



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

CANYON COUNTY MOSQUITO ABATEMENT DISTRICT

9719 Booker Lane
Nampa, ID 83686

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

Website: www.canyoncountymosquito.com
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Board of Trustees Special Meeting
Minutes
March 11, 2020
7p.m. 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 discuss topics in need of attention before the next regularly scheduled meeting.

1. **Call to order:** Board Chairman Doug Shinn opened the meeting at 7:02 PM
2. **Roll call of Board Members:** Doug Shinn, Liz Mamer, Norm Brown, Scott Robinson, & Reese Verner
Guests: Jim Lunders, Julie Treasure, Mike Hodges, & Cindy Hodges
3. **Secretary or other person identified to take minutes [Idaho Code §74-205 (1)]:** District Director Jim Lunders was identified to take minutes of the meeting.
4. **Agenda Amendments (if any) Idaho Code §74-204(4)(b) & (c):** Item 8 Next Meeting Date was amended to March 17th, 2020 by unanimous consent of the board.
5. **Public Comment:** No public comment was given
6. **Old Business:**
 - a. Wage Committee seasonal compensation recommendations
Action: Norm Brown motioned the newly hired seasonal employees hourly wages be \$12.50 to start with a \$1.00 per hour increase upon passing the required tests for becoming an applicator and that returning seasonal employees receive increases equitable to these starting wage rates, Scott Robinson seconded, motion carried unanimously.
7. **New Business:**
 - a. Authorized signers for First Interstate Bank Checking Account effective 3/11/2020 shall be
Action: Norm Brown motioned that Doug Shinn, Norm Brown, Jim Lunders, and Julie Treasure be the signers on the Districts checking account effective 3/11/2020, Liz Mamer seconded, motion carried unanimously.
 - b. Authorizing District Director James J. Lunders to have a District credit card.
Action: Norm Brown motioned that District Director Jim Lunders be authorized to have a District credit card with a credit limit of \$10,000, Liz Mamer seconded, motion carried unanimously.
8. **Next meeting date: March 17th, 2020 7:00 pm at District Office**

9. **Board Discussion:** The board asked that Permanent staff salary increases be placed on the agenda for March 17th.

Reese Verner announced that the March 17th meeting will be his last before resigning from the board.

10. **Adjourn:** Seeing no further business Norm Brown moved the meeting be adjourned, Liz Mamer seconded, motion carried unanimously at 7:50 PM



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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.



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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:

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- 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



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Board of Trustees Monthly meeting

Minutes

May 19, 2020

4:00pm 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 4:00 pm via Join.me.

1. **Call to order:** Doug Shinn called the meeting to order at 4:02 PM
2. **Roll call of Board Members:** Doug Shinn, Liz Mamer, Norm Brown, and Scott Robinson
Guests: Jim Lunders, Ashton Davis and 9 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)]:**
5. **Public Comment:** None

6. Consent Calendar:

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- a. Consideration and approval of Canyon County MAD Board of Trustees Monthly Meeting minutes for April 21, 2020.
- b. Review of Budget vs Actual for April 2020. The board asked that in the future all totals be bolded. Also, the account numbers need to be cleaned up.

Liz Mamer moved to accept all items presented in the consent calendar, Scott Robinson seconded, motion carried unanimously.

7. New Business:

- c. Increase Inventory Control Managers credit limit to \$10,000.00
Action: Norm moved to increase the Inventory Control Managers credit card limit to \$10,000, Liz Mamer seconded, motion carried unanimously.
- d. Director's Report

- Truck Deliveries Delayed Until June: Jim updated the board that the trucks will be made in June and delivered in late June/early July. The board indicated we should investigate possibly renting trucks to reduce the chance of damaging a fogging truck.
- COVID-19: Jim updated board on Covid-19 and workplace protections. Two board members indicated they had seen staff members in vehicles together not wearing masks. Jim said he would talk to them again about proper personal protection.
- Mosquito Control Update: Jim gave a brief update on products used and acreages treated so far. The board indicated they would like graphs of the information for the next meeting.

8. Old Business: Jim informed the board that these were the job descriptions as they currently exist. The consensus was that the job descriptions need to be standardized and resubmitted in October for board approval.

- Assistant District Director Job Description
Action:
- DFNWR Larvicide Operations Manager Job Description
Action:
- Inspection Manager Job Description
Action:
- Inventory Control Manager Job Description
Action: Needs to be included as a section in the employee's normal job title.
- Lab/Surveillance Manager Job Description
Action:
- Larvicide Manager Job Description
Action:
- Maintenance Manager Job Description
Action:
- Office Manager Job Description
Action: Need to have the range be comparable to other Office Managers.
- ULV Crew Lead Job Description
Action:
- ULV Fogging Manager
Action:

9. Board Discussion: Need to find out from the County Commissioners when a new Board Member will be approved.

Board asked if construction was done. Jim updated them that a few small things like chipped tile and loose flashing was left to be finished.

10. Action Item(s) for next meeting:

- Budget Priorities.

11. **Next meeting date: June 16, 2020 at 4:00 PM**
12. **Adjourn:** With no further business Liz Mamer moved to adjourn the meeting, Norm Brown seconded, motion carried unanimously at 5:17 PM



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Board of Trustees Monthly meeting

Minutes

June 16, 2020

4:00pm 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 meeting will begin at 4:00 pm via Join.me.

1. **Call to order:** Doug Shinn called the meeting to order at 4:06 PM
2. **Roll call of Board Members:** Doug Shinn, Liz Mamer, Norm Brown & Scott Robinson
Guests: Jim Lunders, 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)]:** None
5. **Public Comment:** None
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 May 19, 2020.
- b. Review of Budget vs Actual for May 2020. The board asks in the future the month be in the title of the report. The board instructed Jim to keep an eye on lines 401 & 402 of the budget. Jim advised the board that next month the report will look slightly different as it will be printed directly from Quickbooks.

Liz Mamer moved to accept all items presented in the consent calendar, Scott Robinson seconded, motion carried unanimously.

7. New Business:

- a. Director's Report
 - Truck Deliveries Delayed Until June/July: Jim informed the board that the truck deliveries are unlikely to occur before July.

- COVID-19: Jim updated the board on the current state COVID requirements. The Board is still seeing staff members not wearing masks when they are riding in trucks together.
- Mosquito Control Update: Jim presented information on current mosquito numbers and water levels. The board wants to see trend graphs over several years not just a single year. Jim was instructed to find the historical data to provide these graphs.

b. Budget Priorities for 2021

- Draft L-2 Form: The board discussed the projected revenue numbers. The consensus was that we not take our forgone amount and try to not take the normal 3% increase.
- Parking lot drainage and surfacing: Jim stated that it would cost approximately \$100K to fix the parking lot.
- Increased lab/research capacity
- Increased public outreach
- Unmanned Aerial System program: Scott Robinson asked that Jim send him information on drones.
- Additional product to treat storm drains: Consensus was that if we need product we should be purchasing it.
- Replace two vehicles and an ATV
- Website
- Reduction of debt: Consensus was that dept due to vehicle leases wasn't a big concern.

Board also wants upgrading the outdated district computers to be a priority.

8. Old Business:

- a. Vacant Board Position: Tammy Dittenber will be appointed by the BOC on Tuesday to serve the rest of Reese Vernor's term.

- 9. Board Discussion:** Liz Mamer wanted to know what our policy is on beaver dams as there is one block the irrigation drain adjacent to her property. Jim explained that we had removed them in the past but it is difficult and potentially dangerous. We are currently trying to contact the irrigation district to see if they can remove it as the ditch belongs to them.

- 10. Action Item(s) for next meeting:** Jim needs to provide graphs matching those Ed gave board in the past that show three-year averages by date for water levels, species trends over time with historical data and control material usage.

Board would like to look at the vehicle replacement policy.

Julie reminded the board they need to consider hiring a full-time employee. The discussion of hiring the employee was tabled in January until July meeting.

- 11. Next meeting date: July 21, 2020 at 4:00 PM**
- 12. Adjourn:** Liz Mamer moved to adjourn, Scott Robinson seconded, motion carried unanimously at 5:59 PM



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Board of Trustees Monthly meeting

Minutes

July 21, 2020

4:00pm via Zoom

Join Zoom Meeting

<https://zoom.us/j/96343707405?pwd=VEU1UUswc0c4YnFURVd6RHFJN1YxQT09>

Meeting ID: 963 4370 7405

Password: 184505

Dial In at

+1 253 215 8782

Find your local number: <https://zoom.us/j/96343707405?pwd=VEU1UUswc0c4YnFURVd6RHFJN1YxQT09>

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 meeting will begin at 4:00 pm via Join.me.

