



CANYON COUNTY MOSQUITO ABATEMENT DISTRICT

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Board of Trustees Special Meeting CANYON COUNTY MOSQUITO ABATEMENT DISTRICT

January 30, 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 11:06 a.m. by Board President Doug Shinn.

2. Roll Call of Board Members:

Roll call of attending Board Members of
Attending: Doug Shinn, Liz Mamer and Norm Brown.
Absent members: Reese Vemer and unfiled member position.

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

Acting Director, Julie Treasure requested for the Board's approval for CCMAD employee, Leni Stuart to take the minutes of today's meeting. All present Board Members agreed, and Doug announced that a person to take minutes has been identified.

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

There were no Amendments identified by the Board.

5. Public Comment:

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

There were no other comments from the audience at this time.

6. Old Business

- a. Consideration of a new bookkeeping service (first of two presentations):
 - i. Presentation 1 – Precise Bookkeeping & Payroll; Leah Aslett

Bookkeeping Presentation by Precise Bookkeeping & Payroll, Leah Aslett included information on a suggested payroll platform of Gusto and bookkeeping platform of QuickBooks Online.

****Five Minute Break called by Board of Trustees at 11:56 a.m. and reconvened at 12:06 p.m.****

7. Acting Director Reports on various items from January 21 Regular Meeting:
 - a. Clarification on following items from December financial documents:
 - i. Financial delinquent value of \$111,000:

It was announced that the previous Director, Ed Burnett had emailed the explanation to the Board.

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

Line Item was identified as Fischers.

- b. Clarification Action items from January 2020 meeting;
 - i. Difference in Labor Payroll and Liabilities subtotal between 'Budget to Actual' and 'Income Statement'

Handout was given to the Board of Trustees for details and review.

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

Information on handout that this information was identified as being circled and/or in yellow and others were highlighted as well. Liz asked if there was an amendment needed. Norm agreed that he felt that there needs to be a reclassification to make it less pages. Doug indicated that he would like to see major capital on a separate line item. Liz indicated that she felt it would be better to see depreciation value and ease for records search in the future. Julie responded that the Income Statement is not what is going off of the same as the Budget. Norm agreed that it clearly is in the wrong spot. Liz commented on that the Line Item wasn't enough money to buy. Norm questioned if the bookkeeper would charge to make the change, and, moving forward with a new bookkeeper will need to put it and/or have it in the right place.

- 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.

Julie indicated that in the handout that was given to the board is an attachment labeled 7ci showing a payment to the construction contractor and that the November payment was not a full payment. There was an amount of that was held back for fixes and change orders. Doug asked if CCMAD was paying the contractors independently. Julie responded no and added that the handout included a contractor's bill that was attached as copies from the General Contractor's Change Order bill. Doug inquired as to any additional Change Orders. Julie responded that from this point on it will only be warranty issues. Doug wanted to clarify the "Year to Date" and mentioned that there has not been a Punch List provided when the contractors were last out. Employee in attendance, Tom Harrelson clarified that he was here at the time that Doug and the Contractors were here on the Thursday prior and there was not a

punch list provided by the contractors. Doug followed up with that there was discussion for the methodology for the fix of the leak up front was all that he had agreed to with the contractors. Julie also added that it was not to her knowledge of any Punch List being provided as of yet. Doug also inquired as to whether the sheet rock guys been by as of yet. Julie responded, not yet.

ii. Facilities line item costs.

Julie addressed the questions by the Board from last meeting regarding Line Item #4. 2019 vs. 2018 that was in the handout given to the Board. Line Item #2. Change up of categories and moved item numbers that appear to be different but only split up.

Old Budget vs. New Budget differences were discussed in regard to an amount of approximately \$48,000 that was earmarked for the roof.

Question from Doug regarding Record Keeping and the off-site storage. Julie explained that previous Director, Ed Burnett had closed the storage unit down because it wasn't needed any longer due to the consolidation of files into the pre-planned on-site storage areas and the scanned documents to a Laserfische which is a secure, cloud based program with backups.

d. AMCA attendance cost analysis.

Julie advised the Board that airfares change daily, costs will vary and getting the tickets at the right time will be important. She indicated that she was keeping a close eye on the rates. Rooms have already been reserved and have up to March 1, 2020 to cancel or change without any cost to CCMAD. Discussion of the Registration cost per person for five people, and, meals to average approximately \$14 per person on average for eight meals each person. Doug asked if she was planning for approximately \$100 per day for all 5 people. Julie agreed that sounded about right but could vary due to any possible vendor provided meals and/or conference meals provided. Julie also indicated that the sooner that it is booked, the better the price will be. There is not an agenda out as of yet and hard to predict what will be offered in regard to any meals, etc., but historically the first day (Monday) is for travel and the conference starts the next morning. Doug instructed Julie to book one more room reservation for insurance. Julie called for an action on this item due to the need to secure lowest prices as possible.

Doug entertained a motion and asked if there were any further questions. Liz asked for clarification as to why the ULV Crew Leader was listed instead of the ULV Manager. Julie advised that it was a tentative list designed to allow those that may not have had the opportunity to attend such a conference. Norm indicated that there was no problem with it in the budget. Doug indicated that it was approved to move forward with purchase of the tuition (registration) and airline tickets.

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

Doug asked Julie if there has been any response from Zwygart in regard to a quote for bookkeeping. Julie responded that there has been no response to the phone calls or emails as of the close of business today.

8. Old Business:

Doug announce that the meeting was ahead of schedule and that the next bookkeeping agency to present was not due until 1:30 p.m. and suggested that they move to agenda item number 9 until that time. Doug entertained a motion from Norm and was seconded by Doug to close the Open Meeting at 12:46 p.m. and recessed at 1:24 p.m.

