Churchill County Mosquito, Vector and Noxious Weed Abatement District

Board of Trustees

Churchill County, Nevada

7400 Reno Highway

Fallon, NV 89406

Meeting Date September 10, 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, Tom Hutchings

Trustee, Michael Spencer, Vice Chairman

District Manager, Nancy Upham

Legal Counsel, Ben Shawcroft

Public Present:

Sharon Harper

JD MacKay

Jim Cork

**2. Pledge of Allegiance:**

All stood for the Pledge of Allegiance.

**3. Public Comments:**

Jim Cork requested another packet. District Manager, Nancy Upham let him know that Sharon Harper had the only extra copy.

**4. Review and Adoption of Agenda.**

Trustee Sheldon Chipp made a motion to adopt the agenda as is. Trustee Michael Spencer seconded the motion and it passed unanimously.

**5. Discussion and approval of Minutes.**

Chairwoman Christy Lattin requested that a notation be made at the top of the meeting minutes from August 13, 2020 that the meeting was held via Zoom due to Covid-19 concerns.

Chairwoman Christy Lattin also noted that "indebtedness" was misspelled as "indehiscence" the bottom of page 2 and requested a correction.

Trustee Mike Spencer moved to approve the minutes with the mentioned changes and Trustee Sheldon Chipp seconded. The motion passed unanimously.

**6. Certificate of Posting.**

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

**7. Correspondence**

1. District Manager Nancy Upham explained that GASB 75 are updates that needs to be completed every three years before the auditor can begin.

2. Director Manager Nancy Upham explained that the NWMA Board were down a member and had requested for her to step in and that she accepted.

3. District Manager Nancy Upham continued to the third correspondence which ties into the fifth as well. The NDA follow up on noxious weed complaints which were anonymous complaints. Jake Dick from NDA sent letters out to these parcel owners notifying them that it is the property owners' responsibility to take care of the noxious weeds. These properties are mainly around the Coleman area. Essentially the Department of Agriculture lets people know it is the owners' responsibility. Chairwoman Christy Lattin inquired if this was due to the property's proximity to the river. District Manager Nancy Upham responded that anyone can turn in a complaint to the state at which point the state will send a letter. This tends to have more weight than when our department responds. Other counties have put liens on the property however, the county commissioners of this county did not want to do that.

4. District Manager Nancy Upham explained that the mosquito pulls that had been sent to the Animal Disease Laboratory all came back negative. She is still waiting for another 15 to come back and hopefully those are also negative. Northern Nevada does not have any positives, yet. Chairwoman Christy Lattin joked that perhaps Covid got the mosquitoes, too!

5. District Manager Nancy Upham drew back to discuss the fifth correspondence concerning the noxious weed complaint from the golf course. She has been reviewing the pictures that Andrew Palmer from the golf course sent to determine if any are on county property. If there are than the district can assist with the county owned property. District Manager Nancy Upham will be communicating with Mr. Palmer to see what he intends to do with the weeds on the golf course. Some discussion was had on whether or not the property had been purchased from the county.

**8. Appointments**

District Manager Nancy Upham introduced JD MacKay, the new Assistant Manager. Chairwoman Christy Lattin welcomed him to the circus.

**9. Old Business**

District Manager Nancy Upham spoke with Krista Jenkins from Douglas County Mosquito Abatement about the drone purchase. We will not be using the drone this season since this season is almost over. We will instead be focusing on learning how to use the drone. Douglas County received training with Leading Edge. Krista gave an update on total cost, our total commitment to this endeavor was 20,000. Krista is willing to bring the drone to the next meeting. A pilot's license is required to fly/use the drone. There are a number of rules that are in place to essentially protect the equipment. We will need to make an effort to learn these rules. It is approximately 5 foot by 5 foot. It has the capability to adhere to GPS coordinates but can be overridden by a pilot.

Trustee Marion Jonte, Jr asked for clarification on the drone's capabilities. District Manager Nancy Upham explained that you can input an area of approximately 3 acres program the width of dispersal and the drone will methodically cover that area. District Manager Nancy Upham stated that it is a fascinating process and may be worth seeing in action to get a better understanding of its capabilities at the next meeting. It could be a great asset when added to our equipment.

James Cork inquired about the paperwork concerning the drone. It shows "Paid for" and "complete" whether that was Douglas County's contribution, if the paperwork came that way or if we had someone from our district attend. District Manager Nancy Upham clarified that this is just paperwork and that the "complete" reflects where we are in the process of attaining the drone. James Cork reiterated that the "completes" were then done by Douglas county. District Manager Nancy Upham verified that, yes, for now, eventually we will also have members of our own team trained.

**10. New Business**

District Manager Nancy Upham updated the board on a number of health districts including Reno and Carson City have had to reassign their staff to contact tracing or testing in labs. At the beginning of the season the labs were bogged down with Covid testing. Our district has been lucky that we are considered essential. Other places were not as lucky and were unable to have their staff come in. By staggering shifts and limiting social interactions, we should be in compliance so we can stay working.

These other districts have not been seeing additional funding to help deal with the challenges. Even Southern Nevada who have stopped treating all together and has been the only ones to see any Covid this season. We are lucky since we have not had any problems and our operations have not had any additional changes other than the staggered shifts.

Trustee Marion Jonte, Jr posed a question: Has there been any discussion concerning the lack of migratory birds in this area this year? District Manager Nancy Upham responded that no, there hasn't been. Fish and Wildlife have not been at work. She will send an email to inquire further. A Discussion about the lack of birds and perhaps the smoke may affect their migrating patterns ensued. Sharon Harper and James Cork reassured Trustee Marion Jonte, Jr that the migratory birds were present and in impressive numbers.

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

District Manager Nancy Upham stated that field operations were typical although it seemed that things are drying up faster than in the last three years. District Manager Nancy Upham presented the total acreage from the last six months. For staff, the larval sources treated was approximately 314 acres with approximately 1200 acres adulticide. In comparison the flights for larvicide and adulticide was fairly typical for August. Adulticide was close to 15000 acres which is closer to July's typical numbers. 134 service requests, which is a good month.

We also have our second candidate for the administrative assistant position that has started already. We are working on streamlining things. She has proposed a program where the service requests go straight to the technician essentially cutting out the middleman.

District Manager Nancy Upham notified the board that she had established another phone that will have a working voicemail and will be emailing the new number to the board members. There are two more work phones that can be assigned as needed.

Chairwoman Christy Lattin inquired about the administrative Assistant and District Manager Nancy Upham said her name is Melania Sagi and she will be attempting to be present at future meetings.

Trustee Marion Jonte, Jr requested more information about service request tabulations. He mentioned that it was good information to know what the public thinks about our job. Chairwoman Christy Lattin agreed that she would like to see what areas are hit, follow-ups and complaints. District Manager Nancy Upham verified that she could email the board the service request.

James Cork added that the process of receiving the service request directly to the technician's cell phones is aiding them in being more efficient. When the technicians are already in the area and receive the service request, they are able to immediately assist the public in their complaints. Trustee Marion Jonte, Jr requested clarification if those requests that get sent to the technicians are included in the tabulations. District Manager Nancy Upham clarified that the administrative assistants put the requests into the system before sending it to the technician. She added that the public is also able to make service request through the website as well. Chairwoman Christy Lattin agreed that sending text messages is a great asset to this work environment. Sharon Harper added that it allows the technicians to investigate service requests in order to prepare for what properties they may need to fog later. James Cork credited the past two assistants with dispatching the information to them as quickly as possible.

**12. Board Members' Reports**

None

**13. Requests for Future Agenda Items**

None

**14. Expenditures**

August 2020 Expenditures states that

Total Payables was $25,970.96

Total Payroll was $27,667.29

Total Overall was $53,638.25

Chairwoman Christy Lattin moved to approve the expenditures; motion passed unanimously.

Trustee Marion Jonte, Jr inquired who is the other bank on the expenditures list. District Manager Nancy Upham responded that Optum bank held the HSA insurance. The county/district pays a lump amount and since the HSA has a higher detectable the amount for that payment is less. They take $150 from there that the employee can use towards their doctor visits.

Chairwoman Christy Lattin inquired what $1200 to the road department was. District Manager Nancy Upham replied it was one-two months of fuel.

An inquiry was made about Sunshine Reporting, clarification was given that that company was used for transcribing the minutes of an investigation.

Trustee Marion Jonte, Jr asked if the electric bill was acceptable or normal being so high. After some discussion everyone agreed that it was normal, and District Manager Nancy Upham said there were minor things that could be implemented to reduce the bill. Chairwoman Christy Lattin inquired if there were an automatic lighting system that could be installed. Some discussion was had on the practicality of installing skylights.

**15. Public Comment**

None

**16. Adjournment**

The meeting was adjourned by Chairwoman Christy Lattin at 5:58 p.m.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: Chairwoman or Vice Chairman

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE