



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

CANYON COUNTY MOSQUITO ABATEMENT DISTRICT

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Board of Trustees Special Meeting

Agenda

January 30, 2020
11:00am 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. This meeting was scheduled to accommodate presentations given by invited bookkeeping companies.

1. Call to order:

2. Roll call of Board Members:

Guests:

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

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

5. Public Comment:

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

6. Old Business:

a. Consideration of a new bookkeeping service (first of two presentations):

i. Presentation 1 - Precise Bookkeeping & Payroll; Leah Avlet

7. Acting Director Reports on various items from January 21 Regular Meeting:

a. Clarification of following items from December financial documents:

i. Financial delinquent value of \$111,000

ii. \$812.75 in *Information & Technology* Line Item

b. Clarification Action items from January 2020 meeting;

i. Difference in *Labor Payroll and Liabilities* subtotal between 'Budget to Actual' and 'Income Statement'

ii. Difference in *Vehicle Expense* Line Item with respect to sales of vehicles

c. Construction update – clarify total amount due in FY2020 *Facilities: Construction Addition and Remodel* Line Item, to include amount remaining due to all contractors, and description and cost of outstanding change orders

i. Billing & payments summary and change order breakdown.

ii. Facilities line item costs.

d. AMCA attendance cost analysis

- e. Follow-up on Zwygart Auditing Co. bookkeeper process preferences

8. Old Business, cont'd:

- a. Consideration of a new bookkeeping service (second presentation):
 - i. Presentation 2 – Zenture Accounting; Shayna Collins

9. Executive Session – Idaho Code §74-206 (1) (a) – personnel matters

10. New Business:

- a. Reclassification of two job titles:
 - i. Office Manager
 - ii. Assistant District Director
- b. Discussion of wage structure for 2020

11. Board Discussion:

12. Next meeting date: February 18, 2020 7:00 pm at District Office

13. Adjourn