTRIC HUCK RIVETED FAN

Gives 210° of left to right rotation with Savage Industrial Actuator.

HEAVY-DUTY 10 GAUGE STEEL FRAME

Powder-coated to withstand harsh elements and chemical contact.



CHURCHILL COUNTY MOSQUITO, VECTOR AND NOXIOUS WEED ABATEMENT DISTRICT
Management Report
April 2022

To: The Board of Trustees
From: Nancy Upham, District Manager
JD MacKay, Assistant Manager
Date: May 9, 2022

We have had staff working in the field since the end of March. The irrigation season started in April but most of the first irrigations dried up quickly thus not requiring significant treatment. We have three seasonals that have been working to assist the full-time staff.

We are working through the early season equipment glitches but things seem to be running smoothly at this point in time.

We have also been hosting our weed trainings at the facility and it has been working out well by having it here. This is a cooperative deal with the Lahontan Conservation District.

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

Total Expenses for Board Reports

April-2022

Monthly Payroll Summary

Page 2

Total Gross Pay	Item A \$ 36,755.69
Total Employer Taxes & Contributions	Item B \$ 15,949.50
Total Payroll	\$52,705.19

Monthly Expenses by Vendor Detail

Page 5

Total	Item C \$ 20,301.02
-------	---------------------

Total Expenses

\$73,006.21

Trace to Monthly Profit & Loss Report

Page 6

Total Expenses	Item D \$ 73,006.21
Variance	\$ -

2:32 PM
05/04/22

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

	<u>TOTAL</u>	
Employee Wages, Taxes and Adjustments		
Gross Pay		
Asst. Dist. Mgr Salary	5,246.12	
District Manager Salary	7,085.26	
Hourly	13,234.09	
Hourly Admin Leave	1,338.88	
Hourly Sick	1,720.12	
Hourly Vacation	640.51	
Part Time Hourly Wage	1,799.21	
Seasonal Hourly Wage	4,981.50	
Seasonal Sick Leave	135.00	
Board Compensation	500.00	
Board Secretary	75.00	
	<hr/>	
Total Gross Pay	36,755.69	A
Deductions from Gross Pay	-1,907.09	
	<hr/>	
Adjusted Gross Pay	34,848.60	
Taxes Withheld	-5,354.81	
Deductions from Net Pay	-491.92	
	<hr/>	
Net Pay	<u>29,001.87</u>	
Employer Taxes and Contributions		
Medicare Company	523.81	
Social Security Company	31.00	
Employer Paid Dental Insurance	242.76	
Employer Paid Health Insurance	5,282.96	
Employer Paid Life Ins-PT only	47.74	
Employer Paid Vision Insurance	31.32	
PERS Employer Paid (EE/ER)	1,083.57	
PERS Employer Paid (ER Only)	8,706.34	
	<hr/>	
Total Employer Taxes and Contributions	<u>15,949.50</u>	B

