CHURCHILL COUNTY MOSQUITO, VECTOR, AND WEED CONTROL DISTRICT

BOARD OF TRUSTEES

CHURCHILL COUNTY, NEVADA

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DATE: Thursday, 9th day of May, 2013

Agenda:

1. Call to Order. The meeting was called to order at 5:34 p.m. by Trustee Sheldon Chipp.

Present were the following people:

Trustee, Sheldon Chipp

Trustee, Christy Lattin

Trustee, Mike Spencer

District Manager, Nancy Upham

Assistant District Manager, Quinn Nuffer

Legal Representation, Craig B. Mingay

Board Secretary, Brenda Ogden

Public present at the meeting: Zip Upham, Judy Vannoy, Sharon Harper, and James Cork.

2. Pledge of Allegiance. All stood for the pledge.

3. Review and Adoption of Agenda. As is

4. Discussion and approval of Minutes.

1. Review and approval of minutes from February 15, 2013. The minutes of February 15, 2013 were reviewed. The posted time of the meeting was 7:00 a.m., and the meeting was called to order between 7:10-7:15 a.m., and the meeting adjourned at 7:29 a.m. The Trustees did not see any further changes. Trustee Lattin moved to approve the minutes of the February 15, 2013 general meeting and include the time. Trustee Spencer seconded and the motion carried unanimously.

2. Review and approval of minutes from April 11, 2013. The minutes of April 11, 2013 were reviewed. The Trustees did not see a need for any changes. Trustee Spencer moved to approve the minutes of the April 11, 2013 general meeting as presented. Trustee Lattin seconded and the motion carried unanimously.

5. Certificate of Posting. The meeting was posted in accordance with NRS statutes.

6. Correspondence.

1. April 3, 2013 – Adjustment to Timecards – From Scott Fullerton District Manager, Nancy Upham explained to the Board that this is regarding an adjustment of the time cards for travel time for a prior training held February 5, 2013 in Sacramento, CA...

2. April 5, 2013 – Kevin Porteous- From Scott Fullerton - District Manager, Nancy Upham explained to the Board that this is the response from the Operating Engineers Local Union No.3 to the grievance filed in regards to Kevin Porteous being punished (without just cause.)

3. April 12, 2013 – Grievance request – From Scott Fullerton - District Manager, Nancy Upham explained to the Board that this is a request from the Operating Engineers Local Union No.3 requesting the District Board hear the grievance regarding Kevin Porteous.

4. April 13, 2013 – Adjustments to Time Cards- From Nancy Upham - District Manager, Nancy Upham explained to the Board that this is regarding the adjustment of the time cards for the travel time from the prior training. This letter explains to the Operating Engineers Local Union No.3 regarding the Portal-to-Portal Act and travel time.

5. April 13, 2013 – Kevin Porteous- From Nancy Upham- District Manager, Nancy Upham explained to the Board that this is the response to the Operating Engineers Local Union No.3 to the grievance filed in regards to Kevin Porteous asking for the Board to hear a grievance. District Manager, Nancy Upham explained in her letter that the reprimand is not subject to further appeal or grievance.

6. April 13, 2013 – Vacation and Sick Leave Totals- From Nancy Upham - District Manager, Nancy Upham explained to the Board that this is a letter responding to the Operating Engineers Local Union No.3 expanding upon the internal audit of vacation and sick leave totals.

7. April 17, 2013 – Kevin Porteous Grievance- From Scott Fullerton - District Manager, Nancy Upham explained to the Board that this is yet another request from the Operating Engineers Local Union No.3 to the grievance filed in regards to Kevin Porteous (being punished without just cause.)

8. April 30, 2013 – Check to Western Nevada Title - District Manager, Nancy Upham explained to the Board that this is a copy of the final check paying off the land purchased for relocation of the District’s future facilities.

7. Public Comment. none

8. Appointments. none

9. Old Business.

1. Discussion and possible action regarding the revised Trustee Manual. District Manager, Nancy Upham explained to the Board that this is the revised copy of the Trustee Manual that was reviewed at the prior meeting. District Manager, Nancy Upham reworded the Title to make it more of a set of “Guidelines” as was recommended by Legal Counsel, Craig Mingay. As the Board reviewed the “Guidelines”, a few corrections were requested, and the Board decided to remove the signature page. Legal Counsel, Craig Mingay will e-mail Nancy Upham, District Manager with the changes. The “Guidelines” will be corrected and presented at the May 16, 2013 General Meeting for final review of the Board. It was determined by Legal Counsel, Craig Mingay that no further formal action is needed by the Trustee’s to implement the “Guidelines”, as they are just hard and fast rules to proceed by.

2. Discussion and possible action regarding the evaluation process for District Manager, Nancy Upham. **This matter was tabled for the May 16, 2013 meeting.**

3. Discussion and possible action regarding the changes made in the Tentative Budget. District Manager, Nancy Upham reviewed with the Board page by page the budgeted numbers and the potential changes that need to be made to the Final Budget. Specifically, $75,000.00 needs to be transferred into the Capital Fund.

Further, the tentative budget has been submitted to the Department of Taxation.

Trustee Spencer made a motion to transfer $75,000.00 from the “General Fund” to the Capitol Fund for general improvements. Trustee Lattin seconded and the motion carried unanimously.

10. New Business.

1. Closed Labor session regarding status of Labor Negotiations pursuant to NRS 288.220. No action will be taken in closed session.

Trustee Lattin made a motion to convene into a closed session. Trustee Spencer seconded and the motion carried unanimously.

37 minutes of discussion was heard.

Trustee Lattin made a motion to convene into a closed session. Trustee Spencer seconded and the motion carried unanimously. **(Does this motion address that the Board “re-convene into open session”?)**

11. District Manager’s Report and Operations Review. District Manager, Nancy Upham reviewed with the Board “The District Management / Operational Report for April 2013.

District Manager, Nancy Upham explained to the Board that on April 5, 2013 District Manager, Nancy Upham provided Western Nevada Title Company with the minutes that addressed the purchase of the District’s new land. Chairman Chipp and Vice-Chairman Lattin signed the escrow paperwork.

District Manager, Nancy Upham explained to the Board that Management attended the Northern Nevada Working Group and Annual West Nile Meeting in Reno Nevada on April 11, 2013.

District Manager, Nancy Upham explained to the Board that on April 11, 2013 Management met with Charlie Cockerill to prepare for negotiations with the Operating Engineers Local Union No. 3.

District Manager, Nancy Upham submitted the 2013-2014 Tentative Budget to the Department of Taxation.

District Manager, Nancy Upham, explained that the staff has assessed and treated a number of early spring sources both north of town and in Hazen. Some of the areas were treated with extended residual larvicides.

Staff burned piles of brush removed from the source areas staged at the lot adjacent to the shop and has worked on the Bafford Bridge project, a cooperative project with the County.

When field work was limited due to inclement weather, the staff spent five days reading journals, writing reports, cleaning and organizing the vehicle bay and neutralizing older chemical spray tanks and back cans.

12. Board Members’ Reports. none

13. General Discussion. None

14. Expenditures. The Expenditure Report was presented by Trustee Lattin

Total Payroll $11,287.83; Total Expenditures $68,856.06; Total Overall $80,143.89.

Trustee Lattin moved to accept the Expenditure Report “as read”. Trustee Spencer seconded and the motion carried unanimously

15. Public Comment. none

16. Adjournment.

Trustee Spencer made a motion to adjourn the meeting. Trustee Lattin seconded and the motion carried unanimously.