1. **Call to order:** Doug Shinn called the meeting to order at 4:06 PM
2. **Roll call of Board Members:** Doug Shinn, Liz Mamer, Norm Brown, Scott Robinson, & Tammy Dittenber
Staff & Guests: Jim Lunders, Julie Treasure, Ashton Davis, Chris Ocegueda, Krystal Budke and several unidentified individuals.
3. **Secretary or other person appointed to take minutes [Idaho Code § 74-205(1)]:** District Director Jim Lunders
4. **Agenda Amendments (if any) [Idaho Code §74-204(4)(b) & (c)]:** None
5. **Public Comment:** None

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

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 June 16, 2020: Jim Presented the minutes. Several small typos were corrected.
- b. Review of Budget vs. Actual for June 2020. Jim explained to the Board that there would be no budget vs. actual presented because there were several miscategorized payments that needed to be fixed before an accurate report could be generated. Jim will forward the Budget vs. Actual to the board as soon as it is available.

Liz Mamer moved to accept all items presented in the consent calendar, Scott Robinson seconded, motion carried with Tammy Dittenber abstaining.

7. New Business:

a. Director's Report

- AMCA Registration of \$2,175 has been refunded.
- Truck deliveries expected Week of July 20th: Jim updated the board that the trucks had been delivered on July 17th.
- COVID-19 Worksite Action Plan: Identified typos were corrected. The board directed staff to add a statement at the end that we will follow CDC recommendations as they change. Tammy Dittenber moved to approve the plan with the changes, Liz Mamer seconded, motion carried unanimously.
- Mosquito Control Update: Jim presented graphs of mosquito numbers and water levels to the Board. The board asked that in the future the black background of the graphs be changed to save ink, and add a Lake Lowell water level trend graph. The board would like to see a number of mosquitoes per trap night graph to compare year to year numbers more accurately.

b. Working 2021 Budget

- Budget Categories / Line Items: Jim explained that he had aligned the budget line items with those that the auditor uses. Board had no objections.
- Labor Costs: Jim presented a spreadsheet showing all current positions with worst-case scenarios for OT. Norm Brown suggested a FLSA review may need to be done as the office manager position for instance may be high. Julie added that she felt 5 additional full-time positions should be added. The board suggested that ways to minimize overtime should be looked at.
- Product Costs: Jim presented likely product costs.
- Capital Outlay: The board asked that a benefit cost analysis be created for drone vs ground applications and lease vs purchasing vehicles. The board would like to know the average lifespan of a fogger so that new purchases can be justified.

8. Old Business:

- ### **a. Authorization of Full Time Crew Leader Larvicide Technician:** The need for an additional full-time technician was discussed and the job description was presented. Scott Robinson moved to accept the job description with typos corrected, Liz Mamer seconded, motion carried unanimously. There was then a discussion of the manner in which the position would be filled. It was agreed that it was managements job to decide the manner in which the position was advertised and filled.

9. Board Discussion: The board discussed the fact that taxes may be collected late and sales tax may be down do to the economic downturn caused by COVID-19.

The Board also discussed whether we were going to have a Budget Workshop this year. Liz Mamer explained to Jim that they normally have a discussion of the budget prior to the budget hearing with no agenda and were no decisions are made. Jim was directed to find a date to hold the workshop. Tammy Dittenber asked that Jim provide her the Board of Trustees Manual

10. Action Item(s) for next meeting: Board Directed Jim to change the title of this to “Agenda Items for Next Meeting” from “Action Items for next meeting”. Agenda items mentioned earlier in the meeting need to be included.

11. Next meeting date: August 18, 2020 at 4:00 PM

12. Adjourn: Liz Mamer moved to adjourn, Norm Brown seconded, motion carried unanimously at 7:05 PM



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NWMVCA, AMCA & NPMA

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Board of Trustees Monthly meeting

Minutes

August 18, 2020

4:00pm via Zoom

Join Zoom Meeting

<https://zoom.us/j/96559828501?pwd=Mjg3Z3R2a0Vra2Y5eVVFMEEOU09pZz09>

Meeting ID: 965 5982 8501

Password: 376991

Dial In at

+1 253 215 8782

Find your local number: <https://zoom.us/j/ab37X2iz9P>

Phone #: 857-444-6500

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 meeting will begin at 4:00 pm via Join.me.

1. **Call to order:** Doug Shinn called the meeting to order at 4:07 PM
2. **Roll call of Board Members:** Doug Shinn, Liz Mamer, Scott Robinson & Tammy Dittenber
Staff & Guests: Jim Lunders, Julie Treasure, & Ashton Davis
3. **Secretary or other person appointed to take minutes [Idaho Code § 74-205(1)]:** District Director Jim Lunders
4. **Agenda Amendments (if any) [Idaho Code §74-204(4)(b) & (c)]:** None
5. **Public Comment:** None

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

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 July 21, 2020.
- b. Review of Budget vs Actual for July 2020.

Tammy Dittenber moved to accept the items on the consent calendar as presented, Liz Mamer seconded, passed unanimously.

7. New Business:

a. Director's Report

- **Mosquito Control Update:** Jim presented graphs of mosquito numbers and water levels to the board. The board would like to see graphs showing more historical data comparing previous years to now.

b. Working 2021 Budget

- **Resources:** The Board wants to ensure we do not increase the assessed rate.
- **Labor Expense:** Jim explained that the 5% decrease was due to reducing seasonal staff.
- **Outside Services**
- **Field Operations, Supplies, & Tools:** Julie wanted the board to know that uniform costs were way up do to so many people quitting and not returning uniforms.
- **Legal Expense**
- **Facilities:** The Board wanted to ensure that toolboxes are purchased when needed so that all tools have a proper place to be stored.
- **Surveillance & Arbovirus Testing**
- **Management Expense**
- **Vehicle Expense**
- **Insurance Expense**
- **Rent/Lease Expense**
- **Pesticides & Contract Applications**
- **Information Technology**
- **Capital Outlay**

8. Old Business: None

9. Board Discussion: Discussed the fact that an operating loan was no longer needed and should be allowed to mature.

10. Executive Session: None. Board asked that the statutes allowing for executive sessions be added to this agenda item in the future.

11. Action Item(s) for next meeting: Confirmation of the levy rate for the Budget Hearing.

12. Next meeting dates:

13. Adjourn

Liz Mamer moved to adjourn, Tammy Dittenber Seconded, motion carried at 5:32 PM



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

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Budget Hearing

Minutes

August 27, 2020

7:00pm via Zoom

Join Zoom Meeting

<https://zoom.us/j/98178786331?pwd=OEt4a3V5N2hTQ0o1c2dBYk1ZcEtNUT09>

Meeting call in number (669) 900-6833

Meeting ID# 981 7878 6331

Passcode 747599.

Find your local number: <https://zoom.us/j/ab37X2iz9P>

Phone #: 857-444-6500

1. **Call to order:** Doug Shinn called the meeting to order at 7:02 PM
2. **Roll call of Board Members:** Doug Shinn, Liz Mamer, Norm Brown, Scott Robinson & Tammy Dittenber
Staff & Guests: Jim Lunders, Mitch Kiester & Mike Hodges
3. **Secretary or other person appointed to take minutes [Idaho Code § 74-205(1)]:** District Director Jim Lunders
4. **Public Comment:** None
Persons wishing to address the Board limited to 5 minutes per person:
5. **Presentation of Budget:** Jim presented the budget to the Board. Mitch Kiester with SW District Health mentioned that they would like to partner with us on any public education events we do.
6. **Budget Vote and Signing of Budget Resolution:**
Norm Brown moved to adopt the budget as presented, Tammy Dittenber seconded, motion carried unanimously. The Resolution will be signed by each Board member individually after the meeting.
7. **Adjourn**
Liz Mamer moved to adjourn, Scott Robinson seconded, motion carried unanimously.



