Churchill County Mosquito, Vector and Noxious Weed Abatement District

Board of Trustees

Churchill County, Nevada

7400 Reno Highway

Fallon, NV 89406

Meeting April 8th, 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

Legal Counsel, Ben Shawcroft

District Manager, Nancy Upham

Assistant Manager, JD MacKay

Board Secretary, Melania Sagi

**Public Present**

Zip Upham

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 the agenda be adopted as is. Trustee, Marion Jonte made the motion to accept the agenda as published. Vice Chairman, Michael Spencer seconded the motion and it passed unanimously.

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

Board Secretary, Melania Sagi noted some corrections that she had made to the meeting minutes from March 18th, 2021. She requested the Board to review the meeting minutes for any content changes they may like to be made. Ms. Lattin responded that it looked good. Mr. Jonte made the motion to accept the March 18th, 2021, meeting minutes with the corrections. Mr. Spencer seconded the motion and it passed unanimously.

1. **Certificate of Posting:**

Ms. Upham stated that the agenda was posted in accordance with NRS statutes.

1. **Correspondence:**

3-12-2021 Kellie Grahmann—Annual Audit Compliance FY 2019-2020. This is a formality to ensure the District is in compliance with getting the audit in on time.

1. **Appointment:**

None

1. **Old Business:**

None

1. **New Business:**

1. Discussion and possible action regarding the 2021-2022 Tentative Budget. Ms. Upham directed everyone's attention to column three of the estimate included in the meeting packet. The numbers reflect the District's current standings and in parenthesis are her projected numbers for the end of the year. She explained that she is looking into getting a system to do the chicken blood testing in house, so that estimate was left out. Ms. Upham calculated the Pro Forma numbers as $649,675 which are higher than expected. The chemical budget was increased from $60,000 to $200,000 as Ms. Upham was able to take advantage of an early order rebate that gave the District over $25,000 in free products.

Mr. Jonte applauded Ms. Upham on her efforts. Ms. Lattin admired Ms. Upham's ability to keep the figures conservative and inquired if Assistant Manager, JD MacKay was being trained to compile the budget, also. Ms. Upham responded that it can be a frustrating process and is planning to show him how to do it now that it is completed.

2. Discussion and possible action regarding the District Manager's (Nancy Upham) Annual Evaluation from the 2020 calendar year. Legal Counsel, Ben Shawcroft summarized the scores given to Ms. Upham for her annual evaluation from the Board of Trustees. He explained that this needed to be handled in an open meeting for the public to be able to observe and participate if they choose to.

In the first category of "Job Knowledge," four Board members gave an excellent rating, and one Board member did not provide any rating. Comments centered on the knowledge that Ms. Upham has in relation to her job duties. In the second category: "Interactions and Communication," Ms. Upham received two good ratings, two excellent ratings, and one member did not provide a rating. This gave an overall rating of 4.5 out of 5 for this category. Comments for this section focused on Ms. Upham's ability to work well with other entities and always being courteous when working with others.

The third category covered "Job Productivity," and had an overall rating of 4.5 with two members providing a good rating, two providing an excellent rating and one member not providing a rating. Highlights included looking for better ways to perform her job functions, interacting with other agencies and being very dedicated to her job. Ms. Upham received an overall rating of 4.75 for the fourth category of "Planning." Three Board members rated her as excellent, one as good and there was no rating from the fifth Board member.

The remaining categories of "Public Relations," "Work Environment and Safety," and "Overall Performance" received a rating of 4.2, 3.8, and 4.4, respectively. Ms. Upham had an overall rating of 4.45 which will be considered in a future meeting concerning her merit increase.

Ms. Lattin complimented Ms. Upham on a good job. She reiterated for the Board members that they were elected to be vocal, and she was disappointed that there was a lack on input. Mr. Jonte asked Ms. Upham if she felt that the Board gave her enough support for her job. Ms. Upham responded that yes, although this was a difficult year, the Board has mostly been supportive.

3. Discussion and possible action regarding the District Facility "Open House." Ms. Upham began by saying there were still Covid-19 restrictions to consider but, it would be nice to have a BBQ and invite the public to explore the facility and see the equipment. Ms. Sagi added that she thought about making it a big event. Ms. Lattin applauded the effort but felt as though a smaller event with members of Churchill County Government, employees, Board members and their families would be more realistic. Ms. Upham offered that it may be a good opportunity to distribute the mosquito fish and make it an educational event. Mr. Jonte said that he is a bit hesitant on having an Open House during the summer, the Districts busiest season.

Ms. Upham said that she was considering dedicating the building to Mr. Hal Newman and perhaps a plaque for people that have provided outstanding efforts with the District. Ms. Lattin agreed that a plaque for Mr. Newman would be nice, but it would be best to have a plaque for all the prior Board members. She is hesitant to open the Open House to the public and said that it may be best to wait until after Labor Day as the District will be less busy. Mr. Jonte agreed with Ms. Lattin that inviting some local "dignitaries" will help spread the news of our District as well as limiting the amount of people at the facility. He asked Ms. Upham what she had in mind for a BBQ, was she thinking of having it catered? Ms. Upham responded that cooking in house could be good, also.

Ms. Lattin said that these were some good ideas and there were still things to be considered. Ms. Upham added that she will investigate a complete list of past Board members for a plaque.

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

Ms. Upham stated that the staff has been treating mosquito larvae with a 30-day product called Natular G30 which allows them to be more efficient. They have been heavily treating the larvae for half a month. Both weed trucks are operational, so the District was able to handle the state roads, all of the paved roads North of Highway 50, and the County roads. Other than that the staff has been focusing on treating mosquito larvae. The 30-day product is more expensive but if frees up the technicians to treat other areas. Ms. Upham had Jerry Frey fly the older material over all the open water which will be followed up by the technicians for the perimeters.

Mr. Jonte met a person from Hawk's Estate area that was unaware of what the District does. He asked Ms. Upham if that was an area that received treatment. Ms. Upham responded that yes, that area also received the 30-day product. There are drains that are not kept clear which can exacerbate the situation however, what most of the public is seeing at this time are actually midges. Midges hatch off 3 to 4 weeks before mosquitoes. They look exactly like mosquitos, but midges don't have a biting mechanism. Mr. Jonte wondered if there may be other areas that were not aware of the District's capabilities. Ms. Upham agreed that due to the growth in the County it may be prudent to send out postcards to notify the public. Ms. Lattin added that a targeted mailer to specific locations would help get the word out. Ms. Upham said that the benefits of a postcard would be great as they could notify the public of the weed program, disease testing results, and other general information.

1. **Board Member’s Reports:**

None

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

**-**District Manager, Nancy Upham's merit increase.

-There will be two meetings in May, on the second Thursday of the month and on the 20th of May to discuss and formally approve of the budget.

1. **Expenditures:**

March 2021 Expenditures:

Vendors: $31,180.63

Payroll: $24,433.85

Overall: $55,614.48

Ms. Lattin made the motion to accept the March 2021 expenditures. Mr. Spencer seconded the motion and it passed unanimously.

1. **Public Comment:**

None

1. **Adjournment:**

Adjourned at 6:09 P.M.

SIGNATURE: Chairwoman or Vice Chairman

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DATE: