



Members: IMVCA, IPMA of Idaho,  
NWMVCA, AMCA & NPMA

## CANYON COUNTY MOSQUITO ABATEMENT DISTRICT

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Board of Trustees Monthly meeting

# Minutes

May 19, 2020

4:00pm via Join.me

Phone #: 857-444-6500

Conference #301-778-872

This meeting has been noticed according to the Idaho Code §74-203(4) and (5). The Board of Trustees meets regularly on the third Tuesday of each month. The meetings will begin at 4:00 pm via Join.me.

1. **Call to order:** Doug Shinn called the meeting to order at 4:02 PM
2. **Roll call of Board Members:** Doug Shinn, Liz Mamer, Norm Brown, and Scott Robinson  
Guests: Jim Lunders, Ashton Davis and 9 anonymous members of the public
3. **Secretary or other person appointed to take minutes [Idaho Code § 74-205(1)]:** District Director Jim Lunders was assigned to take minutes of the meeting.
4. **Agenda Amendments (if any) [Idaho Code §74-204(4)(b) & (c)]:**
5. **Public Comment:** None
6. **Consent Calendar:**

These matters include routine financial and administrative actions. All items on the Consent Calendar will be voted on as a single action without necessary discussion. If the public wishes to discuss an item on the Consent Calendar, please notify the Clerk of the Board prior to the beginning of the meeting or you may speak about the item during Public Comment Period.

- a. Consideration and approval of Canyon County MAD Board of Trustees Monthly Meeting minutes for April 21, 2020.
- b. Review of Budget vs Actual for April 2020. The board asked that in the future all totals be bolded. Also, the account numbers need to be cleaned up.

Liz Mamer moved to accept all items presented in the consent calendar, Scott Robinson seconded, motion carried unanimously.

### 7. New Business:

- c. Increase Inventory Control Managers credit limit to \$10,000.00  
Action: Norm moved to increase the Inventory Control Managers credit card limit to \$10,000, Liz Mamer seconded, motion carried unanimously.
- d. Director's Report

- Truck Deliveries Delayed Until June: Jim updated the board that the trucks will be made in June and delivered in late June/early July. The board indicated we should investigate possibly renting trucks to reduce the chance of damaging a fogging truck.
- COVID-19: Jim updated board on Covid-19 and workplace protections. Two board members indicated they had seen staff members in vehicles together not wearing masks. Jim said he would talk to them again about proper personal protection.
- Mosquito Control Update: Jim gave a brief update on products used and acreages treated so far. The board indicated they would like graphs of the information for the next meeting.

**8. Old Business:** Jim informed the board that these were the job descriptions as they currently exist. The consensus was that the job descriptions need to be standardized and resubmitted in October for board approval.

- Assistant District Director Job Description  
Action:
- DFNWR Larvicide Operations Manager Job Description  
Action:
- Inspection Manager Job Description  
Action:
- Inventory Control Manager Job Description  
Action: Needs to be included as a section in the employee's normal job title.
- Lab/Surveillance Manager Job Description  
Action:
- Larvicide Manager Job Description  
Action:
- Maintenance Manager Job Description  
Action:
- Office Manager Job Description  
Action: Need to have the range be comparable to other Office Managers.
- ULV Crew Lead Job Description  
Action:
- ULV Fogging Manager  
Action:

**9. Board Discussion:** Need to find out from the County Commissioners when a new Board Member will be approved.

Board asked if construction was done. Jim updated them that a few small things like chipped tile and loose flashing was left to be finished.

**10. Action Item(s) for next meeting:**

- Budget Priorities.

**11. Next meeting date: June 16, 2020 at 4:00 PM**

**12. Adjourn:** With no further business Liz Mamer moved to adjourn the meeting, Norm Brown seconded, motion carried unanimously at 5:17 PM