Churchill County Mosquito Vector and Noxious Weed Abatement District

Board of Trustees

Churchill County, Nevada

7400 Reno Highway

Fallon, NV 89406

Meeting Date July 16, 2020

AGENDA

1. **Call to Order:** The meeting was called to order at 5:30 p.m. by Chairwoman Christy Lattin.

Present were the following:

Trustee, Sheldon Chipp

Trustee, Marion Jonte, Jr.

Trustee, Christy Lattin, Chairwoman

Trustee, Thomas Hutchings

Trustee, Michael Spencer, Vice Chairman

District Manager, Nancy Upham

Legal Counsel, Ben Shawcroft

Board Secretary, Kaylie Poole

Public Present:

Sharon Harper

Jim Cork

1. **Pledge of Allegiance:**

All stood for the Pledge of Allegiance.

1. **Public Comments:**

None.

1. **Review and Adoption of Agenda.**

Trustee Sheldon Chip motioned to approve the agenda as is, Trustee Marion Jonte Jr. seconded, and the agenda was approved unanimously.

1. **Discussion and approval of Minutes**.

Chairwoman Christy Lattin requested that the meeting minutes from June 11, 2020 be corrected. Ralph Handel, a member of the public present in the June 11, 2020 meeting, is a representative from Operating Engineers, not Mosquito Weed.

Jim Cork requested that the phrasing on page 3 from the June 11, 2020 minutes be corrected to say that the drone will be used by the state, not by the district.

Jim Cork also noted that Ralph Handel had his name incorrectly spelled on page 4, section 15 under Public Comment.

Trustee Sheldon Chipp motioned to approve the minutes with the changes, Trustee Marion Jonte Jr. seconded, and the motion was passed unanimously.

1. **Certificate of Posting**.

District Manager, Nancy Upham stated that the posting was done according to NRS Statutes.

1. **Correspondence.**

1. 6-10-20 CWSD Spring Newsletter

An approximately 17-page electronic newsletter that District Manager Nancy Upham received, if any members would like a copy please contact her.

2. 6-12-20 Update on FFCRA or Families First Coronavirus Response Act

New COVID19 questions given to employees to sign and approve every day as a COVID19 screening process. If you have any questions about this coronavirus screening update contact District Manager Nancy Upham.

3. 6-15-20 Heat Illness – Employers sent by Ralph Handel.

An approximately 47-page heat illness index submitted by Ralph Handel, if anyone would like an electronic copy please contact District Manager Nancy Upham

4. 6-23-20 ULV droplet calibration verification

Every year the district must test the droplet sizes when fogging to ascertain that it is within regulation size (10 – 30 microns) for the material being used so that chemicals are not being wasted. Testing was completed on June 23, 2020 and the equipment was certified and approved. Ryan Arkoudas, a representative from Clark, Inc. did the testing.

5. 6-25-20 AMCA Memorial Information – Gary Goodman

The AMCA is recognizing former Assistant District Manager Quinn Nuffer. Nancy Upham will be making a summary/ obituary of what Quinn has done for the district.

6. 6-26-20 NFWF Grant extension- Shane Fryor

An $8,500 grant that was approved and received on June 26, 2020

7. 6-29-20 New POOLPACT EAP program

A new POOLPACT EAP program that has been received. Further information coming soon from District Manager Nancy Upham

8. 6-30-20 Annual Fiscal Report publication

Annual Fiscal report published according to state compliance in the Carson City News. Chairwoman Christy Lattin asked if we could also place an ad in the Lahohtan Valley News.

9. 6-30-20 Drone Memorandum of Understanding

Legal Counsel Ben Shawcroft will be formulating a Memorandum that will be discussed further in future meetings.

1. **Appointments.**

None.

1. **Old Business**

1. Discussion of language to include in the Memorandum of Understanding with Douglas County regarding our half ownership of the P35 Drone. District Manager Nancy Upham spoke with a Krista Jenkins, the representative from Douglas County to discuss a separate policy for each county. Chairwoman Christy Lattin asked if this means that the costs for the drone will be split in half. District Manager responded that cost of purchase for the drone and insurance policies will be split in half. District Manager Nancy Upham had discussed with the representative from Douglas County necessary repair costs, these repairs would be covered by whichever county was using the drone when the damages requiring repairs occurred. Any maintenance required would be split evenly. If there are any damages occurred to property, reparations would be handled by whatever county is in possession of the drone. Language should be included to ensure that if property damage does occur, the property owner would only be able to hold one county responsible, that is, whichever county was using the drone at the time. Chairwoman Christy Lattin asked if this would apply if a Douglas County pilot was operating the drone, and if it matters that the pilot is from Douglas County. District Manager Nancy Upham explained to Legal Counsel Ben Shawcroft that for the time being, they were planning on working with this pilot who has had his drone license for several years and is experienced in operating the P35 drone, until District Manager Nancy Upham can be certified and trained to receive her own license. Trustee Marion Jonte Jr. questioned if it was possible to find someone in Churchill County to hire for drone usage. District Manager Nancy Upham responded that she was looking at possible candidates. Legal Counsel Ben Shawcroft said that most likely, if the District were to hire a Douglas County pilot, then the District would most likely have to cover the costs of any damages incurred by this pilot. She explained that the Board needed to formulate a plan to decide how the drone would be operated and then she could coordinate with Douglas County.

Trustee Marion Jonte Jr. asked what is protecting the District from being held liable for any damages that are inflicted in Douglas County, if it is verbiage, specific laws, or something similar. Legal Counsel Ben Shawcroft responded that it is legal language included in the agreement with Douglas County. Chairwoman Christy Lattin wondered if a separate pilot would be best, because of the specific requirements with the drone and the purpose it would be used for. Trustee Marion Jonte Jr. agreed, and District Manager Nancy Upham stated that once the Board came to a decision on further plans and drone operations, then they could proceed further with other procedures and concerns regarding the drone.

**10. New Business**

None

**11. District Manager’s Report and Operations Review.**

District Manager Nancy Upham said that the adult mosquitos' population have been relatively tame for the season, there have been 3 larvicide flights in June and 3 adulticide flights as well as frequent ground treatments by the staff. The District is continuing to offer the herbicide for weeds to the public. Two seasonal hires have been added to the team, they mainly treat the perennial pepperweed. They will also be doing roadside work. A new website has been launched and is continuing to be developed and maintained. A new email has been made for the District Manager Nancy Upham, director@ccmosquito.org. Recent investments for the office include Dropbox, Premiere Pro, and the email hosting service through Name.com. Chairwoman Christy Lattin questioned about what sort of marketing the District could do to advertise the website, such as Facebook ads. District Manager Upham added that she thought the District could have a float in the Labor Day parade to also feature the website. Any other social media marketing is being tabled; the District will be focusing only on Facebook for now. The District is now starting to ask for emails from customers for customer satisfaction, so that The District can send online postcards and such with the website and let them know about the online service request form. No personal information from clients will be shared or used for data mining.

COVID19 precautions that are being taken for the staff. Every day the staff must answer a questionnaire about if they are feeling sick, have been around someone who is sick, or any possible exposure issues. If the employee answers to yes to any question, then they must be sent home. They will be paid while at home and it will not come out of their sick leave. Every precaution must be taken because we have such a small staff. Trustee Marion Jonte Jr. questioned if District Manager Nancy Upham will be requiring testing for COVID19 should an employee answer yes to any of the questions, in order to ensure that they qualify for the paid administrative leave, rather than their sick days. District Manager Nancy Upham responded that she cannot force the employee to get tested, only request it. Trustee Marion Jonte Jr. stated that they should get tested to qualify for the administrative leave, to confirm that the 12 days of leave are indeed for COVID19 reasons. Legal Counsel Ben Shawcroft told District Manager Nancy Upham that she does have the authority to require testing, as employers do have that right. If an employee calls in sick and says they do not want a COVID19 test, they don't have to get one, but that means that those days that they are not working will come out of their sick leave. It is the employee's responsibility to make an appointment to get tested. They can do so through Social Services for free.

Chairwoman Christy Lattin asked if District Manager Nancy Upham had done a review with the staff regarding the heat illness. Nancy responded that they had posted information on the bulletin board but not had a verbal review. She explained that the staff has been coming in earlier and that if it gets to hot, the staff can always come back to the office and find work to do there, such as prepping for tomorrow's work, doing paperwork, or can leave an hour earlier if they have a fogging planned for that evening. Christy responded that she liked this plan and that they should probably do a verbal review of the heat illnesses. Trustee Marion asked if the District is providing the staff with any sort of materials for heat prevention, like water or electrolyte drinks. District Manager Nancy Upham responded that they provided water in coolers and can provide electrolyte mixers for the water if needed.

**12. Board Members' Reports**

None

**13. Any requests for future agenda items**

None

**14. Expenditures**

Errors in the document. June 2020 expenditures will be reviewed at next meeting.

**15. Public Comment**

Jim noticed errors in payroll document, please review and correct them for the next meeting.

**16. Adjournment**

The meeting was adjourned by Chairman Christy Lattin at 6.12 pm.

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SIGNATURE: Chairwoman or Vice Chairman

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