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

CANYON COUNTY MOSQUITO ABATEMENT DISTRICT

9719 Booker Lane
Nampa, ID 83686

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

Website: www.canyoncountymosquito.com
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Board of Trustees Monthly meeting

Minutes

September 15, 2020

4:00pm via Zoom

Join Zoom Meeting

<https://zoom.us/j/95672280168?pwd=YVhyQIE3ekFZZ2NsNU0yODIQbUNMUT09>

Meeting ID: 956 7228 0168

Password: 015330

Dial In at

+1 253 215 8782

Find your local number: <https://zoom.us/j/ab37X2iz9P>

Phone #: 857-444-6500

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 meeting will begin at 4:00 pm via Zoom.

1. **Call to order:** Doug Shinn called the meeting to order at 4:11 PM
2. **Roll call of Board Members:** Doug Shinn, Liz Mamer, Norm Brown, Scott Robinson & Tammy Dittenber
Staff & Guests: Jim Lunders, Ashton Davis, and 1 anonymous on phone
3. **Secretary or other person appointed to take minutes [Idaho Code § 74-205(1)]:** District Director Jim Lunders
4. **Agenda Amendments (if any) [Idaho Code §74-204(4)(b) & (c)]:** None
5. **Public Comment:** None

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

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 August 18, 2020.
- b. Consideration and approval of Canyon County MAD Budget Hearing minutes for August 27, 2020.
- c. Review of Budget vs Actual for August 2020. The Board asked that Jim report back to them why line 603 Shop Supplies was over budget. Tammy Dittenber suggested that an itemized expense report be prepared

in addition to the budget to actual for next meeting. Jim indicated that he would have the accountant produce the report and include it in the October meeting for the Boards review.

Liz Mamer moved to accept the consent calendar as presented, Norm Brown seconded, motion carried unanimously.

7. New Business:

a. Director's Report

- Mosquito Control Update: Jim presented graphs of mosquito numbers and water levels to the board. He also informed them that the seasonal staff would be released next week.

b. Health Insurance Update: Jim informed the board that he had begun looking into other possible health plans for the District. Jim has heard from several members of the staff that they are unhappy with the current plans coverage and Jim feels that health insurance is a major factor in retaining quality employees. The Board would like to see several health care options presented for their approval after the new year.

8. Old Business: None

9. Board Discussion: The Board asked Jim about the recent HR letter sent to the Board from ICRMP. Jim informed the board that he had contacted ICRMP regarding policy issues and that they had been very helpful. Jim assured the Board that ICRMP would be consulted if there was a need for any adverse employment action.

10. Executive Session (if any) [Idaho Code §74-206, (1)(a) and (b) Personnel selection and evaluation, (1)(c) Acquire interest in real property, (1)(d) Consider records exempt from disclosure, (1)(f) Discuss litigation with attorney, (1)(i) Consider claims or potential claims with risk manager or insurer]: None

11. Action Item(s) for next meeting: The Board would like to revisit job descriptions, the organizational chart and policies and procedures.

12. Next meeting dates:

BOT Meeting October 20, 2020 at 4:00 PM.

13. Adjourn

Norm Brown moved to adjourn, Liz Mamer Seconded, motion carried at 5:14 PM.



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

CANYON COUNTY MOSQUITO ABATEMENT DISTRICT

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Board of Trustees Monthly meeting

Minutes

October 20, 2020

4:00pm via Zoom

Join Zoom Meeting

<https://zoom.us/j/4972787210?pwd=Z3lTRDgwYW44OWhtNVhUSzBHVmhOZz09>

Meeting ID: 497 278 7210

Password: 685131

Dial In at

+1 253 215 8782

Find your local number: <https://zoom.us/j/4972787210?pwd=Z3lTRDgwYW44OWhtNVhUSzBHVmhOZz09>

Phone #: 857-444-6500

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 meeting will begin at 4:00 pm via Zoom.

1. **Call to order:** Doug Shinn called the meeting to order at 4:02 PM.
2. **Roll call of Board Members:** Doug Shinn, Liz Mamer, Norm Brown, Scott Robinson & Tammy Dittenber
Staff & Guests: Jim Lunders, Rick Padilla, Mitch Kiester SW District Health.
3. **Secretary or other person appointed to take minutes [Idaho Code § 74-205(1)]:** District Director Jim Lunders
4. **Agenda Amendments (if any) [Idaho Code §74-204(4)(b) & (c)]:** None
5. **Public Comment:** None

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

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 September 15, 2020: No amendments
- b. Review of Budget vs Actual and Itemized Expenditures for September 2020: Change Itemized Expenditures to Statement of Activity and provide a balance sheet for next meeting as well. Norm Brown asked that the Bank statement be sent with the reconciliation in the future and the board would like to see larger font whenever possible on the reports.

Norm Brown moved to accept the items on the consent calendar as presented, Liz Mamer seconded, motion carried unanimously.

7. New Business:

a. Director's Report

- Mosquito Control Update: Jim presented graphs of mosquito numbers to the board and let them know that the season had come to an end. The board asked that dates be added to the graphs in addition to the weeks. Mitch Kiester wanted to let the board know that SWDH is looking forward to working with us on better information sharing regarding WNV positives.

b. Policy and Procedures Manual

- Idaho Employment Lawyers and Hawley & Troxell proposals: Jim informed the board that so far, he had only received one proposal to help write our policy and procedures manual. Jim asked the board to authorize him to contract with whichever law firm he felt was in the best interest of the District once he received all the proposals. Tammy Dittenber moved to allow Jim to contract with whichever law firm he felt was in the best interest of the District, Liz Mamer seconded, motion carried unanimously.
- Leave types and accruals: The Board directed Jim to simplify leave types as much as possible to avoid confusion by staff about what is or is not acceptable. They also asked that accruals be capped, and it be clear that FMLA leave would be taken in a prescribed order.
- Holidays: Jim informed the board that the County gets one more holiday than we currently get. The board said that adding Indigenous Peoples Day would be appropriate.

The board added they would be happy to have a special meeting to discuss the policy manual once a draft is ready so that it can be finished before January 1, 2021.

8. Old Business:

- ### **a. Job Descriptions:**
- Jim presented two versions of the same job description. The board felt that shorter versions of the job descriptions are sufficient. They asked that they use the term their or themselves instead of him/her.

9. Board Discussion: None

10. Executive Session (if any) [Idaho Code §74-206, (1)(a) and (b) Personnel selection and evaluation, (1)(c) Acquire interest in real property, (1)(d) Consider records exempt from disclosure, (1)(f) Discuss litigation with attorney, (1)(i) Consider claims or potential claims with risk manager or insurer]:

11. Action Item(s) for next meeting: Policy Manual, Job Descriptions & Salary Ranges.

12. Next meeting dates: BOT Meeting November 17, 2020 at 4:00 PM.

13. Adjourn

Norm Brown moved to adjourn the meeting, Liz Mamer seconded, motion carried unanimously at 5:40 PM.



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

CANYON COUNTY MOSQUITO ABATEMENT DISTRICT

9719 Booker Lane
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Board of Trustees Special meeting

Minutes

November 5, 2020

5:00pm via Zoom

Join Zoom Meeting

<https://zoom.us/j/4972787210?pwd=Z3lTRDgwYW44OWhtNVhUSzBHVmhOZz09>

Meeting ID: 497 278 7210

Password: 685131

Dial In at

+1 253 215 8782

Find your local number: <https://zoom.us/j/ab37X2iz9P>

Phone #: 857-444-6500

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 meeting will begin at 5:00 pm via Zoom.

1. **Call to order:** Doug Shinn Called the meeting to order at 5:00 PM.
2. **Roll call of Board Members:** Doug Shinn, Norm Brown, Liz Mamer, Scott Robinson, & Tammy Dittenber.
Staff & Guests: Jim Lunders & District Council Maren Ericson.
3. **Secretary or other person appointed to take minutes [Idaho Code § 74-205(1)]:** District Director Jim Lunders.
4. **Executive Session:**

Liz Mamer moves to enter executive session pursuant to Idaho Code §74-206, (1) (b) Personnel evaluation and (f) Discuss litigation with attorney, Tammy Dittenber seconds, motion carried unanimously.

Executive Session:

Norm Brown moves to leave executive session, Scott Robinson seconds, motion carries unanimously.

5. Adjourn

Norm Brown moves to adjourn, Liz Mamer seconds, motion carries unanimously at 5:35 PM.



CANYON COUNTY MOSQUITO ABATEMENT DISTRICT

9719 Booker Lane, Nampa, ID 83686

Telephone 208-461-8633

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Website www.canyoncountymosquito.com

Board of Trustees Monthly meeting

Minutes

November 24, 2020

4:00pm via Zoom

Join Zoom Meeting

<https://zoom.us/j/4972787210?pwd=Z3lTRDgwYW44OWhtNVhUSzBHVmhOZz09>

Meeting ID: 497 278 7210

Password: 685131

Dial In at

+1 253 215 8782

Find your local number: <https://zoom.us/j/ab37X2iz9P>

Phone #: 857-444-6500

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 meeting will begin at 4:00 pm via Zoom.

1. **Call to order:** Doug Shinn called the meeting to order at 4:04 PM.
2. **Roll call of Board Members:** Doug Shinn, Liz Mamer, Norm Brown, Scott Robinson & Tammy Dittenber **Staff & Guests:** Jim Lunders, Chris Ocegueda, Ashton Davis, Ronnie Charters, Niqui Herve, & Mitch Kiester.
3. **Secretary or other person appointed to take minutes [Idaho Code § 74-205(1)]:** District Director Jim Lunders
4. **Agenda Amendments (if any) [Idaho Code §74-204(4)(b) & (c)]:** None
5. **Public Comment:** None
Persons wishing to address the Board on items not on the Agenda (limit to 5 minutes per person):
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 October 20, 2020 and Special Meeting minutes for November 5, 2020
 - b. Review of Budget vs Actual and Statement of Activity for October 2020: The Board asked that the Director keep an eye on budget line 608 and add headers to each page of the Statement of Activity.

Norm Brown moved to accept the items on the consent calendar as presented, Tammy Dittenber

seconded, motion carried unanimously.

7. New Business:

- a. Director's Report: Jim updated the Board on I.T. reviews he was having done of the District. Multiple companies will review the District's I.T. needs and Jim will bring the proposals to the Board once completed. The Board asked that Google and Facebook reviews of the District be investigated as well.

Jim also updated the Board on the leaking roof above his office. This is the third time that they have had to fix it under warranty. The Contractor appears to have done a better job this time. We will have to wait until we get some moisture to see if it is fixed properly.

8. Old Business:

- a. Policies & Procedures: Jim informed the Board that Idaho Employment Lawyers is working on the policy manual. The project having a draft to us before the December meeting.

9. **Board Discussion:** The Board asked what the timeline was for fixing the parking lot. Jim informed them that he would be having a site plan done this winter and get bids to be approved by the Board. Work should start in the spring.

10. Executive Session (if any) [Idaho Code §74-206, (1) Personnel (a) selection and (b) evaluation, (1)(c) Acquire interest in real property, (1)(d) Consider records exempt from disclosure, (1)(f) Discuss litigation with attorney, (1)(i) Consider claims or potential claims with risk manager or insurer]:

Liz Mamer moved to enter executive session under [Idaho Code §74-206, (1) Personnel (b) evaluation, Scott Robinson Seconded, motion carried unanimously.

Executive Session

Norm Brown moved to leave executive session, Liz Mamer seconded, motion carried unanimously.

11. Action Item(s) for next meeting: Job Descriptions, Salary Ranges, and Policies & Procedures.

12. Next meeting dates: BOT Meeting December 15, 2020 at 4:00 PM.

13. Adjourn

Scott Robinson moved to adjourn, Norm Brown seconded, motion carried unanimously at 4:43 PM.



CANYON COUNTY MOSQUITO ABATEMENT DISTRICT

9719 Booker Lane, Nampa, ID 83686

Telephone 208-461-8633

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Board of Trustees Monthly meeting

Minutes

December 15, 2020

4:00pm via Zoom

Join Zoom Meeting

<https://zoom.us/j/4972787210?pwd=Z3lTRDgwYW44OWhtNVhUSzBHVmhOZz09>

Meeting ID: 497 278 7210

Password: 685131

Dial In at

+1 253 215 8782

Find your local number: <https://zoom.us/u/ab37X2iz9P>

Phone #: 857-444-6500

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 meeting will begin at 4:00 pm via Zoom.

1. **Call to order:** Doug Shinn called the meeting to order at 4:02 PM
2. **Roll call of Board Members:** Doug Shinn, Norm Brown, Scott Robinson & Tammy Dittenber
Staff & Guests: Jim Lunders, Chris Ocegueda, Rick Padilla, Ashton Davis, Ronnee Charters, and one anonymous.
3. **Secretary or other person appointed to take minutes [Idaho Code § 74-205(1)]:** District Director Jim Lunders
4. **Agenda Amendments (if any) [Idaho Code §74-204(4)(b) & (c)]:** None
5. **Public Comment:** None
Persons wishing to address the Board on items not on the Agenda (limit to 5 minutes per person):
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 November 24, 2020.
 - b. Review of Budget vs Actual and Statement of Activity for November 2020: The board asked Jim to check on account 507 pg 4 of the Statement of Activity to be sure we are not being charged interest or for using bill pay and report back to them.

Norm Brown moved to accept the items on the consent calendar as presented, Scott Robinson seconded, motion carried unanimously.

7. New Business:

- a. Director's Report: Jim updated the board on winter projects the staff was working on including sealing the shop floors and winter maintenance.
- b. District Restructuring: Jim gave an overview of a proposed organizational chart. Explained the need to combine larvicide and inspections to increase efficiencies and how it was more in line with how the program was currently operating.

Norm Brown moved to approve the District's 2021 Organizational Chart as presented, Tammy Dittenber seconded, motion carried unanimously.

- c. Assistant Director Vacancy: Jim updated the Board that the Assistant Directors position was currently vacant. Jim feels that we should not fill the position at this time so we can evaluate if the position is needed. The Board had no objections.
- d. Office Administrator Vacancy: Jim updated the Board on the open Office Administrator Position. Informed the board he planned to advertise the position for one month as the holidays would likely impact the hiring process.
- e. Authorized Signers at First Interstate Bank: Jim informed the Board of the need to update the signers on the Districts bank accounts.

Tammy Dittenber moved to remove Julie Treasure from all CCMAD accounts with First Interstate Bank, the authorized signers on all CCMAD Accounts with First Interstate Bank effective December 16, 2020 shall be James J. Lunders, Douglas Shinn, and Norman Brown, Scott Robinson seconds, motion carries unanimously.

8. Old Business:

- a. 2021 Salary Ranges: The Board discussed the proposed salary ranges. Tammy Dittenber reminded the Board that any time we don't pay staff a living wage we are relying on the taxpayers to make up the difference some other way. Jim informed the Board that he thinks we need to consider increasing the seasonal pay even more to be competitive. The Board asked Jim to investigate a bonus system to better retain seasonals.

Norm Brown moved to approve the District's 2021 Salary Ranges with a \$2 increase to the seasonal pay rates, Scott Robinson seconded, motion carried unanimously.

- b. Office Administrator Job Description: Jim presented a draft Office Administrator job description. The Board gave several ideas for places to advertise including Indeed, Facebook, Craigslist, Newspaper, Counties Website.

Tammy Dittenber moved to approve the Office Administrator Job Description as presented, Scott Robinson seconded, motion carried unanimously.

- c. Seasonal Larvicide Technician Job Description: Jim presented the draft Seasonal Larvicide Technician job description.

Tammy moved to approve the Seasonal Larvicide Technician Job Description as presented, Scott Robinson seconded, motion carried unanimously.

- d. Policies & Procedures: Jim presented a draft time off policy to aid in the transition from the current leave policy to an accrual based policy.

Norm Brown moved to approve the District's 2021 Interim Leave Policy as presented, Tammy Dittenber seconded, motion carried unanimously.

9. Board Discussion: None

10. Executive Session (if any) [Idaho Code §74-206, (1) Personnel (a) selection and (b) evaluation, (1)(c) Acquire interest in real property, (1)(d) Consider records exempt from disclosure, (1)(f) Discuss litigation with attorney, (1)(i) Consider claims or potential claims with risk manager or insurer]:

Tammy Dittenber moved to enter executive session pursuant to Idaho Code §74- 206, (1) Personnel (b) evaluation and (1)(f) Discuss litigation with attorney, Norm Brown seconded, motion carried unanimously. 5:19 PM

Executive Session

Tammy Dittenber moved to leave executive session, Scott Robinson seconded, motion carried, unanimously. 5:44 PM

11. Action Item(s) for next meeting: Job Descriptions, Policies & Procedures and Annual Report.

12. Next meeting dates: BOT Meeting January 19, 2021 at 4:00 PM.

13. Adjourn

Norm Brown moved to adjourn, Scott Robinson seconded, motion carried. 5:56 PM