



## CANYON COUNTY MOSQUITO ABATEMENT DISTRICT

9719 Booker Lane  
Nampa, ID 83686

Phone: (208) 461-8633  
Fax: (208) 461-4459

Website: [www.canyoncountymosquito.com](http://www.canyoncountymosquito.com)

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### Board of Trustees Regular Meeting CANYON COUNTY MOSQUITO ABATEMENT DISTRICT

February 18, 2020

Location: CCMAD District Office Conference Room

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. This meeting was scheduled to accommodate presentations given by invited bookkeeping companies.

#### 1. Call to Order:

Board of Trustees Special Meeting called to order at 7:03 p.m. by Board President Doug Shinn.

#### 2. Roll Call of Board Members:

Roll call of attending Board Members by President Doug Shinn

Attending: Doug Shinn, Liz Mamer and Norm Brown and Scott Robinson.

Absent members: Reese Vemer.

President Doug Shinn also acknowledged guests attending of CCMAD employees Ashton Davis and Mike Hodges, and, Resident, Craig Whitted.

#### 3. Secretary or other person identified to take minutes [Idaho Code §74-205 (1)]:

Acting Director, Julie Treasure and CCMAD employee, Ashton Davis was identified as the note takers for the meeting.

#### 4. Agenda Amendments (if any) Idaho Code §74-204(4)(b) & (c):

President Doug Shinn asked for any comments on any Agenda Amendments. Julie asked to add the review and approval for the Special Meeting dated January 31, 2020 Minutes announcing the new District Director. Doug indicated that it will be added to Agenda Item 6.e. No other amendments noted at this time.

#### 5. Public Comment:

Persons wishing to address the Board on items not on the Agenda (limited to 5 minutes per person):

President Doug Shinn asked Mr. Whitted if he had any comments. No comments at this time.

## **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. County Commissioners Resolution effective February 10, 2020 to appoint Scott Robinson to the CCMAD Board of Trustees for a 4-year term.

Resolution appointing Scott Robinson to a 4-year term and attached to be these meeting minutes. Doug introduced Scott to guests.

b. Consideration and approval of the revised Canyon County MAD Board of Trustees meeting minutes for December 17, 2019.

Discussion: Approval of revised meeting minutes as changed to correct Mr. Whitted's spelling of his name. First action item wording was changed from 'big' to 'new' on page 2. Action Item #3 was amended to indicate "update and construction". Item 8, Review of Salary was added as discussed in Executive Session. Request from the Board to the Acting Director for future amendments and corrections to be highlighted on copy for review.

Action: Corrections and Amendments have been accepted.

c. Consideration and approval of Canyon County MAD Board of Trustees meeting minutes for regular meeting on January 21, 2020

Discussion: Doug asked Julie if she mailed out the \$111,000 check. Julie directed the board's attention to the packet that was provided and a previous email to the Board with an explanation of what had happened. Questions regarding if the cameras were purchased. Julie responded, yes. Question of did Ashton get a credit card. Yes, credit card with limit of \$5,000. Typo on page 4, line 1 for a word spelling of Adulticide to be corrected. Inventory list of all property question.

Julie indicated that she would like to get set up for the Board to have access to Office 365 to see everything and if the Board would like to have access. Liz would like to make it 'board@365' and clarifying that the list updates regularly. One Drive / Microsoft 365 discussed and the discussion of possible cost of approximately \$12 per month. Discussion of permissions as view only with no need to make corrections and forward any questions to the Director as needed. The Board has agreed to give it a try.

Action: Minutes approved with noted corrections. Microsoft 365 account for the Board was approved.

d. Consideration and approval of Canyon County MAD Board of Trustees Special meeting minutes for meeting on January 30, 2020.

Discussion: Doug question regarding Acting Director, employees and other attendees not listed as previous minutes have. If there wasn't anyone attending, then no need to make any corrections.

Action: Minutes approved with no amendments at this time.

e. Consideration and approval of Canyon County MAD Board of Trustees Special meeting minutes for meeting on January 31, 2020. This agenda item is added in amendment of Agenda previously posted.

Discussion: No discussion

Action: Approved with no corrections.

## 7. Old Business:

a. Follow-up on Zwygart Auditing Co. about if they have worked with either Precise Bookkeeping or Zenture Accounting.

Discussion: Jordan emailed Julie back and they have not had any experience with either company.

Action: None needed

b. Follow-up on Gusto Payroll software vs. ADP. (Possible Presentations)

Discussion: Julie reports that Gusto and ADP are almost the same. Differences are only in that Precision uses Gusto at no additional fee but would use ADP if we asked, however, there would be an additional fee. Zenture does use ADP and there is an additional charge for it as well.

Action: No action

c. Consideration of hiring new bookkeeping service

Discussion: Norm discussed his reasoning and basis for his choice of Precision as the new Bookkeeping. Doug explained some of the history for each of the two bookkeeping presentations to the new Board Member, Scott.

Liz asked for the cost differences between the two bookkeeping companies. Cost overall would be less with Precision in that the payroll platform was not with an additional cost as with ADP. Discussion as to when would be a good time to change over. It will take time for the onboarding and will give present bookkeeper time to prepare for upcoming audit. Contract for the new bookkeeping company was also discussed. Discussion of waiting for the new Director's onboarding as well. The Board also discussed audit trails and internal financial reports and it will be a time and cost savings to utilize Precise that includes Quickbooks Online and Gusto. Quickbooks will save time on the reports and is easier to use when paying bills and save costs of printing checks. Discussion of a date to switch over from Seamans Bookkeeping to new company. Discussion in that as soon as possible would be appropriate.

Action: Motion entertained by President to change bookkeepers and enter into contract with Precise Bookkeeping and seconded. Board polled and all in favor and passed unanimously to hire Precise Bookkeeping and for Acting Director to make contact and start process.

\*Discussion of setting up a sub-committee with experts on wages. \*for items d-f.

Doug started discussion with reporting that the Board hasn't put together any formal discussions on items d, e or f, and, that he has not heard back from counsel at this time regarding the below items d and e, and, asked if there had been any contact with anyone else on the Board and/or with the Acting Director, Julie. Being that there has not been anything further, these two items will need to be tabled again so that he can contact Counsel.

d. Review of job reclassification of Office Manager, tabled from January 30, 2020 Special Meeting.

Action: Tabled to next month's Regular Board Meeting.

e. Review of Assistant Director moving to an Exempt position, tabled from January 30, 2020 Special Meeting.

Action: Tabled to next month's Regular Board Meeting.

f. Discussion of wage structure for 2020 employees, tabled from January 30, 2020 Special Meeting.

Discussion: Julie wanted to bring to the Board's attention that at least the returning Seasonal employees are returning under the assumption that they will be receiving at least a flat 3% wage increase. As of right now there twenty returning Seasonal employees, which is the most that we have ever had return from a previous season. We have only received four new applications so far after advertising the job announcements for approximately one month so far in four different places. Doug asked where those announcements had been posted. Julie identified that they have been Craigs List under government and another one under general, Indeed and Linked In, College of Idaho. Doug questioned as to where the vacancies were. Julie indicated that most of the positions were in Larvicide and Inspections. Julie is requesting that the Board approve the 3% increase for at least the returning Seasonal Employees. Norm asked as to number of additional seasonal employees. Julie indicated that historically there has been 35-40 Seasonal employees needed and that at least 15 more are needed to hire for this coming season to run the way it needs to. Liz questioned the approximately 7 open positions for ULV to be in addition. Norm questioned any other possible returning. All from last year has been contacted and there are a few that have not responded but mentioned last season that they most likely would not be coming back. List of employees was reviewed and where the shortages will be. Liz indicated she would like to have on the next agenda an item for the approval of an Organizational Chart. Discussion of salary increase for those employees obtaining their pesticide license to receive a \$1.00 wage increase that was previously approved. As advertised, larvicide 8-Month Seasonal employees start at \$11.00 per hour with a \$1.00 raise once they obtain Pesticide Applicator's Licensing, and, Adulticide/ULV 8-Month Seasonal employees starting wage is \$13.00 per hour with a \$1.00 raise once they obtain their Pesticide Applicator's License. Internships is a direction that has had to be entertained and will be discussed later in the agenda. Discussion regarding a sub-committee to review the overall salary structure. Two Board Members and other persons as needed with no quorum. Suggestion for an ongoing sub-committee for wage and/or budget reviews.

President, Doug entertained a motion for the returning 8-Month Seasonal Employees approval of a 3% wage increase entered by Norm, seconded by Liz and the Board of Trustees voted. Motion unanimously passed.

Action: Returning 8-Month Seasonal Employees approved for 3% wage increase.

President, Doug entertained a motion by Norm for Board of Trustees to create a Sub-Committee for Wage and Salary Structure to consist of Norm, Scott, Jim and/or Julie, seconded by Liz and the Board of Trustees voted. Motion unanimously passed.

Action: Sub-Committee approved.

g. Update on easement/well status and Hydrant issue.

Discussion: Julie discussed the recent situation with hydrant and neighboring HOA members. Julie had found the paperwork regarding the easements, hydrant purchase and deed to go on property. Paperwork sent the paperwork to neighbor and to CCMAD's Attorney for review and found that there are not any neighbor rights to the hydrant. Hydrant is still working for us under the fire suppression system that has been installed during CCMAD's new construction just a valve turned off to the hydrant, however, it can still be used by the fire department in case of an emergency if needed. Julie discussed the proposal with the neighbor about CCMAD joining their Association and requested that they send over any contract information to join their association so that it can be sent to our attorney. Julie also mentioned that by the end of their discussion it was left that we will not be doing any repairs or replacements of the hydrant at this time. Julie indicated that as of the time and date of this meeting, she has not heard back from that individual or their association. Doug indicated that the Board will need to further review the cost of \$3,000 for the fix and/or replacement of the hydrant, and/or, the possibility of joining of their Association to share in the cost of the pump that supplies water to the hydrant if documentation is provided.

Action: No action taken at this time.

**8. Director's Activity Report:**

Discussion: about for future Agendas to have Item 8.a. to be moved under Item 6. Liz asked for our new bookkeeping to show line items on the actual budget on future reports.

a. Income Statement/Budget to Actual

Discussion: Board of Trustees' packet provided reviewed. Lease on the Budget to actual has been separated out as requested and future Income Statement to be more uniform. Other discussion of comparable amounts and how that items are separated out and line items (e.g. Shop Supplies) appears to be higher than historical amounts because budgeted amounts has been separated out. FieldSeeker cost for January was clarified that it was for ESRI and that FieldSeeker will be on February's Budget. Norm is looking for sheet of outstanding checks to reconcile accounts. Julie will look for the report that Norm is asking about and provide it after the meeting.

Action:

b. Construction update-Punch List

Discussion: Julie reports that all that is owing left is approximately \$74,000 and CCMAD will not pay until everything is completed. Liz asked about an amount of \$42,000. Julie reported that was the approximate amount of the work orders that were paid in February, and, the \$74,000 was the remaining balance as of November's bid, but the \$74,000 will not be paid until the punch list has been completed. Punch list still includes, but not limited to for example the missing shelves in some cupboards, destroyed window coverings/blinds, replacement of a wheelbarrow that was taken by a contractor, roof completion, gutters etc. Liz asked if the roof repairs. Julie indicated that the roof repairs was under warranty. The roof leak caused damage and mold and repairs are in process with no anticipated timeframe for completion but hoping for April or May.

c. Pesticide purchases

Discussion: Julie reports that CCMAD was able to take advantage of a promotion to purchase what is anticipated to be the amount that is needed for the whole upcoming season. Julie also indicated that the promotion included nine West Nile Test Kits at a good discount, which was at last year's price. Adapco agreed to split the payments into two but will receive all the product now. Adulticide product will be yet to come. Discussion of Vendors are good about notifying us about any discontinued product that we can purchase at a discounted price. Storage of all larvicide product will be in CCMAD control.

d. Getting ready for season, job announcements/applications received, internship with C of I.

Discussion: Julie reported that we are partnering with College of Idaho on an Internship with credits. Position would be in the CCMAD Lab/Surveillance for the entomology disciplines. Julie is looking into branching out to other colleges/universities for students as well. Scott brought up looking into Job Corps for any of the unskilled positions and Julie noted that she will check into it. Doug mentioned that there are only 4 applicants for 10-15 vacancies and what we may be faced with is a shortage of staff to potentially accomplish less than what we have in the past. He also mentioned that it may be a matter of prioritizing Boise River channel, Roswell Marsh, Marsing area, etc. Julie indicated that we may have to do some re-arranging, but she will be getting with the new Director and working through that.

Date for the new season Orientation has been set for March 25<sup>th</sup> through April 4<sup>th</sup>, 2020.

**9. New Business:**

No new business brought by the Board.

Action: None needed

**10. Board Discussion:**

CCMAD Orientation (added at time of meeting):

Julie brought up the upcoming CCMAD Orientation Agenda and the submission of it to the Department of Agriculture so that the employees are able to obtain continuing education credits for their licensing and is anticipating approximately 18 to 19 credits, which is 1 credit for each hour of approved instruction. This will cover the full amount of credits needed for anyone them for their pesticide licensing. Julie has not heard back from the Dept. of Ag yet, so she resent it just to be safe.

Julie advised the Board that she had sent over the date, time and location of the Budget Hearing to the Auditor's Office. Also, the copy of Budget and the December Year End Report has been submitted to the State Legislature Registry.

Doug brought to the Board that Jamie Elmore from Southwest District Health was unable to make tonight's meeting and has a letter that indicates that Southwest District Health decided to not accept the Mosquito Surveillance Contract this year in that they were unable to absorb the cost. Also indicated in the letter was that they were putting together some training and Doug suggested some time possibly put aside in the Orientation for Southwest District Health for a

presentation for the larvicide crew. Julie indicated that she was aware of it and it was not unexpected. Topic at the Spring Workshop in Pocatello may be forthcoming.

Liz asked about the scheduling of a workshop for the budget meeting in August 2020. Julie mentioned that it may not be needed if the earlier discussed sub-committee was established and meeting regularly by that time. Julie suggested that it be discussed with the new Director when he comes on to see what his thoughts are on it.

**11. Next meeting date:** No discussion during meeting.

Previously posted Regular Meeting scheduled for March 24, 2020 located in the CCMAD Conference Room at 7:00 p.m.

**12. Adjourn:**

President, Doug entertained a motion for the CCMAD Board of Trustees Regular Meeting to be adjourned by Liz and seconded by Norm. All Board Members voted unanimously, and the meeting was adjourned at 9:22 p.m.