Churchill County Mosquito, Vector and Noxious Weed Abatement District

Board of Trustees

Churchill County, Nevada

7400 Reno Highway

Fallon, NV 89406

Meeting March 18, 2021

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

District Manager, Nancy Upham

Assistant Manager, JD MacKay

Board Secretary, Melania Sagi

Via Zoom:

Legal Counsel, Ben Shawcroft

District Counsel, Jordan Walsh

**Public Present**

Phyllys Dowd

1. **Pledge of Allegiance:**

All stood for the Pledge of Allegiance.

1. **Public Comment:**

None

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

District Manager, Nancy Upham requested that New Business, Number 2, be addressed first so that Accountant, Phyllys Dowd would not be detained. Chairwoman, Christy Lattin moved to accept the agenda with the proposed change. Trustee, Marion Jonte seconded the motion and it passed unanimously.

\*\*New Business Number 2: Discussion and possible action regarding the presentation of financial report options, monthly payroll, and expenditure information for the Board of Trustees—Phyllys Dowd. \*\*

Ms. Dowd began by stating her profession is accounting and she has vast experiencing being a bookkeeper. She proposed a different format for the expenditure information the Board usually receives. The first proposed report was a Quarterly Balance Sheet as this would give the Board of Trustee's an accurate quarterly assessment of the current financial status of the District. This report would be presented quarterly and includes the amount of assets the District has, the amount of money owed, and the equity. This kind of report is typically included in the end of year financial statements the District receives from Jim Sciarani, but this would keep the Board current instead of waiting until the end of the fiscal year.

The next report was the District's Monthly Profit-and-Loss report. It gives a monthly summary of the financial status of the District. This report is different from other companies since the District is not a for-profit entity. It is similar to the Quarterly however, it presents only a brief time period.

The next two reports are the reports that Ms. Dowd was proposing replace the current Expenditure Report. The first covers the Monthly Expenses by Vendor in detail. She presented the information that was broken down specifically by vendor, followed by date, description, and category. This would give the Board a more thorough overview of monthly expenses for the District.

The final proposed report covered the Monthly Payroll Summary. It breaks down the gross pay for each of the job titles instead of the net pay of each employee. This report gives a generalized account of deductions, taxes withheld and employer tax and insurance contributions. Ms. Dowd explained that this report shows what the District pays instead of what the employees receive.

Ms. Dowd also stated that she plans on including on the employees pay stub the Districts contribution towards insurance, taxes, and retirement. Ms. Lattin added that this was something that the Board had wanted to add, as well as the vacation balances, onto the employee's paystubs. Ms. Lattin admired the greater details from the reports but wondered if it was too much personal information to be made available to the general public. Ms. Dowd agreed that it was a lot more information but said that it was less information concerning the employees than the current report as the current report includes the employee names and take-home pay and this proposed report has the total gross pay for the position. Ms. Dowd said she could present a report that only shows a generalized, total gross pay without title designation if the Board would prefer. She added that as government employees, their pay was not confidential information.

Vice Chairman, Michael Spencer said he does not have a problem with these reports and asked how management felt about it. Board Secretary, Melania Sagi offered, as a side note, that typically she would receive the information from the accountant and transpose them onto another template, adding that she was not infallible. Using these reports would limit user error and take out the middle step. Mr. Jonte said that he liked the reports. Ms. Upham stated that she agreed with Ms. Lattin as it seemed like personal information however, working for the District requires transparency. Ms. Lattin agreed that these proposed reports should be included in the Board packet moving forward. Ms. Lattin thanked Ms. Dowd for her input, professionalism, and time.

1. **Discussion and Approval of Minutes:**

1. Review and approval of minutes from January 29th, 2021, Open Session. Ms. Lattin requested the date be changed from January 29, 2020, to January 29, 2021. Mr. Spencer made a motion to approve the minutes from January 29th, 2021, with the changes. Trustee, Tom Hutchings seconded the motion and it passed unanimously.

2. Review and approval of minutes from February 11th, 2021, Open Session. Trustee, Cynthia McGarrah requested a correction on the second to last page, a typo written as "sill," meant to be "still." As well as, Trustee, Marion Jonte's title written as "Ms." instead of "Mr." on the same page. Mr. Spencer made a motion to approve the minutes from February 11th, 2021, with the corrections. Mr. Jonte seconded the motion, and it passes unanimously.

1. **Certificate of Posting:**

Ms. Upham stated that the agenda was posted according to NRS statutes.

1. **Correspondence:**

2-09-2021 Amanda de La Rosa—Rate increase for Holland & Hart. Ms. Upham explained that this was a typical increase. She stated that she was actively attempting to maximize what is done in house to limit what was sent to Jordan Walsh, Holland & Hart's representative.

1. **Appointment:**

None

1. **Old Business:**

Discussion and possible action regarding the 2021 Aerial Contract. Ms. Upham explained that the contract contained the same parameters and rate as the previous year. She believes this is still a good deal as comparable entities charge $1,000 to $1,500 an hour and Frey Spray is requesting $780 an hour. Ms. Lattin inquired if Jerry Frey was the only employee or if there was another pilot. Ms. Upham responded that another pilot, Lynn, has been flying for Jerry and has been doing a wonderful job. Ms. Lattin made a motion to approve the contract with Frey Spray for 2021. Mr. Spencer seconded the motion, and it passed unanimously.

