Churchill County Mosquito, Vector, and Noxious Weed Abatement District

Board of Trustees

Churchill County, Nevada

7400 Reno Highway

Fallon, NV 89406

Meeting January 18th, 2024

OPEN MEETING SESSION

1. **Call to Order**

Chairwoman, Cynthia McGarrah called the meeting to order at 5:32 PM.

**BOARD OF TRUSTEES**

Chairwoman, Cynthia McGarrah

Vice Chairman, Marion Jonte

Trustee, Richard Grondin

Trustee, Barry Stewart

Trustee, Kim Turner

Legal Counsel, Joseph Sanford

District Manager, Nancy Upham

Assistant Manager, JD MacKay

Board Secretary, Melania Sagi

**Public Present**

None

1. **Pledge of Allegiance:**

All stood for the Pledge of Allegiance.

1. **Public Comment:**

None

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

Ms. Upham requested that the Agenda be adopted as is. Mr. Grondin made a motion to adopt the Agenda as is. Mr. Jonte seconded the motion and it passed unanimously.

1. **Discussion and Approval of Minutes from December 14th, 2023:**

Mr. Jonte made a motion to approve the minutes from December 14th, 2023. Ms. Turner seconded the motion and it passed unanimously.

1. **Certificate of Posting:**

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

1. **Correspondence:**

None

1. **Appointment:**

None

1. **Old Business:**
2. Discussion of, and added language to, the current District Manager job description. Ms. Upham provided the Board members with the former District Manager's job description. She explained that she has been researching current District Manager job postings and they are usually 500 words or less so this one will need to be consolidated. Ms. McGarrah said that she noticed a few redundancies. Mr. Grondin asked if a corresponding college degree was a necessity. Ms. Upham said that it was not a requirement, and she believes the District would benefit from an experienced local more than someone from farther away with a degree. Mr. Stewart asked if there was specific wording that explained the position was mostly outdoors as a potential hire would need to be aware. Ms. Upham agreed that that could be specifically mentioned. Ms. McGarrah said that these were good suggestions and Ms. Upham said she would present the Board with an updated description before the next meeting.
3. **New Business:**
4. Review and discussion of the District’s vehicle status and upgrades intended to be purchased in the next budget cycle. Ms. Upham stated that the District would need another truck, potentially a three-quarter ton, as well as a side-by-side. Mr. Stewart asked if this had already been an agenda item and was approved. Ms. Sagi clarified that yes, it had been discussed and a deposit was approved for Ms. Upham and Mr. MacKay to place a vehicle on hold at a dealership until the Board Members made a final decision. Mr. Sanford stated that this would be the simplest course of action. He added that the other option would be for the Board Members to specifically approve a vehicle within certain parameters but that would limit Ms. Upham’s search. Ms. Upham said she and Mr. MacKay would investigate putting a deposit on a vehicle and update the Board when they had done so.

Mr. Jonte asked about the side-by-side. Mr. MacKay stated that currently, the District uses trucks, quad runners, Argo’s, and the airboat for onsite treatment. The Argo’s are ideal for unique environments, expensive to repair, and the repair facilities are out of state. The benefits of a side-by-side are that it is easier to repair, can carry more personnel and equipment, and is enclosed in a roll cage. The quad runners are nimbler but are not as safe for the technicians. Mr. MacKay added that the Argo’s had intricate parts that often needed to be replaced. With technology continuing to progress, the side-by-side is efficient, simpler, safer, and cheaper to run.

1. Discussion of equipment recently purchased and its effectiveness in District operations. Last year the District purchased the A1 mister, sprayer backpacks, and the airboat. The technicians have been utilizing all of the equipment. Ms. Uphams explained that she would be able to provide the Board with a more comprehensive comparison after a lighter water year.
2. Discussion and possible action regarding the election of the;
   1. Chairperson for 2024 and, Ms. McGarrah stated that she would be willing to serve as the District Chairwoman again. Ms. Turner made a motion to appoint Cynthia McGarrah as Chairwoman for the Churchill County Mosquito, Vector, and Noxious Weed Abatement District Board for 2024. Mr. Grondin seconded the motion and it passed unanimously.
   2. Vice-Chairperson for 2024. Mr. Jonte stated that he did not feel he could adequately fill the requirements for the Vice-Chairman role going forward and he would like to step down from the responsibility. Mr. Grondin nominated Kim Turner. Mr. Stewart made a motion to appoint Kim Turner as Vice-Chairwoman for the Churchill County Mosquito, Vector, and Noxious Weed Abatement District Board for 2024. Mr. Jonte seconded the motion and it passed unanimously.
3. **District Manager’s Report and Operations Review:**

Ms. Upham stated that the District was closed for most of the month of December. The field technicians were on limited hours with a short leave from December 14 to January 9. She added that since this January meeting was held during the third week of the month, the February meeting would be approaching quickly. She will give the Board more of an update on what is happening at the facility at that time.

1. **Board Member’s Reports:**

None

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

Ms. Upham stated that the aerial contract with Frey Spray, LLC will need to be reviewed for 2024.

1. **Expenditures:**

December 2023 Expenditure

Tabled until the February 2024 meeting.

1. **Public Comment:**

None

1. **Adjournment:**

Ms. McGarrah called the meeting to a close at 6:14 PM.

SIGNATURE: Chairwoman or Vice Chairman

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DATE: