Churchill County Mosquito, Vector and Noxious Weed Abatement District

Board of Trustees

Churchill County, Nevada

7400 Reno Highway

Fallon, Nevada 89406

Meeting October 08, 2020

OPEN MEETING SESSION

AGENDA

1. **Call to Order**: Chairwoman Christy Lattin called the meeting to order at 5:30 p.m.

 Present were the following:

 **BOARD OF TRUSTEES**

 Chairwoman, Christy Lattin

 Vice Chairman, Michael Spencer

 Trustee, Sheldon Chipp

 Trustee, Marion Jonte, Jr.

 Trustee, Tom Hutchings

 District Manager, Nancy Upham

 Assistant Manager, JD MacKay

 Legal Counsel, Ben Shawcroft

 **Public Present:**

 James "Zip" Upham

 Fallon Merbs

1. **Pledge of Allegiance:**

 All stood for the Pledge of Allegiance.

1. **Public Comments:**

 None

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

 District Manager Nancy Upham stated that the agenda could be kept as is however, it may need to be approached out of order as Melania, the administrative assistant, would be there momentarily with the required material for the first topic in "old business."

 Trustee Sheldon Chipp made the motion to approve the agenda as is, Trustee Michael Spencer seconded the motion and it passed unanimously.

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

 Included in the packet were the minutes from the August meeting for approval of the requested changes as well as the Chairwoman's signature.

 Trustee Sheldon Chipp made the motion to approve the minutes from the September 10th meeting. Trustee Michael Spencer seconded the motion and it passed unanimously.

1. **Certificate of Posting**:

District Manager Nancy Upham stated that the posting was done in accordance with NRS statues.

1. **Correspondence:**
	* + 1. 9-02-2020 — Laura Morrow – West Nile Virus Update. Ms. Upham noted that this correspondence was an elaborate way of showing that there has not been much, if any, activity of West Nile Virus. There have been NO West Nile Virus human cases this season at all. Across the state there has been less testing due to Covid-19.
			2. 9-11-2020 — Laura Morrow – West Nile Virus Testing Results. Ms. Upham stated that the second item is a tally of our mosquito pools.
			3. 9-14-2020 — Thomas Lukas – Notice of Ending our Accounting Contract. Unfortunately, Mr. Lukas will not be renewing his contract at the end of the year. This will be addressed in depth later.
			4. 9-15-2020 — Kepro – Employee Assistance Newsletter. Ms. Upham stated that this is essentially the employee's EAP newsletter. There has been a larger effort to reach out to people and help because of Covid-19. This is the first correspondence of this kind from them, but she believes it is an attempt to connect with people who may be feeling frustrated and angry during this time.
			5. 9-16-2020 — Brenda Hunt – 2020 Desert Terminal Lakes Restoration Fund – Request for Proposals. Ms. Upham stated that this would apply to the sink and potentially some of our other terminal lakes in the area. It would be potential funding that we may be able to tap into.
			6. 9-22-2020 — Laura Morrow - West Nile Virus Testing Results. Ms. Upham stated that this is also regarding the mosquito pool, all of the results came back negative.
			7. 9-23-2020 — Preston Denney - West Nile Virus Mapping. This mapping is done yearly. The collecting sites and testing results are forwarded to the county and Mr. Denney then plots the points and the results on a map. We will be adding the information onto our website so that the public also has access to the information.
			8. 9-23-2020 — Shane Fryer - Application for Carson Water Sub Conservancy 2020-2021 Noxious Weed Abatement Program. Ms. Upham stated that this is the fifteen thousand that we had put in for. She will be following up as soon as possible.
			9. 9-24-2020 — Ralph Handel – DOL FSLA Rounding Rule. Ms. Upham stated that the Union Representative Mr. Handel sent over a copy of the Department of Labor Rounding Rule. Chairwoman Christy Lattin asked for clarification. This specific correspondence applies to health care workers, but an example would be if you clock in at 8 minutes after, the employees time would be marked at the 15. This does not necessarily apply to us, but it has been included as this is what Mr. Handel was referring to in his memo.
			10. 9-28-2020 — Cody Simrell - GASB 75 Information Request. Ms. Upham stated that this is the information to be given to Cody. Mr. Simrell would then forward this information to the auditor. Jim Sherani's representative came by to the office today to do what she needed to do.
2. **Appointments:**

None

1. **Old Business:**
	* + 1. Update and discussion regarding the acquisition and use of the Precision 35 Drone cooperatively with Douglas County. Christa Jenkins and her Pilot gave us a demo on the 6th. Ms. Upham explained that we put out 20 acres of material, 25 pounds in 2 minutes and 52 seconds. The drone raises to 55 feet, goes out to the set coordinates, the hopper releases measured amounts in an accurate spray pattern. \*Played a video clip of the drone in action\*

 Ms. Lattin inquired how much can the hopper fit. Assistant Manager JD MacKay clarified that it could fit a little more than 25.5 pounds of pellets and it takes 2 minutes 52 seconds to cover over 5 acres. Without a payload it only has a 15-minute flight time at which point the battery must be changed out. Ms. Upham explained that there is a lot of FAA paperwork that goes along with the use of this drone; i.e. every time the battery gets changed out, pre-flight volt reading per battery, before and after each flight is another volt reading from the tablet used for flight.

