

**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

MEETING PLACE: Churchill County Administration Complex
155 North Taylor, Fallon, Nevada, Room 102

DATE: Friday the 8th of November 2024

TIME: 9:30 A.M.

TYPE OF MEETING: Discussion, deliberation and selection of candidate to
hire as the District Manager for Churchill County
Mosquito, Vector and Noxious Weed Abatement
District

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 October 17th, 2024.

6. Certificate of Posting.

7. Correspondence.

8. Appointments.

9. Old Business.

10. New Business.

1. Consideration and possible action re: Presentations and Board interviews of the following candidates, deliberation and hiring of the District Manager for Churchill County Mosquito, Vector and Noxious Weed Abatement District:

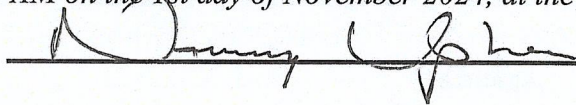
Time	Name
9:45 AM – 10:30 AM	Roxanne Baudelaire
10: 40 AM-11:25 AM	Dave Emmons
11:30 AM-12:15 PM	JD MacKay
12:20 PM- 1:05 PM	Matthew Hoefer

*These times are tentative and may be taken out of order or at different times based on the needs of the Board or specific applicants.

11. Public Comment.

12. 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 10:30 AM on the 1st day of November 2024, at the following location:



1. District Office 7400 Reno Highway, Fallon, Nevada
2. Churchill County Law Enforcement Facility, 73 N. Maine St. Fallon, Nevada
3. Churchill County Administrative Office Complex, 155 N. Taylor St. Fallon, Nevada
4. Churchill County Website @ <https://churchillcounty.org>
5. The State of Nevada Website @ <https://notice.nv.gov/>

Disclosures:

- * Churchill County Mosquito, Vector, and Noxious Weed Abatement District is an equal opportunity provider and employer.
- * Any witness who is testifying before a public body is absolutely privileged to publish defamatory matters as a part of the public meeting, except that it is unlawful to misrepresent any fact when testifying.
- * The contact person for the information is District Manager, Nancy Upham at (775) 423-2828.

Accommodations:

Churchill County Mosquito, Vector, and Noxious Weed Abatement District will make all reasonable efforts to assist and accommodate physically handicapped persons desiring to attend. Persons who are disabled and require special assistance may contact the Churchill County Mosquito, Vector, and Noxious Weed Abatement District Board of Trustees in writing at 7400 Reno Highway, Fallon, Nevada 89406, or by calling (775) 423-2828.

Procedures:

- * The public meeting may be conducted according to the rules of parliamentary procedure.
- * Matters set upon the "consent agenda" may be discussed and considered as part of new business as necessary.
- * Persons providing public comment will be asked to state their name for the record.
- * Persons providing testimony during a public hearing will be sworn as witnesses.
- * The Churchill County Mosquito, Vector, and Noxious Weed Abatement District Board of Trustees reserves the right to restrict participation by persons in the public meeting where the conduct of such persons is willfully disruptive to the people's business.
- * Appointments need to be made to the District Manager at least four (4) working days before the meeting date.
- * If desired, the public is allowed to speak for three minutes maximum after each action item.
- * Items on the agenda may be taken out of order.
- * The public body may combine two or more agenda items for consideration.
- * The public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Public Records:

- * An audio tape recording of this meeting will be made and preserved for a period of one (1) year.
- * Copies of supporting materials provided to the Churchill County Mosquito, Vector, and Noxious Weed Abatement District Board of Trustees are available upon request.

Churchill County Mosquito, Vector, and Noxious Weed Abatement District
Board of Trustees
Churchill County, Nevada
7400 Reno Highway
Fallon, NV 89406
Meeting October 17th, 2024
OPEN MEETING SESSION

1. Call to Order

Ms. McGarrah called the meeting to order at 5:30 PM.

BOARD OF TRUSTEES

Cindy McGarrah, Chairwoman

Kim Turner, Vice Chairwoman

Marion Jonte, Trustee

Richard Grondin, Trustee

Barry Stewart, Trustee

Joe Sanford, Legal Counsel

Nancy Upham, District Manager

JD MacKay, Assistant Manager

Melania Sagi, Board Secretary

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:

Ms. Upham requested the Agenda be adopted as is.

Mr. Grondin motioned to approve the Agenda as is. Mr. Jonte seconded the motion, and it passed unanimously.

5. Discussion and Approval of Minutes from September 12th, 2024:

Mr. Jonte motioned to approve the minutes from September 12, 2024. Mr. Stewart seconded the motion, and it passed unanimously.

6. Certificate of Posting:

Ms. Upham stated that the Agenda was posted per NRS.

7. Correspondence:

1. September 16, 2024. California Department of Public Health Vector Borne Disease Report.

Ms. Upham presented this to the Board because it had fascinating information about arboviruses, mosquitoes, and field technicians. Ms. McGarrah suggested including a link to this information on the District's website.

2. September 18, 2024. Azelis — Combating Coquilettidia Perturbans

Ms. Upham included this information about the Coquilettidia perturbans, a mosquito that is found primarily around cattails. The District will be vigilant in locating and identifying this species if it turns up in Churchill County.

8. Appointment:

None

9. Old Business:

1. Discussion and possible action regarding the status of the hiring process for the District Manager.

Ms. Upham explained that the pre-selection committee will be narrowing down the applicants from six to four. The Board will need to set a date for the final interview. Mr. Sanford suggested a date be set for the final interviews 2-3 weeks out. He explained that 4 candidates would be brought before the Board and the Board members would be provided with questions. The interviews will be approximately 45 minutes to an hour long. If the Board members had specific issues or questions they wanted addressed, they should reach out to him or Ms. Upham for them to be included. Mr. Grondin asked if the Board would have advanced notice of the questions. Mr. Sanford replied that they would not because the questions would become public information when that happens. He said that the public can attend but they cannot be involved. Mr. Sanford explained that there will be a script for the Chairwoman to read and each Board member will have a set of questions. Each candidate will get the same questions and be made aware that they will not be allotted extra time.

Mr. Sanford explained that there will be six categories for scoring each candidate: education, knowledge and experience, communication, personal relationships, planning and adaptability, and leadership. After scoring is done, Mr. Sanford will collect and tally the scores for each candidate. He explained that the scoring is out of 60 and the Board members are not required to choose the highest score, especially if you have a 50 and 53. However, the Board should avoid choosing a 35 over a 52. Mr. Sanford also suggested having a backup candidate in mind in case the first choice rescinds their interest in the position. He also suggested the Board discuss what they are willing to offer in terms of steps in the pay range. Would the Board be willing to give Ms. Upham negotiation power or will they want her to return with the candidate's counteroffer?

Mr. Grondin asked if the Board would have access to the resumes ahead of time. Mr. Sanford responded that they will be a part of the meeting packet. Ms. Upham said she would get the packet out as soon as possible.

Ms. Sagi asked if the deliberation would be an open meeting, also. Mr. Sanford responded that the entire process would be during a public meeting. He explained to the Board that certain things cannot be discussed such as marital status, disability-related questions, ethnicity or race, gender, or family status.

Mr. Jonte asked why disabilities were off-limits. Mr. Sanford said that under the Americans with Disabilities Act, people are protected as long as they can do the job with or without accommodations. Mr. Jonte elaborated that he understood but wanted to know how the Board members could make certain that a person is not too infirmed to do the job. Mr. Sanford said that it is extremely unlikely, but it is usually a negotiated matter for job-related accommodation. Mr. Sanford explained that over 40 years old, pregnancy status, and marital status are also protected classes.

Mr. Jonte asked how the Zoom call with the different time zones would work. Mr. Stewart said they would just log on to their computers in the time zone that correlates to their interview slot. Ms. Upham stated that the Board meeting should be earlier in the day to accommodate the time zones further away.

After some deliberation, the Board members were able to find a day and time that worked with everyone's schedule for both the final interview and the following Board meeting. It was decided the Board meeting could be held at the District facility since it was already set up for the pre-selection interviews. Mr. Jonte asked if it was a working day, and what would the technicians be doing. Ms. Upham said she would keep them busy in the field.

The Board members agreed to hold the Operations meeting on Wednesday, November 13, 2024, following the final interview also to discuss compensation negotiations for the new District Manager.

Mr. Grondin motioned to approve November 8, 2024, at 10 am at the District facility for the final interview open meeting. Ms. Turner seconded the motion, and it passed unanimously.

2. Discussion for updating the Entomological reference manual.

Ms. Upham explained that the current Entomological reference manual the District uses is specific to Northern Nevada mosquitoes. She added that the internet was also a great resource for identifying mosquitoes and is more up-to-date than any published material would be.

10. New Business:

1. Discussion of historical Mosquito Abatement District documents.

Ms. Upham included some of the research information related to how the District was established in 1985.

2. Discussion of NRS Chapter 241: Meeting of State and Local Agencies.

Ms. Upham included in the packet the NRS code referring to open meeting laws. Mr. Sanford explained that the County gives training on open meetings occasionally when new members are elected. The NRS code is legal jargon but there is an open meeting manual on the Attorney General's website that is easier to read and understand.

3. Discussion and possible action of carrying over sentinel Chicken flock into the 2025 season.

Ms. Upham would like the Board's support to maintain the sentinel chicken flock through the winter and into next year. She explained that the chickens were a great indicator of mosquito-borne viruses in the valley. The process of testing is a small prick to draw blood every 2-3 weeks then this gets submitted to the Department of Agriculture or another lab. The good thing about chickens is that the virus stays with them but does not negatively affect them. Mr. Jonte asked if there were false positives. Ms. Upham responded that if the bird was recently infected, it may show a false negative.

Mr. Jonte asked if there would be a new flock every year. Ms. Upham said it would be cheaper and easier to keep the same flock. Ideally, the chickens will be distributed to property owners throughout the County in typical hot spots, tested every other week, and the District would provide the feed.

11. District Manager's Report and Operations Review:

Ms. Upham explained that she will be providing the Board with a comprehensive chemical usage comparison at the end of the year. The staff are doing an outstanding job. They are being proactive, and the numbers will show this in the comparison.

Mr. Grondin stated that he would also like to give kudos to the staff. He was happy with the lack of mosquitoes at his home this summer. Mr. Stewart added that he had noticed the same thing.

Ms. McGarrah asked how relations with the Shoshone Paiute Tribe were regarding their mosquito treatment efforts. Mr. MacKay stated that they seemed to be amping up their budget to better handle their territories' needs.

12. Board Member's Reports:

None

13. Any Request for Future Agenda Items:

November 13, 2024, compensation consideration for new District Manager.

14. Expenditures:

Discussion and possible action for September 2024 Expenditures.

Mr. Jonte motioned to approve the September 2024 expenditures. Mr. Grondin seconded the motion, and it passed unanimously.

15. Public Comment:

None

16. Adjournment:

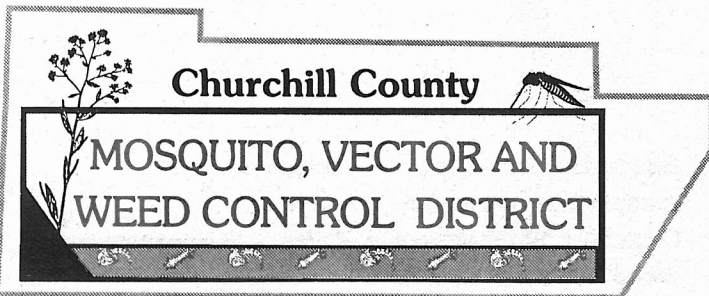
Ms. McGarrah called the meeting to a close at 6:19 PM.

SIGNATURE:

Chairwoman or Vice Chairman

DATE:

DRAFT



P. O. Box 2468
Fallon, NV 89407-2468
775-423-2828
Fax: 775-428-2829
ccmosquito@cccom.net

**Churchill County Mosquito, Vector and Noxious Weed Abatement District
Agenda Report**

Date Submitted: November 4, 2024

Agenda Item #:

10.1

Meeting Date:

November 8, 2024

To: Churchill County Mosquito, Vector and Noxious Weed Abatement District Board of Trustees

From: Nancy Upham, District Manager

Subject Title: Consideration and possible action re: Presentations and Board interviews of the following candidates, deliberation and hiring of the District Manager for the Churchill County Mosquito, Vector and Noxious Weed Abatement District:

Time	Name
9:45 am – 10:30 am	Roxanne Baudelaire
10:40 am – 11:25 am	Dave Emmons, Sr.
11:30 am – 12:15 pm	JD MacKay
12:20 pm- 1:05 pm	Matthew Hoefer

***These times are tentative and may be taken out of order or at different times based on the needs of the Board or specific applicants.**

Type of Action Requested: Accept

Does this action require a Business Impact Statement ? No

Recommend Board Action: Motion to hire _____ as the District Manager for Churchill County Mosquito, Vector and Noxious Weed Abatement District at a pay grade of _____ beginning on _____.

Discussion: The Board of Trustees will conduct interviews of the following candidate for the position of District Manager for Churchill County Mosquito, Vector and Noxious Weed Abatement District:

Time	Name
9:45 am – 10:30 am	Roxanne Baudelaire
10:40 am – 11:25 am	Dave Emmons, Sr.
11:30 am – 12:15 pm	JD MacKay
12:20 pm- 1:05 pm	Matthew Hoefer

1:10 – 2:00 pm

Discussion, deliberation and selection of candidate to hire as the District Manager for Churchill County Mosquito, Vector and Noxious Weed Abatement District

***These times are approximate and may run ahead or behind as the Board moves through the schedule of interviews.**

The District Manager Position is designated as a Grade 76, with the following steps and salary:

1:	\$ 99,756.80
2:	\$ 102,252.80
3:	\$ 104,790.40
4:	\$ 107,432.00
5:	\$ 110,136.00
6:	\$ 112,860.80
7:	\$ 115,710.40
8:	\$ 118,622.40
9:	\$ 121,555.20
10:	\$ 124,612.80
11:	\$ 127,732.80
12:	\$ 130,894.40
13:	\$ 134,180.80

Alternatives: N/A

Fiscal Impact : N/A

Explanation of Impact: N/A

Funding Source: N/A

Prepared By: Nancy Upham, District Manager .

Reviewed By:

Joe Sanford, Legal Counsel to District Board of Trustees – Deputy District Attorney – Civil

Date November 4, 2024

Board Action Taken:

Motion:

1) None

2) None

Aye:

Nay:

CHURCHILL COUNTY MOSQUITO, VECTOR, AND NOXIOUS WEED ABATEMENT DISTRICT

District Manager

Opening date: June 17, 2024 Open until Filled

This position will be selected by a Board of Trustees and in a public meeting. All application paperwork, memos, and resumes may be considered public records.

Definition:

The District Manager, under the general direction of the Board of Trustees, acts as the executive officer of the District. This person organizes, plans, directs, and delegates the operations of the District, and represents the District and the Board of Trustees in its relations with the community, media, and other agencies. The District Manager handles a wide variety of complex managerial and technical mosquito and weed ecology functions, and programs and performs related work as required. This person acts with a high degree of discretion and integrity in making program, fiscal, operational, personnel, and technical entomological decisions under routine and emergency conditions.

Compensation:

Starting salary will be determined by education, experience, and certification related to this position.

Employer - Paid NV PERS Retirement

Salary Range: \$47.96 - \$64.51 hourly / \$99,756.80 - \$134,180.80 annually

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbents may be asked to perform other duties as needed.

Position Qualifications:

The successful candidate must possess:

1. Bachelor's degree in entomology, agriculture, biological science, or a closely related discipline; AND two or more years of experience in management; OR an equivalent combination of education, training, and field experience to accomplish the requirements of this position as determined by the hiring committee.
2. Must apply for, obtain, and maintain State certification in mosquito and noxious weed control, public health, and pesticide usage.
3. Oral communication skills sufficient to discuss and explain all elements of the District's mosquito, vector, and noxious weed abatement programs to the public.
4. Financial skills sufficient to handle the District's expenses, coordinate payroll and payment of expenditures with the District's accountant, prepare the District's annual

CHURCHILL COUNTY MOSQUITO, VECTOR, AND NOXIOUS WEED ABATEMENT DISTRICT

budget, and coordinate money transfers with the bank and Nevada Local Government Investment Pool. Communicates with State fiscal officers.

5. Writing skills sufficient to clearly express ideas, prepare reports, and communicate with all levels of other agencies and the public.
6. Reading skills sufficient to understand technical and ecological publications.
7. A valid Nevada driver's license and be insurable by the District's insurance carrier.

Physical Characteristics:

The successful candidate must possess:

1. Good vision to be able to do a variety of tasks ranging from working in the field and in the sun, in the laboratory with a microscope for entomological assessments, on the computer for documentation and recordkeeping, and in the field for both observing different stages of mosquitoes in the water and observing various stages of weed identification and growth to determine the course of treatment.
2. Ability to speak well enough to present and explain information to the public.
3. Ability to spend prolonged time in the field exposed to adverse weather conditions.
4. Maturity, self-motivation, and professional demeanor.
5. Physical stamina to meet the demands of the job including walking, lifting, mechanical repairs, etc.

Duties and Responsibilities:

These include but are not limited to:

1. Plan, direct, and coordinate the operation of the District and act as chief administrative officer for the Board of Trustees.
2. Subject to Board approval, develop and implement program policies and procedures. Determine program objectives and priorities and assess the need for program changes.
3. Define the organizational structure, divisions, and assignment of functions and lines of authority to carry out the District's purpose, including business, technical, scientific, and operating functions. Recommend salary structure and working conditions and plan and maintain an employee relations program.
4. Recruit, select, assign, direct, supervise, review, and evaluate the work of the employees. Establish and maintain performance standards.
5. Plan, direct, and conduct ongoing training for the District personnel to ensure that staff has training available to fulfill and maintain certification for the Nevada Department of Agriculture.
6. Evaluate program operations, coordinate work among staff, confer with staff regarding progress and problems, and provide consultation and assistance if necessary.

CHURCHILL COUNTY MOSQUITO, VECTOR, AND NOXIOUS WEED ABATEMENT DISTRICT

7. Direct special studies in problem areas, provide for the performance of technical and/or scientific research to develop effective mosquito and noxious weed control, and plan and modify control efforts as needed.
8. Prepare and administer the annual budget, including analysis and justifications, and present it to the Board of Trustees for approval.
9. Coordinate payroll and other accounting activities with the District's accounting contractor and maintain budgetary controls over expenditures.
10. Direct the effective use of District equipment and staff. Oversee the keeping of records for operations, and preventative maintenance of equipment, vehicles, and the facility.
11. Plan, develop, and direct a program of public relations and community education. Prepare news releases and give presentations before community groups and other organizations regarding the District and its mosquito and weed control programs. Represent the District in public relations with the news media and the public. Guide a mosquito and weed ecology school education program.
12. Confer with attorneys and secure legal assistance as needed and ensure compliance of District services with legal requirements.
13. Coordinate the District's program with those of other public agencies and private organizations to effect and stimulate projects favorable to the prevention and control of mosquitoes and noxious weeds.
14. Prepare the agenda and presentation materials for Board of Trustee meetings. Represent the District at various meetings with local, state, and federal officials.
15. Keep informed of the latest developments in mosquito/vector and weed ecology/control, applicable legislation, and related issues. Read professional literature and participate in professional organizations.
16. Conduct studies of mosquito population ecology using various methods, identification of larval and adult specimens, and prepare records.
17. Supervise the District's encephalitis monitoring program with testing done through the Department of Agriculture and any other lab, as needed.
18. Conduct studies of noxious weed ecology using various methods, identify plant/weed specimens, and prepare records.
19. Conduct field studies to determine the efficiency of pesticides, develop pesticide application methods, participate in the development/modification of application equipment, and coordinate aerial applications with an aerial contractor.
20. Evaluate the effectiveness of operations, control methods, and chemicals and develop modifications to operational techniques/chemicals if necessary.
21. Plan source reduction programs to reduce or eliminate environmental factors favorable to mosquito populations.
22. Provide consultation in entomology, mosquito, and weed ecology. Work with public agencies, private organizations, and the public involved in activities that can affect mosquito and weed populations.

CHURCHILL COUNTY MOSQUITO, VECTOR, AND NOXIOUS WEED ABATEMENT DISTRICT

- 23. Respond to any man-made or naturally occurring vector outbreaks or events or diseases.
- 24. Attends meetings and maintains liaisons to ensure preparedness efforts.
- 25. Represents the District with dignity, integrity, and a spirit of communication in all relationships with staff and the public.

Working Conditions:

The successful candidate may be exposed to pesticides, communicable diseases, other health hazards, inclement weather conditions, and potentially random verbally abusive behavior from hostile individuals.

The District reserves the right to modify, delete, augment, or supplement the duties, qualifications, and requirements stated above at its sole and absolute discretion.

CANDIDATE INTERVIEW RATING SHEET

Candidate Name _____

Total Rating _____

Note: All ratings are based on the information provided by the candidate during the interview. Please rate each dimension separately based on the candidate's responses to all questions.

INSTRUCTIONS

Complete one form for each candidate interviewed. Describe behavior/performance observed under each of the dimensions using your notes. Record all significant information under each dimension in the space provided. Assign a rating for each dimension by indicating the number that reflects the individual's performance on a scale of 1 to 10 where: 1 = Inadequate, 5 = Adequate, and 10 = Superior.

EDUCATION

Evaluate the candidate's educational background, focusing on its relevance to mosquito abatement, noxious weeds, public administration, or conservation efforts. Consider formal education, certifications, or specialized training that demonstrates expertise in areas beneficial to the District Manager role.

1	2	3	4	5	6	7	8	9	10
Inadequate				Adequate					Superior

Comments: _____

KNOWLEDGE AND EXPERIENCE

Assess the candidate's level of experience and practical knowledge in managing conservation programs, overseeing budgets, and handling administrative functions. Experience in project management, regulatory compliance, and working with governmental or environmental organizations is particularly valuable.

1	2	3	4	5	6	7	8	9	10
Inadequate				Adequate					Superior

Comments: _____

COMMUNICATION

Gauge the candidate's ability to communicate effectively with government officials, members of the public, employees, and Board members. Look for clarity in spoken and written communication, the ability to listen actively, and adaptability to different audiences.

1	2	3	4	5	6	7	8	9	10
Inadequate				Adequate					Superior

Comments: _____

PERSONAL RELATIONSHIPS

Evaluate the candidate's skill in building and maintaining productive relationships. Consider their ability to foster a positive working environment, manage conflict, and collaborate effectively. This includes empathy, approachability, and the ability to work well with diverse groups.

1	2	3	4	5	6	7	8	9		10
Inadequate				Adequate						Superior

Comments: _____

PLANNING AND ADAPTABILITY

Judge the candidate's skills in planning, organizing, and prioritizing tasks. Consider how well they adapt to changes or unexpected challenges, and their resilience in the face of setbacks. Key traits include foresight, flexibility, and efficient use of resources.

1	2	3	4	5	6		7	8	9	10
Inadequate				Adequate						Superior

Comments: _____

LEADERSHIP

Assess the candidate's leadership potential, particularly in motivating teams, making sound decisions, and holding themselves and others accountable. Look for demonstrated initiative, responsibility, and the capacity to inspire and guide others effectively.

1	2	3	4	5	6	7	8	9	10
Inadequate				Adequate					Superior

Comments: _____

Total Score: _____ / 60

CANDIDATE RATING GUIDE

When determining a candidate's rating, be sure to consider one dimension at a time for each exercise. Ratings are **NOT** rankings of candidates relative to one another. It is possible, but not likely, that all candidates could be rated at a particular level or that no candidates could be rated at a level.

