



CANYON COUNTY MOSQUITO ABATEMENT DISTRICT

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

Board of Trustees Monthly meeting

Minutes

April 21, 2020

7:00pm 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 7:00 pm via Join.me.

1. **Call to order:** Doug Shinn called the meeting to order at 7:12 PM
2. **Roll call of Board Members:** Doug Shinn, Liz Mamer, Norm Brown, and Scott Robinson
Guests: Jim Lunders, Julie Treasure, Jason Kinley and several 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)]:** None
5. **Public Comment:** Jason Kinley Director of Gem County MAD and resident of Middleton, ID wanted to welcome Jim to the District and looks forward to working with him and CCMAD in the future. No further public comments were made.

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 March 17, 2020: No amendments to the minutes were offered.
- b. Review of Budget vs Actual for March 2020: A question regarding TIAA bank was asked. It was explained it was for the copier lease. Liz Mamer asked that the Budget to Actual have numbers for each line item in next months report.

Liz Mamer moved to approve the minutes and the financial report, Norm Brown seconded, passed unanimously.

7. New Business:

- a. Audit: Jordan Zwygart of Zwygart John & Associates presented the 2019 Financial Audit to the Board. Norm Brown moved to accept the 2019 Audit as presented, Liz Mamer seconded, motion carried.

- b. FFCRA Act- Employee Time Off: Jim updated the board on temporary requirements for paid sick leave under the FFCRA act. There was a brief discussion of COVID-19 and the potential impact to the District. Julie wanted to let the Board know that Mrs. Padilla, the spouse of a District employee, donated masks she had sown to the District so that the entire staff would have one. The Board expressed their appreciation for her generous gift. Liz Mamer offered to make additional masks for staff if they were still needed.
- c. Discussion of Changing Time of Monthly Meetings: Changing the monthly meetings to an earlier time was discussed. The consensus of the Board was that 4:00 PM would work better for everyone. Staff was directed to advertise next month's meeting at this new start time.
- d. Director's Report:
 - Truck Deliveries Delayed Until June: Jim updated that the new trucks we ordered were delayed until June. Jim asked if he was authorized to rent a vehicle's if the need arises. The Board felt that was acceptable but asked that they be notified. The Board indicated that purchasing authority needs to be updated in the District Policies in the future.
 - COVID-19: Was previously discussed in item b.

8. Old Business:

- c. AMCA Cancellation Report: Jim updated the Board on AMCA expenditures for the canceled annual meeting. At this time AMCA has not made a decision on any refunds however they have made many of the presentations from the meeting available online. We are expecting to receive \$1412.55 of the \$1771.04 we spent on airline tickets. We were not charged for canceled lodging.
- d. Wildlife Surplus Funds: Jim explained to the Board that these funds are what the District receives from Federal property in lieu of taxes. We generally receive \$100-\$200 per year.
- e. Reese Verner Resignation: Reese has tendered his letter of resignation and a copy has been provided to the County Commissioners. Doug Shinn has received interest from at least one person in serving on the Board. Their information will be forwarded to the Commissioners for consideration.

9. Board Discussion:

10. Action Item(s) for next meeting:

- a. Job Descriptions

11. Next meeting date: May 19, 2020 @ 4:00 PM

12. Adjourn: With no further business, Liz Mamer moved that the meeting be adjourned, Norm Brown seconded, motion carried unanimously at 8:09 PM