2:33 PM
05/04/22
Cash Basis

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

Date	Memo	Account	Paid Amount
Big R, Inc.			
04/07/2022	3/8" Quick Link	01.5330 · Operating Supplies	-23.84
04/13/2022	Contact Tips & Tip Cleaner	01.5330 · Operating Supplies	-20.36
04/22/2022	Keys (8)	01.5330 · Operating Supplies	-15.92
04/22/2022	Padlock & Shop Gloves (2)	01.5330 · Operating Supplies	-53.95
Total Big R, Inc.			-114.07
CC Communications			
04/05/2022	Broadband Charges 03/01 to 03/28/22	01.5390 · Communications	-44.99
04/05/2022	Landline Charges 03/01 to 03/28/22	01.5390 · Communications	-121.78
04/05/2022	Security Alarm Charges 03/01 to 03/2...	01.5390 · Communications	-49.95
04/05/2022	Taxes & Surcharges 03/01 to 03/28/22	01.5390 · Communications	-18.20
Total CC Communications			-234.92
Churchill Co Comptroller (Road Depart)			
04/05/2022	317.6 gallons at \$4.28 per gallon	01.5260 · Gasoline & Oil	-1,359.33
04/05/2022	Administrative Fee	01.5260 · Gasoline & Oil	-31.76
Total Churchill Co Comptroller (Road Depart)			-1,391.09
Churchill County Comptroller			
04/14/2022	Make Up Insurance Withholding	01.5140 · Health Insurance	103.40
Total Churchill County Comptroller			103.40
Costco			
04/07/2022	Copy Paper	01.5320 · Office Supplies	-34.42
Total Costco			-34.42
Dowd Bookkeeping Services LLC			
04/05/2022	Bookkeeping Services March 2022	01.5361 · Accounting & Audit Fees	-1,100.00
Total Dowd Bookkeeping Services LLC			-1,100.00
Harbor Freight Tools			
04/01/2022	Welding Sheets, Face Shields, Magne...	01.5330 · Operating Supplies	-67.38
Total Harbor Freight Tools			-67.38
Intuit			
04/06/2022	QuickBooks Monthly Payroll Service F...	01.5366 · Computer Software & Online...	-18.00
Total Intuit			-18.00
John MacKay			
04/05/2022	Repair wheeler seat	01.5380 · Repairs - Equipment	-180.00
Total John MacKay			-180.00
Les Schwab Tires			
04/12/2022	2011 Ford F150 Tires	01.5385 · Repairs - Vehicle	-1,331.88
04/12/2022	Trailer Tire	01.5380 · Repairs - Equipment	-143.97
04/12/2022	Tire	01.5385 · Repairs - Vehicle	-410.43
Total Les Schwab Tires			-1,886.28

2:33 PM
05/04/22
Cash Basis

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

Date	Memo	Account	Paid Amount
Louie's Ace Home Center			
04/08/2022	Gloves & Grab Hooks	01.5330 · Operating Supplies	-798.89
04/11/2022	Rivet & Weld Wire Flux	01.5330 · Operating Supplies	-27.88
04/21/2022	Weld Wire Flux	01.5330 · Operating Supplies	-20.69
04/21/2022	Spray Paint & Fasteners	01.5330 · Operating Supplies	-34.90
Total Louie's Ace Home Center			-882.36
Microsoft			
04/01/2022	Annual Microsoft Office 365	01.5366 · Computer Software & Online...	-99.99
Total Microsoft			-99.99
Napa Auto & Truck Parts			
04/12/2022	Permatex	01.5330 · Operating Supplies	-8.49
04/12/2022	Oil & Oil Filter	01.5385 · Repairs - Vehicle	-28.73
04/12/2022	Fitting, Hose Insert & Hose	01.5380 · Repairs - Equipment	-86.05
04/12/2022	Rags, Shop Towels & Hand Cleaner	01.5330 · Operating Supplies	-37.30
04/12/2022	Brake Fluid	01.5380 · Repairs - Equipment	-29.98
04/12/2022	Gasket for Argo	01.5380 · Repairs - Equipment	-0.99
04/12/2022	Air Filters	01.5385 · Repairs - Vehicle	-34.18
04/12/2022	Oil	01.5385 · Repairs - Vehicle	-24.55
04/12/2022	Hydraulic Oil 5 gal	01.5385 · Repairs - Vehicle	-248.98
Total Napa Auto & Truck Parts			-499.25
Nevada Public Agency Insurance Pool			
04/20/2022	Payment #3 FY 2022 Workers Comp ...	01.5120 · Workers Compensation	-3,114.50
Total Nevada Public Agency Insurance Pool			-3,114.50
NV Energy			
04/12/2022	02/28 to 03/29/22	01.5441 · Utilities - Electric	-206.95
Total NV Energy			-206.95
O'Reilly Auto Parts			
04/05/2022	Oil	01.5385 · Repairs - Vehicle	-28.95
04/05/2022	Brake Fluid for Agro	01.5380 · Repairs - Equipment	-15.99
Total O'Reilly Auto Parts			-44.94
Office Depot			
04/07/2022	Shipping Labels & Color Paper	01.5320 · Office Supplies	-83.37
Total Office Depot			-83.37
Office Products Inc			
04/26/2022	Base rate 04/06/22 to 07/05/2022	01.5320 · Office Supplies	-49.99
04/26/2022	Color & B/W Copies over Contract 01/...	01.5320 · Office Supplies	-230.24
Total Office Products Inc			-280.23
Optum Bank			
04/05/2022	April 2022	01.5141 · Health Insurance - HSA	-150.00
Total Optum Bank			-150.00