<u>Rating</u>	<u>Definition</u>
5	SUPERIOR – Candidate's responses demonstrate possession of substantial knowledge and ability. Performance is anticipated to be clearly and consistently far above adequate. No training or assistance is needed in this area.
4	STRONG – Candidate's responses demonstrate knowledge and ability which is stronger than necessary for adequate performance. Performance is anticipated to be consistently at least adequate and frequently better than adequate.
3	ADEQUATE – Candidate's responses demonstrate an adequate breadth of knowledge and ability. Areas of weakness will likely be balanced by area of strength. With routine training and supervision, weaknesses will not be a problem and the candidate will likely perform adequately.
2	WEAK – Many aspects of the candidate's responses are adequate; however, significant weakness in performance can be expected. These deficiencies can likely be addressed through training and assistance. Close monitoring of performance will be necessary initially. Definite improvements will be needed for adequate performance.
1	INADEQUATE – Responses are so poor as to make it unlikely the candidate can do the job adequately. Candidate does not demonstrate the level of knowledge and ability necessary to attain adequate performance within a reasonable period of time.

A score of **inadequate** on any dimension indicates your judgment is the candidate should be eliminated from further consideration.

* Rating range for District candidates is from 1-10 but the definitions above apply with leeway in between.

PROHIBITED TOPICS IN EMPLOYMENT DECISION MAKING

During the hiring process, the employer may not directly ask about the following topics nor may any question be designed to encourage an applicant to disclose information about these topics.

- Marital status
- Sexual orientation
- Number of children
- Child care availability
- Pregnancy/child bearing plans
- National origin or ethnic background
- Religion
- Arrest record
- Home ownership
- Past garnishment or wage attachments
- Type of military discharge
- Height and weight
- Age (there are exceptions for child labor)

CONSIDER THE FOLLOWING EXAMPLES OF QUESTIONS RELATED TO A CANDIDATE'S HEALTH OR POTENTIAL DISABILITY.

You may NOT ask:

- Is there any health-related reason you may not be able to perform the job for which you are applying?
- Have you ever been treated for ...?
- List conditions or diseases for which you have been treated during ...?
- Have you ever been hospitalized for/during ...?
- Have you ever been treated by a ...?
- Have you had a major illness in the last ...?
- How many days were you absent from work because of illness?
- Do you have any physical defects which preclude you from performing certain kinds of work?
- Are you taking prescribed drugs?
- Have you ever been treated for drug addictions or alcoholism?

You MAY ask:

- Are you able to perform these tasks (*from a list given to the applicant*) with or without accommodation? (You Must use the phrase "with or without".)
- How would you perform this task? **OR** Please show us how you would perform this task?
- Our regular hours are 9 to 5, five days per week; but we expect employees to work overtime, evenings and weekends during tax season. New employees get 2 weeks of vacation after 1 year of employment and 7 days of sick leave per year. Can you meet these requirements?
- All applicants for a typist job can be asked to take a test regarding telephone etiquette, **BUT** such a test may not be given to one applicant who is in a wheelchair and NOT to any other applicant. **HOWEVER**, an applicant who has only one arm may be asked during an interview to demonstrate how s/he would handle a bulky item for a parts chaser position which requires placing bulky items on a high shelf.

POTENTIAL RATING ERRORS AND PROBLEMS

When discussing and quantitatively evaluating the job-related strengths and weaknesses of candidates, the basic task of assessors is to interpret the considerable amount of information available in light of the behaviors exhibited and the definitions of the relevant performance dimensions. Some of the most frequently encountered errors and problems with the evaluation process are discussed below. In each case, close attention to the definitions of the rating dimensions and to the rating scale definitions will lessen the chances that these errors or problems will occur.

The first of these common errors has been labeled the **halo effect** (also sometimes the *trident effect*). This error occurs when an overall impression, either favorable or unfavorable, is obtained based on a portion of the total information available. This impression then strongly influences the ratings given to the candidate on all performance dimension. The result is that a much greater weight is given to one rating dimension than to the others. One common occurrence of the **halo effect** occurs when an assessor bases all of the separate scale ratings primarily on a candidate's oral communication ability. The fact that all factors are thoroughly defined should lessen the likelihood that this will occur. Frequently the **halo effect** strongly influences a composite or overall rating by an assessor. For this reason, assessors are not asked to give an overall rating.

Central tendency, leniency, and severity are errors which occur when a rater tends to use only one part of the rating scale. These types of errors are a common source of differences between ratings given by different assessors to the same candidate on any given exercise. Assessors may be tempted to use only the central part of the scale to avoid a mistake. When ratings are not varied appropriately to reflect differences in candidate performance, the ratings given are of little value. Similarly, when assessor restrict their rating to either the top (leniency) or the bottom (severity), the usefulness of the ratings is diminished significantly. A misplaced interest in being kind or avoiding criticism can lead to these errors.

Ignoring or overlooking information which is relevant to any performance dimension results in an error of **deficiency**. Individual ratings which overemphasize one particular part of the candidate's behavior can also result in rating **deficiency** because other information is ignored. This problem is made more likely by the variety of data which is available for rating each dimension. Frequent reference to the rating dimensions and the rating guides will help you to avoid this error.

A rating is **contaminated** if it is based on information or factors which are not relevant to the rating dimensions being considered. An example is rating a candidate low in problem solving/decision making when the idea presented is good but the candidate's oral communication ability is poor. Rating based upon guesses about the intelligence of a candidate is another example of **contamination**.

Finally, we often tend to rate candidates the highest who are most like us. The common source of error is the **projections effect**. The assessor making this error is putting his/her own style and value system into the rating dimensions. Assessors are selected for their expertise and knowledge; however, it is important to avoid saying, in effect, that only a duplicate of him/her can be successful. Particular care must be taken to avoid judging a candidate on the basis of differences or similarities in age, appearance, social life style, and voice. Again, close attention to the definitions of the rating dimensions will lessen the chance **projection effect** will influence ratings.

Dear Hiring Committee,

As an experienced Mosquito Control Manager and dedicated public servant, I was very interested to find the advertisement for the District Manager with Churchill County Mosquito, Vector and Noxious Weed Abatement District. When reviewing the position requirements and your organization's website, I was excited to find that my qualifications and personal strengths align with your needs and mission.

My experience leading the Martin County Mosquito Control Division has provided me with a skillset that I believe will benefit the Churchill County Mosquito, Vector and Noxious Weed Abatement District. I am a creative, flexible, forward-thinking leader that adapts quickly to rapidly changing situations.

Serving as a Mosquito Control Director in Florida, I am tasked with maintaining compliance with all state, federal, and local regulations. These duties have provided me with a thorough understanding of legislative and governmental processes.

As a steward of tax-payer dollars, I strive to ensure that my division operates as efficiently as possible, while meeting organizational goals and maintaining service quality. Under my leadership, the Martin County Mosquito Control Division has successfully operated within a budget of \$1.6 million, while supporting a team of 13 highly skilled full-time and 5 part-time employees. As such, I understand the constraints of utilizing public funds to provide important services.

My time with Martin County has provided me with invaluable experience to confidently lead mosquito abatement districts. Although I enjoy my position, I would welcome the opportunity to grow in my career. Please review my enclosed resume for a more in-depth illustration of my work and academic history and accomplishments.

Thank you for your time and consideration of my candidacy.

Sincerely,

Roxanne Baudelaire

ROXANNE BAUDELAIRE

FL 33455

PROFESSIONAL SUMMARY

Accomplished and engaging leader skilled in cultivating a strong teamwork atmosphere in a diverse workplace with generational differences. Exceptional long-term planning skills to ensure the needs and goals of the organization are met.

SKILLS

- Proficiency with Microsoft Office, OnBase, NeoGov, Banner, Legistar, ArcGIS, Chrome River, and Infor Public Sector programs
- Budget management and development
- Experienced public speaker
- Excellent interpersonal communication skills
- Understanding of governmental operations on both state and county levels, including legislative processes
- Program development and delivery
- Human resources
- Technical and business writing

WORK HISTORY

01/2020 to Current **Mosquito Control Manager**

Martin County Board Of County Commissioners – Stuart, FL

- Serve as Mosquito Control Director for Public Works Department Mosquito Control Division. Prepare and execute documentation for participation in State of Florida Mosquito Control Program.
- Assist Department leadership and Office of Management and Budget to recommend budgetary resources needed to maintain high service levels.
- Direct safety and risk management protocols for the Division. Prepare and maintain Division emergency management plans.
- Coordinate with Florida Department of Health and University of Florida Extension to provide outreach and education regarding the importance of mosquito and vector control operations.
- Oversee and develop management strategies for invasive and nuisance aquatic weeds in storm water channels.
- Spokesperson for Martin County for media, resident and special interest group inquiries regarding Division operations.
- Provide leadership to a team of 12 full-time and 5 part-time employees. Maintain clear communications between field staff and administration to ensure Division operations are effective and efficient.
- Engage in collaborative efforts with other Divisions, Departments, and outside agencies to successfully address difficult projects, including mosquito impoundment restorations, enhancement of biological control measures, and emergency preparedness.

- Ensure mosquito control operations are conducted in strict compliance with federal, state, and local regulations.

12/2016 to 12/2019 County Extension Agent and Coordinator

University Of Georgia Cooperative Extension – Athens, GA

- Served as liaison between University of Georgia and residents of McIntosh County Georgia, providing educational programming and outreach in the Agricultural and Natural Resources program areas.
- As County Extension Coordinator oversaw staff operating in three programming areas including 4-H, Family and Consumer Sciences, and Agriculture and Natural Resources. Developed and managed operational budgets to meet agency goals and support Agent needs in different fields.
- Cultivated a teamwork atmosphere between different program areas to increase community impact.
- Worked with county administrators to address needs of county residents and secure funding to increase impact of Extension services throughout the county.

08/2014 to 11/2016 Graduate Research Assistant

University Of Tennessee, Knoxville – Knoxville, TN

- Maintained research honey bee colonies for the University of Tennessee Beekeeping Program.
- Monitored and treated research honey bee colonies for pests and diseases.
- Engaged in public outreach and education through public events hosted by the University of Tennessee.
- Provided support and assistance to major professor with teaching Master Beekeeping courses.
- Participated in research studies examining the effects of systemic pesticides on honey bee colonies.

EDUCATION

08/2016	Master of Science: Entomology University of Tennessee, Knoxville – Knoxville
05/2014	Bachelor of Science: Plant Sciences University of Tennessee, Knoxville –Knoxville
05/2012	Associate of Science: Biology/Botany Pellissippi State Community College - Knoxville

CERTIFICATIONS

- Florida Public Health Pest Control License PH293824 Regular and Director Certification
- Florida Public Applicator License #PB13003 Right-of-Way Pest Control, Aquatic Vegetation Control
- Hazardous Materials Operations/OSHA II
- FEMA ISC100, ISC200, ISC700, ISC2200 training

I am applying for the position of Churchill County Mosquito Abatement Manager.

My experience includes operating and maintaining New Jersey light traps. Collecting, sorting and identifying adult female mosquitoes by species. Filing reports and keeping records for the military, doing physical checks of adult mosquitos, identifying them and sampling mosquito larvae and treating areas accordingly to our military contract. I go out fogging when adult populations get near or above the thresholds that are acceptable. I have been learning irrigation cycles, working to identify problem areas, managing time to treat problem areas on a basis of as needed. Pre and post weed work of common and noxious weeds. Maintaining and calibrating all equipment as needed.

I have been an owner and operator of an agriculture business for over 14 years, and I am reliable, a hard worker, work independently and efficiently, and share my knowledge with those around me to benefit all involved. I also have experience as a manager for several companies.

