Churchill County Mosquito, Vector and Noxious Weed Abatement District

Board of Trustees

Churchill County, Nevada

7400 Reno Highway

Fallon, NV 89406

Meeting December 10, 2020

OPEN MEETING SESSION

**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

 Legal Counsel, Ben Shawcroft

 Board Secretary, Melania Sagi

 **Public Present:**

 Ralph Handel

 Zip Upham

**2.** **Pledge of Allegiance:**

 All stood for the Pledge of Allegiance.

**3.** **Public Comment:**

 None

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

 District Manager, Nancy Upham requested that Jim Sciarani, of the first item of old business, be addressed first. Chairwoman, Christy Lattin made the motion to approve the agenda with the proposed adjustment. Trustee, Sheldon Chipp seconded the motion and it passed unanimously.

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

 Vice Chairman, Michael Spencer made the motion to approve the minutes from the December 3rd, 2020 meeting. Trustee, Marion Jonte, Jr. seconded the motion and it passed unanimously.

**6.** **Certificate of Posting:**

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

\*Jumped ahead to **Old Business #1**\*

Financial Report ending June 30, 2020 from CPA, Jim Sciarani. Ms. Upham initiated a telephone conference call with Mr. Sciarani.

 Mr. Sciarani apologized for not being able to be there in person. Mr. Sciarani began the presentation with the graphs attached to the meeting packets. The first graph refers to the Net Position of the District. This graph contains all the fixed assets, debt, accrued liability and net pension liability from a balance spreadsheet. This gives a better view of whether the overall equity of the District is going down or up. This graph shows a solid increase ending at $1,470,401 which is a significant increase from the year before from $1,222,405. That is a positive sign that the District is not losing equity value. The governor wants to make sure that the highway maintenance infrastructure is keeping their assets.

 The second graph is cash, which went up by $122,000 which is a correlation with the general funds also increasing. The third graph refers to the fund balance which reflects the revenue exceeded the expenditures by about $189,000. The fourth graph is a pie chart showing where the fund by revenue is allocated in percentage; Ad valorem is 55%, Consolidated tax was 32%, and a few other things.

 Ms. Lattin requesting clarification on the LGTA tax and Mr. Sciarani responded that it has to do with AB104 revenue that refers to the local government tax similar to a sales tax and it will be described in greater detail further down.

 The last graph is a pie chart that goes over the expenditures. Salaries for the year was $332,171 which made up 39%, service and supplies was 40% and employee benefits were at 18%. This offers a good overview of where the District is currently at. Mr. Sciarani directed the Board to page 45 of the Financial Report which clarifies this graph.

 Mr. Sciarani led the Board through the remainder of the Financial Report and concluded with the final pages of the report. These pages declared that the District had no significant deficiencies, no instances of noncompliance and establishes the auditor's position as having an unmodified opinion.

 Ms. Upham questioned if Mr. Sciarani had any indication of the state's intentions for the following year. Mr. Sciarani responded that due to Covid-19 causing business to close resulting in a decrease of shopping there may be a 20-35% cut in revenue going forward. Ms. Upham inquired if there may be a better understanding of the situation come March. Mr. Sciarani suggested that the County Controller would be in a better position to answer such questions. Legal Counsel, Ben Shawcroft clarified that Sherry from the controller's office receives revenue predictions.

 Vice Chairman, Michael Spencer made a motion to accept the audit report from June 30th, 2020. Mr. Jonte seconded the motion and it passed unanimously.

**7.** **Correspondence**:

 Ms. Upham offered clarification on the following correspondences.

 1. 10-26-2020 Summer Santana—Loan Statement Review: Ms. Upham requested information from the loan company handling the purchase of our building. There had been a statement claiming there was a balance still due, but Ms. Santana reassured Ms. Upham that the account has been paid in full and no further charges were pending.

 2. 10-28-2020 Cathy MacLeod—GASB 75 Review: This is concerning the OPEB liability that needed to be worked into the audit and needs to be reviewed every three years. The full review is available; however, the summary has been included into the Board packets.

 3. 10-28-2020 Insurance Summary by Building: The $430,000 amount is correct however the building in question is wrong. The insurance company needs to be updated with pictures of the new building to avoid any complications.

 4. 11-05-2020 Nancy Upham—Request for CWSD Funding for 2021: Thanks to the audit we now know that the amount requested adds up to 1% of our revenue.

 5. 11/12/2020 Geof Stark—Emergency Paid Sick Leave/Hazard Conditions policy language: Policy language issues being proposed through the County regarding Covid-19. Hazard Conditions applies to specific situations where the entire County offices need to be shut down and the Emergency paid sick leave is a form that needs to be filled out if District employees were to test positive with Covid-19. Ms. Upham believes this policy will pay the employee for their time off work due to an outbreak in the District. Mr. Shawcroft added that this policy has an expiration date at the end of the year relative to the federal mandates terminate at that time. The County is in the process of discussing possible alternatives should this pandemic continue.

 6. 11-17-2020 Ben Shawcroft—Litigation memorandum to Jim Sciarani: This is a formality that the legal counsel must provide for the audit.

 7. 11-20-2020 Nancy Upham—Submission for Forest Service Cooperative Weed Funding Grand Request: Ms. Upham applied for a grant that could be worth 18-thousand-dollars. It would focus around Timber lakes that are north of Indian Lakes. The idea is that 1-2 seasonal's would go one week every couple of months to clear some weeds. Ms. Lattin wondered when it would be approved but Ms. Upham was uncertain.

**8. Appointments:**

 None

**9. Old Business:**

 **2**. Discussion and possible action regarding District-specific language in the District "Bylaws." The Policy was reviewed with the entire staff on December 8th and 9th. Some of the changes made included replacing "County" with "District", making the policy more gender neutral, and adjusting the wording so that it applies specifically for our District. The portions included with this agenda item are the articles that apply to the District only, separate from Title 3. Ms. Upham gave the Board the opportunity to ask for clarification on any aspects of the policy. Ms. Upham stated that concerning Uniform and Grooming Standards, new uniforms are being purchased for next year. The emphasis needs to be on the staff looking presentable and professional for the public. A lot of the wording is overkill, but it does help limit miscommunication. The Board offered some suggestion for clarification and adjustments.

 An issue that will be resolved soon will be a biometric timeclock for the employees. This has become a big enough problem that resolving this is a priority. Mr. Jonte requested more information on the process with employees clocking in/out for split shifts and lunches. Ms. Upham responded that at the end of the pay period all of those inputs are calculated before reporting the hours. The GPS tracking device language will also be adjusted. Mr. Jonte request wording concerning helmets while driving all-terrain vehicles be put into the policy. Ms. Upham stated that the technicians were aware that this was a requirement however, it could be included into the Equipment sections. Ms. Lattin requested wording concerning the uniform being buttoned all the way up and shirt sleeves pulled down. Ms. Upham suggested language enforcing PPE since that is a significant portion of the technician's job requirement.

 Ms. Lattin inquired how long would it take to incorporate the new wording in the District specific policy. Ms. Upham requested said it could be adjusted and presented to the Board in two months. **3**. Discussion and possible action of adoption of current and new language in the County Title 3 Policy. During the meeting with the employees some issues were brought up concerning the policy and their personal cellphones. Mr. Shawcroft helped to clarify that any information that may be requested concerning District business would be only concerning District business and would not access any other aspect of the employee's personal equipment.

 Another topic of contention with the employees was Outside Employment. There was some discord about having to report outside employment until it was clarified that contracted work that did not interfere with District responsibilities was not the issue. Hourly employment that requires an additional W-4 which could potential interfere with District responsibilities would need to be reported.

 **4.** Discussion and possible action regarding the District "Bylaws" policy mirror the language in Churchill County Title 3 Policy and Procedure document. This was included as a possible action item. Does the Board prefer to mirror the County of look at each aspect individually as it may apply to us? Mr. Shawcroft suggested looking at each topic independently as issues that concern the County do not always affect the District and visa versa. Ms. Lattin agreed and added that this would also make the updating process easier as it would come in sections and not a whole. Mr. Jonte agrees that pick and choosing as we are not the County but a part of the County.

**10. New Business:**

1. Discussion and possible action regarding the clarification of language regarding expectations of staff "clocking in and out" of District facility. Ms. Upham request that this topic be tabled as the Assistant Manager, JD MacKay is out on bereavement and as mentioned above, a timeclock will be purchased. This will be presented at the next Board Meeting.

 2. Discussion and possible action regarding the Emergency Paid Sick Leave policy and the Employee Absence Due to Hazardous Conditions documents from Churchill County Human Resource Department. Ms. Upham stated that Mr. Shawcroft had addressed this earlier. There is some wording in the federal law that could reimburse the District if we shut down or pay employees to stay home as of now until the County decides how to proceed in the new year. Ms. Lattin stated that this topic can be reassessed after the new year to see what the County has decided.

 3. Discussion and possible actin regarding a change in the Administrative Assistant position with hours likely to exceed the 1039 part time limit and the need to initiate PERS credit for the position. Management has been delegating more responsibility to the Administrative Assistant. If she worked the 1039 hours before March the District would be out of an Administrative Assistant, owe her PERS, or have to hire a new Administrative Assistant for the busy season. Ms. Upham included a chart listing the projects that Ms. Sagi has undertaken that will lead to a more efficient workplace. Mr. Jonte added that he is satisfied with the last two Administrative Assistants and believes the Ms. Sagi is more than capable of taking some of the stress and responsibilities from Ms. Upham and Mr. MacKay. Ms. Lattin inquired if there is room in the budget to be able to afford to offer a more permanent position. Ms. Upham responded that, yes, there is a cushion in the budget that would allow for Ms. Sagi. Mr. Spencer made the motion to move Ms. Sagi from a casual employee to a permanent part-time employee qualifying for applicable PERS benefits. Mr. Jonte seconded the motion and it passed unanimously.

 4. Discussion and possible action regarding the selection of an Accountant to fill the position of Accountant for the District 2021. Ms. Upham has reached out to 3 people however, there needs to be a bid from each individual. Ms. Upham is requesting the topic be tabled until she can present the bid and expected responsibilities. Mr. Jonte asked for clarification on the difference between a CPA or a bookkeeper. Ms. Upham responded that a CPA is a certified public accountant which tend to have a higher cost since they have more credentials. A bookkeeper is qualified to complete the books for the District and is less expensive. Ms. Upham will present the Board with bids at the following meeting.

 5. Discussion and possible action regarding the conversion of the 120 hours of annual leave into PERS Retirement credit for District Manager, Nancy Upham. Mr. Jonte made the motion to approve, Sheldon Chipp seconded the motion and it passed unanimously.

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

 Ms. Upham stated that for the last couple of months the employees have been combating noxious weeds as the mosquito treatment season ended in early October. The employees treated African Rue around Carson Lake. Russian Knapweed was completed by 3 of the 4 employees. Typically with these applications, the plant goes into dormancy after a couple of freezes which is when the herbicide is distributed. The plant will take the chemicals into its root system for a more efficient kill. This is more ideal than even a Springs application. The District prioritized the locations that had been treated in the past three years to completely eradicate the area. Ms. Lattin inquired as to the progress and Ms. Upham stated that a significant decrease has been noted with some of the areas having no trace of the Russian Knapweed this year.

 The seasonal's completed their work at the end of September into the beginning of October.

 There was a gentleman from Colonial Insurance that spoke to the employees about supplemental insurance. Some of the employees are considering signing up.

 A conference table was ordered. Board meeting can now be held at the District building after we order chairs.

 District staff was sent home due to a possible Covid exposure. Staff was paid for the next two weeks and returned on November 30, 2020.

 There were a number of personnel issues, emails responding to those personnel issues and meetings responding to personnel issues during these two months.

 In the Board member packets are the memorandums clarifying expectations to maintaining accurate recordkeeping which was given to all staff on September 22nd, 2020 and again on October 13th, 2020. This was addressed on October 21st, 2020 and finalized October 22nd, 2020.

 Mr. Jonte inquired about a potential layoff for the technicians. Ms. Upham responded that she is trying to not layoff the employees, but it is dependent on the weather. There are tasks that can be completed in a timely manner. The Safety Officer, Kevin Porteous suggested a shortened workday of 4 hours starting at 10-2. Management is trying to avoid "busy" work. There needs to be a discussion with the employees about an agreed upon time they will use their annual leave. Currently Management is attempting to prevent a layoff. Ms. Lattin inquired how the employees felt about the reduced hours and Ms. Upham responded that it was not well taken but the alternative is a forced layoff. A plan will be proposed at the next meeting.

**12. Board Members' Reports:**

 Ms. Lattin stated that a new Board member will need to be appointed, she requested information on the proper procedure to move forward. Mr. Shawcroft stated that there was no legal precedence requiring public notice. Ms. Lattin requested Ms. Sagi to make a notice on the District website and establish a social media account to get the word out about the open position. Mr. Jonte requested that potential applicants submit a written letter.

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

Discussion and possible action regarding District-specific language in the District "Bylaws."

Discussion and possible action regarding the Emergency Paid Sick Leave Policy and the Employee Absence Due to Hazardous Conditions document.

 Discussion and possible action regarding the selection of an Accountant to fill the position of Accountant for the District for 2021.

 Ms. Lattin addressed the other Board members to remind them of their Financial declaration due to the Secretary of State by the 15th of January.

**14. Expenditures:**

October 2020: Vendors - 113,629.68

 Payroll - 29,863.76

 Total - 143,493.44

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

 November 2020: Vendors - 39,724.89

 Payroll - 27,166.03

 Total - 66,890.92

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

**15. Public Comments:**

 None

**16: Adjournment:**

Adjourned at 7:05 p.m.

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SIGNATURE: Chairwoman or Vice Chairman

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DATE: