

Churchill County Mosquito, Vector and Noxious Weed Abatement District
Board of Trustees
Churchill County, Nevada
7400 Reno Highway, Fallon, Nevada 89406
Meeting April 10, 2025
OPEN MEETING SESSION

1. Call to Order

The meeting was called to order at 5:30 PM by Chairman Richard Grondin.

BOARD OF TRUSTEES

Chairman, Richard Grondin

Vice Chairman , OPEN

Trustee, Marion Jonte, Jr.

Trustee, David Brown

Trustee, Barry Stewart (not present)

Legal Counsel, Joe Sanford

District Manager, JD MacKay

Former Manager and Acting Secretary, Nancy Upham

Incoming Secretary, Kori Meyer

Public Present:

Kevin Porteus

2. Pledge of Allegiance

All stood for the Pledge of Allegiance.

3. Public Comment

Kevin Porteus stated that he would like to become a Board member. This was noted and will be addressed later in the meeting.

4. Review and Adoption of the Agenda

Trustee Jonte moved to accept the agenda. Trustee Brown seconded the motion. The motion carried unanimously.

5. Discussion and Approval of the Minutes

Trustee Brown moved to accept the minutes. Chairman Grondin seconded the motion. The motion carried unanimously.

6. Certificate of Posting

District Manager MacKay noted that the agenda was posted according to N.R.S. Statutes.

7. Correspondence

1. 3-7-25 Linda Wimberly – TCID re: Assistance with providing GIS Database for Grant with Carson Truckee Water Conservancy District

District Manager JD MacKay explained that this is the follow up to the discussion about working with TCID on mapping for our grant along the Truckee River.

2. 3-11-25 Allison Fenimore – Janess Business Service re: Assistance with providing Public Outreach mail out effort with Carson Truckee Water Conservancy District grant
District Manager JD MacKay stated that this is also in relation to the same grant. Janess Business Services printed out the letter and weed identification sheet, then sent out to homeowners in the approved areas.
3. 3-11-25 Meeting Agenda with Carson Truckee Water Conservancy District.
4. 3-12-25 Nancy Upham – Retirement Notice as of April 14, 2025.
District Manager JD MacKay noted that this is outgoing District Manager Nancy Upham's formal written resignation letter.
5. 3-13-25 Phyllis Dowd – Retirement Notice as of April 30, 2025.
District Manager JD MacKay noted that this letter states outgoing accountant's Phyllis Dowd's letter of intention to fully retire.
6. 3-17-25 Kevin Porteus – Letter of Intent for Vacant Board position.
District Manager JD MacKay noted Kevin Porteus' letter of interest in the vacant vice chairman seat on the Board.
7. 3-19-25 NAISMA Conference notice for November 3 – 5, 2025.
District Manager JD MacKay and outgoing District Manager Nancy Upham discussed the conference. Chairman Grondin asked if the conference is limited to district employees, and if board members can attend. Outgoing DM Nancy confirmed that anyone can attend, noting that the conference is in Tahoe. RSVP is required. ACTION ITEM: Keep Board updated.
8. 3-25-25 Seth Garber – Training for Essentials of Exceptional Customer Service training (webinar) during April and May 2025.
District Manager JD MacKay stated self-explanatory nature of correspondence.
9. 3-26-25 Sean Moyle – POOL PACT re: Catastrophic Leave account information
District Manager JD MacKay explained Mr. Moyle's email indicated that CAT plans are not recommended for smaller entities because of confidentiality provisions. Further correspondence is discussed below.
10. 3-26-25 Sean Moyle – POOL PACT re: Sun Valley GID Catastrophic Leave account information.
(Language for a possible Catastrophic Leave account for CCMVNWAD employees is being borrowed from Sun Valley GID. A copy of their current policy was attached to the correspondence for review)

8. Appointments

None.

9. Old Business

1. Discussion and possible action regarding the setup of a District Catastrophic Leave account with 80 hours of sick leave donated from Nancy Upham's balance. This can be worded mirroring language from other POOL PACT entities.

Outgoing District Manager Nancy Upham noted that she is working with bookkeeper Sue Pruit. There are concerns regarding confidentiality. Outgoing District Manager Nancy Upham would like to donate 80 hours of sick leave to establish the account. Discussion followed on how many hours of sick leave are accrued annually, how many hours an employee would have to have before they could donate to the account, and what guidelines need to be established to make sure it is handled appropriately. Ms. Upham thought it would be best for the District Manager to run the account due to possible time constraints and other factors. The Board would be apprised at Board meetings. Chairman Grondin suggested the possibility of the Board approving a matched donation to start the fund. Discussed limits to how much can be used by one employee and what the requirements would be to request more time, such as a doctor's note stating employee is not ready to return to work. Ms. Upham decided to donate 160 hours of her accrued sick time to the fund. The Board agreed that they should match the donation 1:1, putting the starting hours available at 320 hours. Further potential guidelines were discussed. Trustee Brown made a motion to set up a Catastrophic Leave fund with 160 hours donated from Nancy Upham and 160 hours matching worth of wage and benefits from the Board into the account for a total of 320 hours, adding that an employee be allowed to donate hours to the fund after accruing personal sick leave of 110 hours. Chairman Grondin seconded the motion. The motion carried unanimously.

2. Discussion and possible action regarding the update of the signatory process for Board members through US Bank with the District account.

Outgoing District Manager Nancy Upham noted that we received an apology from US Bank for the delay. She sent in all of the Minutes documenting when the members were elected or appointed.

10. New Business:

1. Discussion and possible action regarding the approval of an arrangement with Pruit Business Services to provide Bookkeeping needs for \$1,300.00 per month based off of her submitted proposal for Services provided dated April 2, 2025. *(Secretary's note: Please note the change in spelling from Pruitt to Pruit in this document)*

Chairman Grondin made a motion to approve Sue Pruit, doing business as Pruit Business Services, to retain Pruit Business Services to continue bookkeeping of the district. Trustee Brown seconded the motion. The motion carried unanimously.

New Business cont'd

2. Discussion and possible action regarding the approval of the 2025-2026 Tentative budget with the Department of Taxation.

Outgoing District Manager Nancy Upham ran through the budget highlights, addressing revenue and expenditures. The Board asked some clarifying questions. Trustee Brown made a motion to approve the tentative budget to submit to the Department of Taxation. Chairman Grondin seconded the motion. The motion carried unanimously.

11. District Manager's Report

District Manager JD MacKay reported that staff checked early spring sources north of town and treated those that were in need of treatment. It was noted that some sources that have been pretty regular for the last five years is now dry, which will make things easier. There were no heavy concentrations.

Staff members completed continued education through Purdue University online. They took and passed their final exams.

Vehicles and equipment have been serviced in preparation for the season. Noted that the Argo had to be taken to California for repairs due to a clutch failure (centrifugal force primer ?) This was not a maintenance issue, but rather a high mileage issue.

Upcoming Objectives – Water season has started with continued surveillance throughout the valley north of town for early spring sources. We need to get into Carson Lake.

Other updates – The office administrative assistant position has been filled.

Trustee Brown stated that he feels we should send letters of commendation to the Purdue students . **ACTION ITEM: Letters drafted and attached to packet.**

12. Board Member's Reports

No reports.

13. Any Requests for Future Agenda Items:

Chairman Grondin requested an agenda item to fill the vice-chairman position on the Board of Trustees

Letter to employees for completion of online studies through Purdue University

Open House week of June 15-21 in conjunction with National Mosquito Awareness Week

14. Expenditures:

Trustee Brown asked about Schaeffer's oil expense. District Manager MacKay explained reasoning behind usage of higher quality oil Trustee Jonte made a motion to accept the expenditures report. Trustee Brown seconded the motion. The motion carried unanimously.

15. Public Comment:

No public comment

16. Adjournment:

Motion by Chairman Grondin to adjourn at 1832. Trustee Brown seconded. The motion carried unanimously.

Richard A. Grondin 04/10/2025
SIGNATURE: Chairman or Vice-Chairman Date