Open Meeting Reconvened at 1:36 p.m.

Zenture Bookkeeping and Accounting, Shayna Collins presentation included information on a suggested payroll platform of ADT and bookkeeping platform of QuickBooks Online.

9. Executive Session – Idaho Code §74-206 (1) (a) – Personnel Maters

Doug presented a motion to close the Open Meeting and to re-convene the Executive Session. Norm seconded the motion and roll call of Board members indicated present of Doug, Liz and Norm. All in favor to close the open meeting at 2:46 p.m.

Board of Trustees Special Meeting Open Session reconvened at 3:36 p.m.

10. New Business:

a. Reclassification of two job titles:

Board President, Doug announced that the subject of Reclassifying the following two positions will be tabled to the February 18, 2020 Regular Board Meeting. Acting Director, Julie asked to address the Board and provide some additional information for their review.

i. Office Manager

Julie provide the Board with an additional documentation to provide timeline of events of the previous Director regarding the hiring conditions of the Office Manager. Julie advised the Board that the current Office Manager was hired at the same rate as her predecessor with the same Job Description that was provided in the handout labeled "Office Manager/Administrative Assistant". Julie explained the historical pay increases of the position from the years 2015 through 2019 up to the time that the current Office Manager was hired on May 1, 2019. Julie explained that the previous Director hired the current Office Manager under the Job Description of Office Manager/Administrative Assistant, which a signed copy was in her personnel file. And, later in May 2019, Director Ed Burnett added HR to the job description with no increase of hourly wage just an addition of job duties. Julie directed the Board's attention to the handout packet document labeled HR/Office Manager that was signed by Director Ed Burnett and was placed in the current Office Manager's personnel file.

Doug commented that they were going back to the Job Description of Office Manager. Doug also referenced the document in the handout and indicated that they will continue the discussion of the revised Office Manager job description to the previous Office Manager position. Liz asked what the trend for the previous Director's decision was to move Ronee to a new position (Lab/Inspections Manager) and hiring Leni as the Office Manager at the same wage. Julie's explanation indicated that the decision was made due to need and appropriate skill base. She reiterated that Leni was hired on with the same job description of Office Manager and Ed added duties but did not change the position's wage. Julie referred to attachment #1 which were current online job announcements for similar jobs within schools,

government and non-profits agencies for their reference for similar pay ranges. Julie then directed their attention to another attachment in the handout and reminded them of a 2017 survey report that showed different roles and compensations within the National Mosquito Abatement agencies with comparatives. She reminded them that this is a report that was presented to them on several previous occasions in past years. Doug ended the discussion by tabling any further discussion for the February 18, 2020 meeting.

ii. Assistant District Director

Doug announced that the Board was going to continue researching the changing of the Assistant District Director position to "Exempt" and would be also tabled until the February 18, 2020 Board Meeting. Julie asked the Board to also consider some additional documentation to include the Federal test for Exemption status that is online. The test includes items that have to be met in three typical categories (referenced handout copies provided). Discussion of the test included the job duties performed, etc. Julie indicated that the online test indicated that certain criteria had to be met in order to pass the test to be considered Exempt. Discussion of lack of personnel managed and the lack of an approved organizational chart at this time. Doug ended the discussion by tabling any further discussion for the February 18, 2020 meeting.

Liz thanked Julie for providing the presented documentation for their review of both positions in question.

b. Discussion of wage structure for 2020

Board President, Doug announced that the subject of the 2020 Wage Structure will not be any action taken at this time and to be tabled to the February 18, 2020 Regular Board Meeting. Additional research to evaluate was declared and that possibly a sub-committee may be needed.

11. Board Discussion:

Subject 1: Municipal Leases

Doug has asked attending Counsel about current laws regarding municipal leases entered into by Government/Non-Profit Agencies. Doug included information regarding current four-year leases on some of CCMADs service trucks. Counsel indicated that if there are any leases over one year in duration there needs to be specific wording for government entities being able to cancel lease and what the terms are for that stipulation. For example, wording could include opting out of lease without penalty at any point during the course of the lease. Or, if there is a penalty, can it be paid up front, etc. Doug asked Julie if the currently approved for leases have been entered into yet. Julie responded that they have not. Norm suggested that any future leases be forwarded to the Attorney for review before they are signed or agreed to.

Subject 2: Fire Hydrant Leak/Neighboring Association

Julie requested permission to add a discussion topic in that it could be considered urgent information. President of the Board agreed, and Julie proceeded to advise the Board of an urgent situation that has just come up today regarding the well, pump and fire hydrant on the neighborhood consortium's property. Documentation of easements and other pertinent

information is being researched and Julie will be working closely with the neighbors to research documentation and will update the Board as needed.

Counselor suggested that more details are needed and suggested agreements, permissions, etc. be researched.

Doug has asked for Agenda Items to be added to the February 18, 2020 Meeting for the following:

- Report on Easement status on the section of land between the hydrant and CCMAD property.
- Cost of any Association Fees and if allowed to join their Association.
- Well Maintenance Agreement if there is one.
- Contractor liabilities, if any.

Subject 3: Follow-up discussion regarding Bookkeeping Presentations

Doug suggests adding an Agenda Item for next Board meeting to include consideration discussion of Bookkeeper.

Norm suggested that an ADP presentation is needed and possible a Gusto presentation as well for further consideration.

Other discussion of the two presentations from Bookkeepers today to include automation vs. paper/hard copy, onboarding, training and transition timing.

12. Next meeting date: February 18, 2020 7:00 p.m. at CCMAD District Office

13. Adjourn:

President of the Board of Trustees entertained a motion to close the Special Meeting by Liz and seconded by Norm. All Board Members in favor and adjourned at 4:23 p.m.