2:33 PM
 05/04/22
 Cash Basis

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

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
Public Employees' Benefits Program			
04/05/2022	Refund Premium - Retiree Deceased	01.5142 · Health Insurance - PEBP	87.86
Total Public Employees' Benefits Program			87.86
Southwest Gas			
04/05/2022	02/24 to 03/24/2022	01.5440 · Utilities - Gas	-289.42
Total Southwest Gas			-289.42
UniFirst Corporation			
04/05/2022	03/17/2022 Uniforms	01.5190 · Uniforms	-84.63
04/05/2022	Uniforms 03/24/2022	01.5190 · Uniforms	-84.63
Total UniFirst Corporation			-169.26
Verizon Wireless			
04/26/2022	Cell Phones 03/05 to 04/04/2022	01.5390 · Communications	-158.05
Total Verizon Wireless			-158.05
Veseris			
04/05/2022	Altosid XR-G 40 lb bag, 25 at \$376.00 ...	01.5220 · Chemicals	-9,400.00
Total Veseris			-9,400.00
WiarCom, Inc			
04/11/2022	04/10 to 0509/2022 Wierless Service	01.5390 · Communications	-87.80
Total WiarCom, Inc			-87.80
TOTAL			-20,301.02

C

2:33 PM
05/04/22
Cash Basis

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

	<u>Apr 22</u>
Ordinary Income/Expense	
Income	
01.4040 · Real Property Tax - Current	54,311.28
01.4050 · Real Property Tax - Delinquent	1,044.79
01.4080 · Personal Property Tax - Current	1,620.58
01.4090 · Personal Property Tax - Delinq	23.58
01.4110 · Consolidated Tax Revenue	33,482.70
01.4130 · AB104 Fairshare Revenues	9,811.15
	<hr/>
Total Income	100,294.08
Gross Profit	100,294.08
Expense	
01.5030 · Salary - Management	12,331.38
01.5040 · Salary - Full-time	16,933.60
01.5045 · Salary - Part-time	1,799.21
01.5050 · Salary - Seasonal	5,116.50
01.5070 · Board Compensation	500.00
01.5080 · Board Secretary	75.00
01.5110 · PERS	9,789.91
01.5120 · Workers Compensation	3,114.50
01.5140 · Health Insurance	5,501.38
01.5141 · Health Insurance - HSA	150.00
01.5142 · Health Insurance - PEBP	-87.86
01.5150 · FICA & Medicare	554.81
01.5190 · Uniforms	169.26
01.5220 · Chemicals	9,400.00
01.5260 · Gasoline & Oil	1,391.09
01.5320 · Office Supplies	398.02
01.5330 · Operating Supplies	1,109.60
01.5361 · Accounting & Audit Fees	1,100.00
01.5366 · Computer Software & Online Subs	117.99
01.5380 · Repairs - Equipment	456.98
01.5385 · Repairs - Vehicle	2,107.70
01.5390 · Communications	480.77
01.5440 · Utilities - Gas	289.42
01.5441 · Utilities - Electric	206.95
	<hr/>
Total Expense	73,006.21 D
Net Ordinary Income	27,287.87
Net Income	<u>27,287.87</u>