 The demo was performed at Carson lake and the product used is good for 28 days which cuts down on overall cost as far as employees and equipment use is concerned. The biggest challenge going forward may be the public not being comfortable with drones being used above or around their properties. There are NO cameras on the drone, it is purely for distribution of abatement product.

 Ms. Lattin mentioned that this could be ideal for "the big dig" that cuts across the county. Ms. Upham stated that the drone needed a staging area about every mile and "the big dig" is not accessible all the way down. Initially this seems like it will fill a need and allow us to be more efficient going forward.

 Ms. Lattin suggested putting out a press release before we would begin using the drone to avoid any accidents, offer clarification and specifically ask the public not to take action against the drone. Ms. Upham stated that we could utilize the website to give the public more information on this matter also.

* + - 1. Discussion and possible action regarding the Memorandum of Understanding between different entities involved with Noxious Weed Abatement measures. Ms. Upham would like to coordinate with the other entities that are involved in Weed abatement to have a better understanding of work distribution. Now would be ideal to initiate communications since we are coming into the off season.
			2. Discussion and possible action regarding the Inter-local Agreement with different entities involved with Noxious Weed Abatement measures. Ms. Upham stated that before an Inter-local agreement could be met that a series of meetings should be held with the different Weed abatement entities. If we could have an understanding first, we would be able to distribute the workload better and know what falls under which entities jurisdiction. This topic will be revisited once contact has been initiated.
1. **New Business:**

Discussion and possible actions regarding the resignation and process to replace our current Accountant, Mr. Thomas Lukas. Ms. Upham will reach out to local bookkeeping firms. Mr. Lukas will continue through the end of the year at which point Ms. Upham plans to have his replacement in place. Our goal is to find someone with experience with government accounts. She plans on having a list of potential applicants by the next meeting.

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

 Everything has been consistent all summer long. There were 7 flights with the larvicide flight being smaller in size due to concentrated treatment sites focused on water. The adulticide flight were in the typical areas that see hatchings in September. Ms. Upham will have an aggregate of all the flight after this last month of operations which will have a fuller overview at the next board meeting.

 Ms. Upham included into the meeting packet a copy of a memo that was given and signed by the staff on September 22, 2020 regarding accurate record keeping. JD started with us on the 28th. Ms. Lattin inquired when Melania Sagi had started, and it was determined that she began on August 26th.

 Ms. Lattin mentioned that the former administrative assistant, Kaylie Poole, had been working on the website and was wondering if Ms. Sagi could maintain and updated it as need. Ms. Sagi said that she could and was looking forward to figuring out any challenges that may present themselves.

 The service requests were also included in the board meeting packet. Ms. Upham stated that Ms. Sagi was also working on updating the service requests records with completed work. This helps if the public calls in with complaints or questions we have a record of what was completed and when. We are also continuing to send the technicians these requests via text messages which allows us to be more efficient in seeing to the public's needs.

 Trustee Tom Hutchins inquired about the location of flight on September 12th. Ms. Upham verified that it was Wolf's Ranch off the Carson River up to the Wolf Dam. She went on to clarify about our source area at the dam field that provides the breeding ground for the area's infestation. Discussion ensued about how low the pilot has been flying and the temporary stand-in pilot flying in place of Jerry Frey, the usual pilot.

 Trustee Marion Jonte, Jr, inquired about the Reservation's abatement efforts since it had taken great effort to assist them in being independent. Ms. Upham stated that their technician, Ilena, had been deemed a "non-essential" worker so, she was only rarely able to go out in the evenings. Ilena has been assisting Jim with his zone but it has been in an "on-call" capacity instead. However, even this amount of assistance is an immense help to cover that problem zone.

1. **Board Members' Reports:**

Mr. Jonte proposed for the Board's consideration moving meetings to our new building. He stated that the building is ours and we should be proud of it. Ms. Lattin responded that if the Board agrees then the first step needs to be purchasing a table. After the furniture has been taken care of the date to begin meetings in the new building can be decided.

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

Ms. Lattin would like to discuss possible conference tables.

1. **Expenditures:**

 Postponed for the next meeting as the packets were incomplete.

1. **Public Comments:**

 None

1. **Adjournment:**

 Meeting adjourned at 06:01 p.m.

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 SIGNATURE: Chairwoman or Vice Chairman

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