Churchill County Mosquito Vector and Noxious Weed Abatement District

Board of Trustees

Churchill County, Nevada

7400 Reno Highway

Fallon, NV 89406

Meeting Date June 11, 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, Thomas Hutchings

Trustee, Michael Spencer, Vice Chairman

District Manager, Nancy Upham

Legal Counsel, Ben Shawcroft

Board Secretary, Kaylie Poole

Public Present:

Barry Stewart

Ralph Handel

Fallon Merbs

Jim Cork

1. **Pledge of Allegiance:**

All stood for the Pledge of Allegiance.

1. **Public Comments:**

None.

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

Chairwoman Christy Lattin made a motion to adopt the agenda as is. Trustee Sheldon Chipp seconded the motion and it passed unanimously.

1. **Discussion and approval of Minutes**.

District Manager Nancy Upham requested for a wording change to the meeting minutes from May 14, 2020 regarding the Public Comments, Old Business, and Section 6.

Trustee Mike Spencer made a motion to approve the minutes with the changes, Trustee Marion Jonte seconded. Chairwoman Christy Lattin called for a vote and the motion passed unanimously.

Chairwoman Christy Lattin requested for grammatical wording changes to the meeting minutes from May 22, 2020 be made for clarification on page 1 of the document.

District Manager Nancy Upham requested that the May 22, 2020 meeting minutes have grammatical and wording corrections to clarify the document.

Chairwoman Christy Lattin requested that going forward the meeting minutes be formatted with page numbers.

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

1. **Certificate of Posting**.

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

1. **Correspondence.**

District Manager Nancy Upham explained that there would be new insurance changes through Geof Stark. The different plans that are available upon request for any insurance changes to the staff. Chairwoman Christy Lattin asked how employees should contact him and District Manager Nancy Upham responded that calling him would be the best way to speak with him to make an appointment.

District Manager Nancy Upham explained that the special use permit for the U.S Fish and Wildlife will soon be acquired because the District must specify and be cautious when and why they are going on the refuge in order to be granted access to the refuge. Must confirm that there is presence of a virus before any treatment can be made.

Jim Cork questioned how the district is testing for activity on the refuge, Nancy Upham responded that the District is continuing to use CO2 traps.

1. **Appointments.**

None.

1. **Old Business**

1. Discussion regarding any changes needed by the District's Mission and Goals statement was posed by Nancy Upham.

Review for changes:

Goal #4 "maintain a four-foot clean zone from the edge of the payment of county roads" was costly for the district to do pre-emergent, post emergent will continue state roads. Nancy Upham posed to the board whether the pre-emergent treatment should be apart of the program. The board moved to clarify the language to say that "maintain a four-foot clean zone from the edge of the payment of county roads for noxious weeds." This will include puncture vine, even though puncture vine has been removed from the noxious weeds list, because it is specific to this community. Nancy Upham stated that she will discuss this with the roads department.

Goal #2 should have a specification added to it that West Nile virus and the District's responsibility for treating it should be added to the mission statement.

Chairwoman Christy Lattin requested that the usage of the drone used by the district be added to the mission statement, clarifying how the drone will be used by the state.

Goal #7 should mention the door hangers used to communicate with the public

District Manager Nancy Upham stated that she will be putting something in the local newspapers on June 21st for Mosquito Awareness Day, to also communicate with the public.

District Manager Nancy Upham also requested that there be clarification in the mission statement on how the District handles treating the suppression of noxious weed infestations on private land and that the District does not typically treat private property.

Chairwoman Christy Lattin requested that there be specification to how the District will facilitate with other agencies to encourage changes to the public methods for suppression of weeds and mosquitos.

Chairwoman Christy Lattin requested that on page #6 of the mission statement have "noxious" added before weeds.

Clarification and clean up the language to specify when the District had noxious weed added to their name.

Goal #10 – Remove "Investigate the possibility of land for construction of new District facilities."

District Manager Nancy Upham noted that the last page of the mission statement specifies what viruses the District treats and what the District's jurisdiction is with other pests, like bats, raccoons, and skunks.

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

District Manager Nancy provided field treatment reports and service requests. Follow up must be added to reports for what sort of treatments have already been done in response to service requests.

Chairwoman Christy Lattin questioned on clarification for a service request on May 26th for beaver traps and if that falls under the District jurisdiction. District Manager Nancy Upham responded that Jim Moore had called in to ask if the District carried beaver traps to which District Manager Nancy Upham explained that it was not apart of the District's jurisdiction and that the District does not handle beavers at all.

District Manager Nancy Upham also provided a comparison of larvae sightings over the past three months and that the sightings seem to be at a normal range for the summer.

District Manager Nancy Upham stated that there were three flights in May, one adulticide flight and two larvicide flights. District Manager Nancy Upham specified what materials were provided in each flight and why those materials were chosen.

District Manager Nancy Upham also reported that the District is still doing the herbicide program with the conservation district and expressed that if anyone is interested that they should call.

Chairwoman Christy Lattin advised in adding the herbicide program in the press release in June.

District Manager Nancy Upham stated that a small committee went through the 120+ applications for the Administrative Assistant role and narrowed it down to nine candidates. Interviews for these candidates took place on June 4th – June 5th 2020, and applicant Kaylie Poole was selected for the position and started work on June 10th 2020.

Two board meetings were held during the month of May 2020 and accomplished quite a bit of business.

District Manager Nancy Upham also provided a comparison of the fuel transportation costs from 2018, 2019, and the first two months of 2020.

**12. Board Members' Reports**

None

**13. Any requests for future agenda items**

None

**14. Expenditures**

May 2020 Expenditures states that

Total payables was $36,911.25

Total Payroll was $37, 031.45

Total overall was $73,950.70

Trustee Michael Spencer moved to approve the expenditures, Trustee Marion Jonte Jr. seconded, and the motion passed unanimously.

**15. Public Comment**

Ralph Handel, representative from Mosquito Weed raised concern for the safety of field workers and requested that workers not be working during the hottest part of the day to avoid heat illness. Ralph Handel requested that the heat illness prevention order from OSHA be reviewed and that the staff shifts be rotated to avoid heat illness.

District Manager Nancy Upham and Trustee Marion Jonte Jr. explained that rotating shifts has already been considered and offered, and should be implemented on Monday, June 15th, and should it be required, staff members can start as early as 6 a.m. depending on the weather. Ralph Handel stated that he would provide a copy of the OSHA order at the end of the meeting.

**16. Adjournment**

The meeting was adjourned by Chairman Christy Lattin at 6.07 pm.

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SIGNATURE: Chairwoman or Vice Chairman

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DATE