Dave Emmons

102-112

Dave Emmons, Senior

[REDACTED]
[REDACTED]
Fallon, NV

Employment History

1/15/2003 to present, Sheldon's Pest Management Services, PO Box 957, Fallon, NV 89407, [REDACTED] Pest Control Technician/Principal License Holder. Duties include operating and maintaining New Jersey light traps, collecting, sorting and identifying adult female mosquitoes by species. Filing reports and keeping records, doing physical checks of adult mosquitos, identifying them and sampling mosquito larvae and treating areas accordingly. Fogging when adult populations get near or above the thresholds that are acceptable. Learning irrigation cycles, working to identify problem areas, managing time to treat problem areas on a basis of as needed. Pre and post weed work of common and noxious weeds. Maintaining and calibrating all equipment as needed.

Experience

1. Owner/Operator of Emmons Consulting. Design, build and maintain spray systems for treating foliage and soil. Operate and maintain equipment and hydraulics.
2. Transportation Dispatcher at Dyncorp, NAS Fallon in 1996-1997.
3. Irrigation Technician at Grounds Department at Dyncorp in 1996. Duties include plumbing and repair of irrigation systems, ½ inch to 2-inch lines.
4. Herdsman at Nunes Dairy, Fallon, NV in 11/1994 to 3/1996. Duties included operation of equipment, repair and replace of equipment and facilities.
5. Warehouse Manager/Blending Technician for Feed Service, Corp., Chowchilla, CA in 2/1983 to 11/1984. Duties included loading and unloading liquid trucks, repair and maintenance of plant, and blending liquid feeds.
6. Driving UPS truck on deliveries for holiday season in 1997.
7. Temporary Truck Driver for Hodges Transportation in 1996. Driver-less truck certification.
8. Current Nevada Class A CDL, endorsements: N, T. Have had HazMat in the past.

Education

Graduated from Patterson High School in 1978, Patterson, CA. Modesto Junior College from 1978 to 1980, Modesto, CA.

CHURCHILL COUNTY MOSQUITO ABATEMENT BOARD OF TRUSTEES

(775) 423-2828

7400 Reno Hwy Fallon NV 89406

DEAR BOARD OF TRUSTEES,

This is regarding the job opening for the District Manager position for Churchill County Mosquito Abatement. I hold many qualifications, highlighted in my resume, that would make me a successful district manager. My resume is attached for your review. I look forward to visiting with you about this opportunity.

Sincerely,

JD MacKay

OBJECTIVE

Result orientated District Manager with a proven track record of improving profitability, daily operations, and productivity. A supervisor with extensive knowledge of expense planning, budget control, managing a successful team, and department protocols.

**PROFESSIONAL
EXPERIENCE**

2020-Present

District Assistant Manager, Churchill County Mosquito Abatement

- Supervises, inspects, and evaluates the daily performance of seasonal technicians
- Participates in hiring, training, and evaluating fulltime and seasonal employees
- Fills in a variety of functions when a temporary shortage of personnel occurs
- Performs routine mosquito control inspections and treatments solely or with other technicians.
- Monitors and reviews inspection and spray records for accuracy and completeness
- Aids in keeping a correct list and maps of known mosquito production locations
- Operates and/or supervises the operation and spraying of the ULV ground adulticide program.
- Aids in evaluating and updating District policies and procedures.
- Attends training and conferences and stays up to date on District policies and procedures.
- Helps in developing training information for seasonal employees

2014-2018

Ranch Manager, BTAZ

- Managed 1000 head mother cows
- In charge of all day-to-day operations
- Worked within an annual budget
- Established rotation and culling protocol to clean up a mismanaged cow herd
- In charge of all maintenance and capital improvements

2011-2013

Area Manager, Miller Fabrication

- Regional supervisor overseeing 40 employees
- Oversaw multiple worksites in Montana and North Dakota
- Liaison between company owners of Miller Fabrication and customers/company supervisors
- Managed and kept daily field tickets, expense reports, and maintenance records
- Employee Management

**SKILLS &
ABILITIES**

- Communication Skills
- Problem-Solving and conflict resolution
- Facility and Equipment maintenance
- Staff training and organization
- Strong interpersonal ability
- Long- and short-term goal setting
- Fiscal management

CERTIFICATIONS

- Commercial Applicators Licenses
- Class A CDL

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

Dear Members of the Board,

I am writing to express my interest in the District Manager position at Churchill County Mosquito, Vector, and Noxious Weed Abatement District. With extensive experience in mosquito control and environmental science, including leadership roles in field supervision and vector ecology, I am confident in my ability to lead and advance your district's mission.

My career began at Benton County Mosquito Control District, where I served as Field Inspector for three seasons prior to being promoted to Field Supervisor. In my managerial position, I coordinated mosquito control activities and supervised a team of seasonal employees for over seven years. This role provided me with extensive experience in budgeting, staff training, equipment management, and public outreach, all of which are critical components of the District Manager position. I regularly provided updates to the Board of Directors and worked closely with the District Manager to develop and adhere to the district's budget, ensuring that our operations remained efficient and effective.

Following my time as Field Supervisor, I assumed the role of Vector Ecologist, where I focused on disease monitoring and surveillance, conducting scientific tests to evaluate mosquito control methods and coordinating efforts with state health officials. My work in this capacity further honed my analytical skills and deepened my understanding of vector management strategies.

Before returning to mosquito control as Field Supervisor for the Yakima County Mosquito Control District, I expanded my environmental skills as a Senior Scientist with Environmental Assessment Services (EAS, LLC). My responsibilities encompassed preparing technical reports and conducting comprehensive environmental assessments, and ensuring compliance with regulatory standards based upon contaminants of concern and levels that could potentially harm the environment or the people surrounding the Hanford Site.

All experiences have equipped me with the skills necessary to manage complex projects and to lead diverse teams in an effective manner.

The opportunity to serve as the District Manager for Churchill County represents a natural progression in my career. I am particularly excited about the prospect of bringing my leadership experience, technical expertise, and commitment to public health to your district. I am confident that my background, which includes pertinent noxious weed-related course work and treatments, aligns well with the qualifications you seek and that I can make a significant contribution to the continued success of your mosquito and weed abatement programs.

Thank you for considering my application. I look forward to the possibility of discussing how my experience and skills can benefit Churchill County Mosquito Vector and Noxious Weed Abatement District. Please feel free to contact me at [REDACTED] or [REDACTED]

Sincerely,

Matthew E. Hoefer

MATTHEW HOEFER

Environmental Scientist

Contact

[REDACTED]



[REDACTED]



[REDACTED]

Prosser, WA 99350



Education & Certifications

Bachelor of Science

Agricultural Science/Fish & Wildlife

OREGON STATE UNIVERSITY

Environmental Field Certification

32-hour training

NIELSEN ENVIRONMENTAL FIELD SCHOOL

Radiation Safety Officer Certification

40-hour training

DADE MOELLER & ASSOCIATES

Executive Media Training

Television, print, and radio focused

BELAIR TRAINING

CPR/First Aid/Bloodborne Pathogens

Certification valid 1997-Present

AMERICAN RED CROSS

Notable Accolades

Mission Support Alliance (MSA)
President's Life Saving Award

Safe Vessel Operations—with over 550 days on Columbia River between Priest Rapids Dam and McNary Dam with no reportable incidents

Implemented a dual shoreline seep/sediment collection approach for project client to ensure more efficient operations and budget-related goals

Professional Summary

Scientist with 20+ years of experience in mosquito control and environmental management. Proven expertise in leading teams, implementing effective vector control strategies, and conducting research to mitigate public health risks. Proficient in laboratory quality control and equipment decontamination processes. Seeking to work in a managerial setting to provide innovative solutions to complex ecological challenges.

Experience

APRIL 2024-Present

FIELD SUPERVISOR

Yakima County Mosquito Control District

- Oversee all aspects of mosquito control operations within the district, ensuring alignment with strategic goals and compliance with local, state, and federal regulations
- Develop and implement a comprehensive mosquito management strategy, including planning, coordinating, and monitoring the application of control products
- Maintain and optimize the use of district equipment and resources, which includes regular evaluations for readiness and efficiency
- Coordinate with other agencies, including Dept. of Health, Fish & Wildlife, Dept. of Natural Resources, and Bureau of Reclamation to integrate effective mosquito control operations and to adapt strategies based on field data and environmental conditions

MAY 2011-APRIL 2024

SENIOR ENVIRONMENTAL SCIENTIST

Environmental Assessment Services

- Monitor and lead sample collections of contaminants in Columbia River surface transect water, cumulative water from upriver and downriver fixed-station locations, shoreline seep water, sediment, shoreline seep sediment, and agricultural products
- Provide reviews and adaptations to Dept. of Energy job hazard analyses, sample analyses schedules and management plans, and standard operating procedures
- Complete annual reviews of surveillance program design and implementation, sample collection/analysis, and Annual Site Environmental Report (ASER) requirements
- Train and guide sample collectors on a regular basis during operations; Schedule key management and staff for field walk-downs, pre-job meetings, and post-job meetings
- Lead committee meetings focused on safety, issues, and lessons learned from sampling events to ensure efficient operations
- Ensure DOE quality assurance/quality control compliance is met during environmental surveillance collection events

MATTHEW HOEFER

Environmental Scientist

Notable Training

- Washington State Department of Agriculture Pesticide Licensee
 - * *Public Health (1997-2012; 2024-2029)*
 - * *Ornamental Weed Control (1997-2002)*
 - * *Ornamental Insect & Disease (1997-2002)*
- Grant County PUD Contractor Security
 - Florida Medical Entomology Lab Certified Mosquito Identification Training

Reports & Publications

- Hoefer, M.E. 2011-2023. Columbia River Surface Water (Sections 7.2-7.6); Hanford Annual Site Environmental Report (ASER)
- Hoefer, M.E. 2011-2023. Agricultural Monitoring (Section 10.1); (ASER)
- Hoefer, M.E. 2011-2023. Monitoring Reports (Appendix C and D); (ASER)
- Population Genetic and Admixture Analyses of *Culex pipiens* Complex (Diptera: Culicidae) Populations in California, US, Am J Trop Med Hyg., Dec 4, 2013; 89(6): 1154-1167

Volunteer Work

- Boys & Girls Clubs of Prosser
- Amateur Athletic Union Coach
- Columbia Basin Youth Football Coach
 - Heartlinks Hospice Care

References

Environmental Assessment Services

Western Hybrids

Benton County Mosquito Control

JAN 2010-MAY 2011

VECTOR ECOLOGIST

Benton County Mosquito Control District

- Disease monitoring and surveillance with use of CO2 and other trapping methods
- Determination of potential disease locations and establishing monitoring protocol with the use of traps, adult/larval mosquito populations and public nuisance complaints
- Data entry for recording species population, location and potential factors working in favor or against particular breeding habitats; establish maps on problematic areas
- Conduct scientific reports, trials, and tests of mosquito larvacides/adulticides to determine efficacy, efficiency, and overall resistance potentials per CDC guidelines
- Manage vector assistants and a maintenance worker
- West Nile virus testing with Rapid Analyte Measurement Platform (RAMP)
- Pack and ship potential disease pools to Oregon State University and/or UC-Davis for additional Polymerase Chain Reaction (PCR) testing and/or confirmation of RAMP results
- First line of communication with WA state Dept. of Health representatives on disease cases within our boundaries

AUG 2002-DEC 2009

FIELD SUPERVISOR

Benton County Mosquito Control District

- Manage and train 30+ seasonal workers; authorize promotions based on performance; handle disciplinary actions as needed; review equipment purchases, employee hours, and other operational expenses
- Maintain and sustain accurate records to track annual product use versus inventory and deliverables received
- Verify application records match with district GPS/GIS for accurate real-time data reporting
- Provided annual Sara Title III-Tier Two Reporting to preserve public safety for local emergency response personnel
- Complete yearly informational requests to Washington State Dept. of Agriculture pertaining to apiary sites, organic farms, and pesticide-sensitive individuals
- Correspond with local and state regulators on pesticide licensing, use, record-keeping, and overall compliance
- Educate citizens on reducing mosquito habitat while maintaining proper water use
- Completed yearly district NPDES permit/reporting duties