



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

CANYON COUNTY MOSQUITO ABATEMENT DISTRICT

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Board of Trustees Monthly meeting

Minutes

March 17, 2020

7:00pm at CCMAD District Office

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 7:00 pm at the District office.

1. **Call to order:** Doug Shinn called the meeting to order at 7:08 PM
2. **Roll call of Board Members:** Doug Shinn, Scott Robinson, Norm Brown and Liz Mamer
Guests: Jim Lunders and Julie Treasure
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:** No public comment was given.
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 February 18th, 2020. The following edits were made to the proposed minutes: Page 5 letter g. "Paperwork sent the paperwork to neighbor" was corrected to say a copy of the easement and permission to excavate was sent to Zac Raptosh. Under letter b. The sentence "Liz asked if roof repairs." had were completed added to finish the sentence. Page 6 c. "we" was added to the sentence "Adapco agreed to split the payments into tow but (we) will receive....." Page 6 section 10 Jamie Delmore's name was corrected from "Jamie Elmore"
- b. Consideration and approval of Canyon County MAD Board of Trustees Special Meeting minutes for March 11th, 2020. The following edits were made to the proposed minutes: 6 a "Wage committee presented a table of salary information to the board for consideration" was added before action. Under action "as presented on the budget committee worksheet" was added to the end of the motion.
- c. Review of balance sheet and income statements for February: It was noted by the board that what was presented was a budget vs actual sheet not a balance sheet. In the future the board would like a budget vs actual presented. The board asked that the Director look into why there is a wildlife surplus line item in the budget.

7. New Business:

- a. Director's Report.
 - AMCA cancelled: Jim updated the board on AMCA being cancelled. Liz Mamer asked that a summary of funds spent vs those that we were able to recover be made for the next meeting.
 - Construction punch list update: Julie updated the board on what is left to be fixed.
 - ISDA approved 19 credits for orientation:
 - Zwygart will be at the April meeting to go over audit
 - Orientation schedule/Certification credits of ISDA: The board asked that the agenda from training be spellchecked as there are several errors. Possible changes to training will be discussed in Board Discussion.
- b. Discussion of wage committee's report on giving Full-time employees raises: Norm Brown clarified that the wage committee did not discuss giving pay raises to full time employees they simply put a 2% increase in for budgeting purposes.

Action: Scott Robinson moved to increase permanent staff salaries by 3% effective March 16th, Liz Mamer seconded, motion carried unanimously.

8. Old Business:

- a. Reclassification of two job titles (tabled January and February): It was clarified that this should have been titled Reclassification of Office manager. It was discussed that this position doesn't have a job description approved by the board.

Action: Norm Brown moved that the Office Director Job Description as edited on 1/28/2020 be accepted and the salary for that position remain \$25/hr for 2020, seconded by Liz Mamer, motion carried unanimously.
- b. Review of Assistant Director moving to an Exempt position (tabled January and February): It was discussed if the Assistant Manager would meet the qualifications to be an exempt employee. Districts council concluded that the position did qualify.

Action: Norm Brown moved the Assistant Manager be an exempt employee without comp-time, Liz Mamer seconded, motion carried unanimously.
- c. Discussion of creating a Budget Committee: Jim explained how a budget committee works in the Oregon system. The consensus of the board was that they did not need a budget committee at this time however they would like the budget with explanation one month before the budget meeting.

Action: None
- d. Discussion/approval of CCMAD's organizational chart: Three drafts of an organizational chart for the District were discussed. The charts were modified so that the assistant director is below the director and may either directly or indirectly supervise staff at the director's discretion.

Action: Liz Mamer moved to accept the organizational chart developed during the discussion of the three drafts, Norm Brown seconded, motion carried unanimously.
- e. Sign contract with Precise Bookkeeping and Payroll: District is no longer doing business with Seeman Bookkeeping
Action: Contract with Precise Bookkeeping was signed.
- f. Signatures on First Interstate bank signature card (approved during Special Meeting on 3/11/2020): Signature card was signed.
- g. Update on domestic fire hydrant and well issues: Nothing to report

- h. Discussion on payment to CSDI. Owe \$73,885.52, they are asking for us to pay all but \$10,000 now, before the punch list is completed: Consensus of the board that we pay CSDI \$63885.52.

9. Board Discussion: The Board discussed steps we can take to use social distancing to limit transmission between staff and the public of COVID-19. The board directed Jim to notify the county commissioners that it is the districts opinion that our public health mandate makes us essential employees.

The board would also like over the next few months have all the job descriptions with pay scales reviewed and voted on by the board.

10. Action Item(s) for next meeting: Reese Verner has indicated that he plans to resign. Staff needs to follow up with him and if that is decision be sure that he writes a written resignation letter to the Commissioners.

11. Next meeting date: April 21, 2020 7:00 pm

12. Adjourn: With no further business Norm Brown moved the meeting be adjourned, Scott Robinson seconded, motion carried unanimously at 10:00 PM.