1. **New Business:**

1. Closed litigation session pursuant to NRS 241.015 subsection 3b2 with respect to potential arbitration. Ms. Lattin made a motion to move the Board meeting into a closed session. Mr. Spencer seconded the motion. At the completion of the closed session, Ms. Lattin made a motion to move the meeting back into an Open session. Mr. Spencer seconded the motion and it passed unanimously.

3. Discussion and possible action regarding the adoption of a monthly insurance stipend with Colonial Life for the District Administrative Assistant in the amount of $47.74 a month. Mr. Hutchings asked what, exactly, this covered. Ms. Sagi responded that this coverage was for accidental death and dismemberment for herself and her family. It also covered ambulance and care flight. Mr. Hutchings asked if Ms. Sagi had taken up hazardous hobbies. He stated that this seemed like a nominal amount. Ms. Upham added that she brought it to the Boards attention as Ms. Sagi was a part-time employee and did not receive health insurance through the District. She felt that this was something small that the District could cover for a valued employee. Ms. Lattin agreed that Ms. Sagi was worth it. Ms. McGarrah made the motion to adopt the monthly insurance stipend with Colonial Life for Melania Sagi of $47.74. Mr. Spencer seconded the motion and it passed unanimously.

4. Discussion and possible action regarding the 2020 Annual Report. Ms. Upham presented the annual report. Ms. Upham clarified that when the mission statement says "vector" it means that raccoons, bats, and ticks fall under the Districts responsibility. There is currently six full-time staff and one part-time staff. Last year was incredibly challenging, as the previous Assistant Manager died in February and was not replaced until September by JD MacKay. The District was also short an Administrative Assistant until June when Kaylee Poole was hired, and Melania Sagi replaced Kaylee in August. The District is, now, back to full staff. The District maintained contracts with Thomas Lukas, the accountant and Jim Sciarani, who does the budget. Staffing cost for the fiscal year (as seen in the audit) were 39%, supplies were 40% and employee benefits were 18%. The highest cost the District faced was personnel.

There was a fraudulent unemployment claim. Ms. Lattin asked how that was resolved as she had been affected. Ms. Upham responded that she had used a service that would notify her of any suspicious activity. Ms. Upham let the local law enforcement and the state handle is and has not heard any updates since.

Ms. Upham explained that with the loss of the Assistant Manager, Quinn Nuffer the District was unable to apply pre-emergent in the spring. With the help of seasonal employees, the District was able to apply post-emergent at the end of summer. The District worked with the Road Department to combat noxious weeds along County and state roadsides. Other entities the District were involved with are listed on the attached 2020 Annual Report. There were additional challenges due to Covid-19 restrictions. The District tried to adhere to these restrictions as much as possible as it is considered an essential function to prevent mosquito transmitted diseases from increasing the hardships brought on by Covid-19.

There was an OSHA complaint, suspected to have come from within, for moldy insulation. This brought to light the need for a new roof. No mold was discovered but the rubber gaskets attaching the roof joints have deteriorated. It is estimated to be an $80,000 job. Ms. Upham is planning to budget it for the next couple of years to repair it in the next four to five years.

The District purchased a Drone, truck and quad runner using funds that would have gone to the empty employee positions.

A three-year Collective Bargaining Agreement was agreed upon with Local Operating Engineers No. 3. There was significant Union involvement involving Heat Related Guidelines which was also resolved with split and staggered shifts.

Ms. Upham believes that the District did a respectable job maintaining the mosquitoes during a 100% water year. The District was able to be proactive by scheduling flights with Frey Spray to hit the early spring sources. There were over 370 service requests that the Administrative Assistants were able to forward directly to the technicians. This helped the staff be efficient and it seems the public were content with the effort.

There were no positive encephalitis mosquito pools, including no reported human or equine cases.

District Manager, Upham applies for $15,000 from the Carson Water Conservancy every year to supplement the noxious weed program. From that grant, Ms. Upham is able to support a public education program to assist people that call in requesting information about noxious weed identification and eradication. This program is in partnership with Lohantan Conservation District and performed at the Fairgrounds.

Management's plans for District in the upcoming year are on the attached 2020 Annual Report.

Mr. Jonte stated that he has heard great reviews from the public about the weed control classes. He inquired if there was a more immediate, less expensive solution for the roof. Ms. Upham responded that she would be happy to look into that as the $80,000 was an estimate. Mr. Jonte also asked Ms. Upham to look into an alternative to stop the leaks.

1. **District Manager’s Report and Operations Review:**

Ms. Upham began her report by explaining that the technicians had primarily been working on repairing equipment, spraying pre-emergent and clearing visibility issues along roadsides. The large weed sprayer truck was taken to California and overhauled. Staff has been cutting access points into drains and mosquito source areas.

The 2001 half ton Dodge Ram was sold for $500 which is comparable to the amount received when other District vehicles were sold through auction.

1. **Board Member’s Reports:**

Ms. Lattin addressed that the District was left out when the Covid-19 vaccine was offered to County Employees.

1. **Any Request for Future Agenda Items:**

Manager Annual Review

1. **Expenditures:**

February 2021 Expenditures

Total Expenditure: $26,656.06

Total Payroll: $29,016.99

Total Overall: $55,673.05

Mr. Jonte made a motion to accept the February 2021 Expenditures. Mr. Spencer seconded the motion, and it passed unanimously.

1. **Public Comment:**

None

1. **Adjournment:**

Meeting adjourned at 7:01 P.M.

SIGNATURE: Chairwoman or Vice Chairman

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DATE: