



## CANYON COUNTY MOSQUITO ABATEMENT DISTRICT

9719 Booker Lane, Nampa, ID 83686

Telephone 208-461-8633

Fax 208-461-4459

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

Board of Trustees Monthly meeting

# Minutes

January 19, 2021

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 4:08 PM
2. **Roll call of Board Members:** Doug Shinn, Norm Brown, Liz Mamer, Scott Robinson, & Tammy Dittenber  
**Staff & Guests:** Jim Lunders, Ashton Davis, Chris Ocegueda, Nique Herve, & Ronee Charters
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:** Persons wishing to address the Board on items not on the Agenda (limit to 5 minutes per person): 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 December 15, 2020
  - b. Review of Budget vs Actual and Statement of Activity for December 2020: The budget to actual and statement of activity were not completed in time for the meeting and were not presented.

Liz Mamer moved to accept the minutes as presented, Scott Robinson seconded, motion carried unanimously.

7. **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]: None
8. **New Business:** Jim updated the board that three members of the Districts staff had passed their UAS license.
  - a. **Director's Report: Annual Report:** Jim presented the annual report and asked for their approval to deliver it to the BOCC. The Board suggested that the graphs be reformatted without grey backgrounds and that they more clearly state what they are referring to. The Board directed Jim to deliver the Annual Report to the commissioners once the suggested corrections were made.
  - b. **Parking Lot Engineering Proposal:** Jim presented an engineering proposal to the board for the parking lot. He informed the board that the proposal was far more expensive than he expected. The Board directed Jim to get at least three similar proposals for their consideration at the next meeting.
  - c. **IT Proposals:** Jim presented the two IT proposals that had been returned. Tammy Dittenber let the Board know that she knew Chris Davis from his work with her husband and the Housing Authority and that she would recuse herself from voting. The Board asked Jim to seek further proposals so that were more comparable before making a decision.
9. **Old Business:**
  - a. **Office Administrator Position Update:** Jim informed the Board that over 200 individuals had expressed interest in the position. Jim was currently reviewing applications and planned to interview the top 15 and then do a second round of interviews with the top 3-4.
  - b. **Policies & Procedures Discussion:** Jim asked the board what part of the three policies they liked best so that he could make a final document for their approval. The Board stated they would like the policy manual to be as short and concise as possible so that staff would read and understand it. They said they particularly liked the way Jackson Counties was laid out but that ours needed to be more condensed. Jim will give the board another draft of the manual reformatted for further discussion at the next meeting.
10. **Board Discussion:** None
11. **Action Item(s) for next meeting:** Job Descriptions and Policies & Procedures, IT, & Engineering.
12. **Next meeting dates:** BOT Meeting February 16, 2021 at 4:00 PM.
13. **Adjourn:** With no further business Liz Mamer moved to adjourn, Norm Brown seconded, motion carried unanimously at 5:37 PM



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### Board of Trustees Monthly Meeting

## Minutes

February 16, 2021

4:00pm via Zoom

Join Zoom Meeting

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

Meeting ID: 497 278 7210

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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 4:03PM
2. **Roll call of Board Members:** Doug Shinn, Norm Brown, Liz Mamer, & Scott Robinson  
**Staff & Guests:** Jim Lunders, Chris Ocegueda, Ashton Davis, & Nique Herve
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)]:** Jim asked that a budget correction be added to new business as item d. The Board agreed to the addition.
5. **Public Comment:** Persons wishing to address the Board on items not on the Agenda (limit to 5 minutes per person): 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 Board Clerk prior to the start 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 January 19, 2021
  - b. Review of Budget vs Actual and Statement of Activity for January 2021  
Action: The chair would entertain a motion to accept the items on the consent calendar as presented.

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

## **7. New Business:**

- a. Director's Report: Jim informed the Board that the audit was taking place on February 23<sup>rd</sup> and that he was meeting with the BOCC March 2<sup>nd</sup> regarding 2020's annual report and 2021's Mosquito Control Plan.

Jim also informed the board he had been contacted by Dale Jeffers, Captain of the Deer Flat Fire Department, regarding our fire hydrant that is currently not working. Jim said that it would cost less than \$5000 to fix the hydrant. The board felt that a decision of less than \$5000 should be left to Jim's discretion.

- b. Application Drone: Jim presented proposals from four companies for an application drone. Jim recommended the board approve the proposal from Frontier Precision because it was the lowest cost and because we already use their record keeping software for our application records.

Liz Mamer moved to accept the proposal from Frontier Precision for \$15,387.64, Norm Brown seconded, motion carried unanimously.

- c. Costco Credit card: Jim asked the board if he could get a Costco credit card to take advantage of the extra warranty on electronics. The board felt it would be appropriate to replace Jim's current FIB credit card with a Costco Card.
- d. Budget Correction: Jim informed the board that there was a mistake in the budget detail causing the total expenses to be off by \$41,000. Jim recommended the line item for the parking lot be reduced by \$21,000 and the line item for an application drone be reduced by \$20,000 to balance the budget. The board concurred and felt no official board action needed to be taken since the total budget was not being changed.

## **8. Old Business:**

- a. Office Administrator Position Update: Jim informed the board that a new Office Administrator had been selected and that they will begin work on March 1<sup>st</sup>.
- b. Engineering Services: Jim presented proposals from three engineering firms. ABCO engineering was the only company to quote everything that was asked. If ESCP was added to the quote from Aspen Engineering they would be cheaper by \$371. Jim recommended that the Board approve the ABCO quote because they would do all the work and they are a Canyon County Company.

Norm Brown moved to accept the proposal from ABCO Engineering for \$16521.00, Liz Mamer seconded, motion carried unanimously.

- c. IT Services: Jim presented proposals from four IT companies. All four proposals were very different. Jim recommended the proposal from Chris Davis as it was very similar in price and was the most detailed and professionally done.

Liz Mamer moved to accept the estimate from Chris Davis for IT Services, Scott Robinson seconded, motion carried unanimously.

- d. Job Descriptions: Jim presented the updated job descriptions. The board would like to see more detailed chain of command aspects in the descriptions in the future. The CPR & First Aid requirement also need standardized between all job descriptions.

- Adulticide Manager
- Lab-Surveillance Manager
- Larvicide Manager
- Larvicide Supervisor (Seasonal)
- Larvicide Supervisor Civil Inspections
- Larvicide Supervisor DFNWR
- Larvicide Supervisor sUAS
- Maintenance Manager
- Seasonal Field Tech
- ULV Crewlead

Scott Robinson moved to accept the Job Descriptions as presented with the CPR & First Aid sections standardized in all job descriptions, Norm Brown seconded, motion carried unanimously.

- 9. Board Discussion:** The Board will review the draft policies Jim provided and send him any comments or suggested changes within two weeks. The draft policies will be discussed and voted on at the next board meeting.

**10. Executive Session:**

Liz Mamer moved to enter executive session pursuant to Idaho Code §74-206 (1)(f) Discuss litigation with attorney, Norm Brown 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:** Policies & Procedures.

- 12. Next meeting dates:** BOT Meeting March 16, 2021 at 4:00 PM.

**13. Adjourn**

Liz Mamer moved to adjourn, Norm Brown seconded, motion carried unanimously at 6:10 PM.



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### Board of Trustees Monthly Meeting

## Minutes

March 16, 2021

4:00pm via Zoom

Join Zoom Meeting

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

Meeting ID: 497 278 7210

Password: 685131

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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 4:05 PM
2. **Roll call of Board Members:** Doug Shinn, Tammy Dittenber, Scott Robinson, and Norm Brown  
**Staff & Guests:** Jim Lunders, Annie Keene, Chris Ocegueda, Ashton Davis, and Nique Herve
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:** Persons wishing to address the Board on items not on the Agenda (limit to 5 minutes per person): 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 Board Clerk prior to the start 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 16, 2021.
  - b. Review of Budget vs Actual and Statement of Activity for February 2021

Norm Brown moved to accept the items on the consent calendar, Tammy Dittenber seconded, motion carried unanimously.

**7. New Business:**

- a. Director's Report: Jim updated the Board on our meeting with the BOCC regarding this year's control operations. Jim, Chris, and Doug attended.
- b. Budget Hearing Date: The Budget Hearing was set for August 10<sup>th</sup> at 4 PM.
- c. UI Living on the Land Program: During our meeting with the BOCC they had suggested we contact UI regarding the Living on the Land Series of webinars. Jim has contacted them, and we are working to see where we will best fit in the program.
- d. Website/URL: The BOCC also suggested we speak to the Counties webmaster regarding our website and email hosting. In an initial meeting with them they encouraged us to look at a shorter URL to start the process. CCMAD.org has already been taken but we are suggesting using 2CMAD.org as our new URL. The Board concurred with that decision.

**8. Old Business:**

Norm Brown left the meeting.

- a. Policy Manual: A draft policy manual was reviewed by the Board. Numerous sections were discussed for possible edits.

Tammy Dittenber moved the policies be adopted as amended (see attached), Scott Robinson seconded, motion carried unanimously.

- 9. Board Discussion:** The board asked Jim to forward any videos from the Drone presentation last month. The Board asked about seasonal training. Jim said that this year we were going to save most of the classroom training for days when the weather was bad and try to keep staff in the field when the weather was nice.

**10. Executive Session:** None

**11. Action Item(s) for next meeting:** Health Insurance

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

**13. Adjourn**

Tammy Dittenber moved to adjourn, Scott Robinson seconded, motion carried at 5:42.



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### Board of Trustees Monthly Meeting

## Minutes

April 20, 2021

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 4:02 PM
2. **Roll call of Board Members:** Doug Shinn, Norm Brown, Liz Mamer, and Scott Robinson  
**Staff & Guests:** Jim Lunders, Chris Ocegueda, and Nique Herve
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:** Persons wishing to address the Board on items not on the Agenda (limit to 5 minutes per person): 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 Board Clerk prior to the start 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 16, 2021.
  - b. Review of Budget vs Actual and Statement of Activity for March 2021  
Action: The chair would entertain a motion to accept the items on the consent calendar as presented.

Liz Mamer moved to approve the items on the Consent Calendar as presented, Norm Brown seconded, motion carried unanimously.

## **7. New Business:**

- a. Director's Report: Jim gave the board an update on water levels. Looking like a similar water year to last year currently.
- b. Orientation: Jim updated the board on orientation. Let them know we were breaking it up to spend more time in the field and would use rainy days for doing in-office training.
- c. UI Presentation: Jim updated the board on the presentation he gave in cooperation with UI Extension on Integrated Mosquito Management. The talk was recorded, and Jim will send out the link for those who missed it live.
- d. ATV Training: Staff has received their ATV training and their ATV licenses for this season.
- e. IDA Testing: IDA did a training course and testing session here at the office for nine employees. 7 passed which was a huge improvement over them studying on their own, as they've done in the past.
- f. Drone Presentation: Jim attended a one-day drone training at Bannock County MAD yesterday.
- g. Text Notifications: The text notification system through Verizon no longer supports non Verizon numbers. We are working on a solution before it is needed for adult mosquito control applications.

## **8. Old Business:**

- a. Health Care: Jim presented information to the board showing that the District could pay 100% of medical, dental, and vision insurance for employees and their families the remainder of 2021 and still stay within budget for personnel costs. Jim said the cost of insurance was a major obstacle to the majority of staff and very few employees are electing to get coverage for family members. Both Canyon and Ada counties pay a substantial proportion of family health care coverage costs and the District is at a disadvantage attracting applicants due to current cost of coverage.

The board discussed the issue at length. The general consensus was that coverage costs should be more in line with the county and other programs around Idaho. The Board feels it is important that employee bear some financial cost of coverage so they see the benefit of coverage.

Liz Mamer moved the District expand healthcare coverage as follows: Full time employee's receive 100% of medical, dental, & vision premiums paid by the District and the coverage for spouses & dependents premiums cost the employee \$25 per month per covered family member, Norm Brown seconded, motion carried unanimously.

**9. Board Discussion:** The board asked Jim to give an update on the website. Jim informed the board that discussions with the County on updating the website had begun but they would be unable to start on the project until October. They also asked about whether the fire hydrant had been repaired. Jim said he was still waiting on Delta fire to come back out and complete the repair.

**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:** Audit

**12. Next meeting dates:** BOT Meeting May 18, 2021 at 4:00 PM. The consensus of the Board is the next meeting should be held in person to review the audit.

**13. Adjourn**

Norm Brown moved to adjourn, Scott Robinson seconded, motion carried unanimously.



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Board of Trustees Monthly Meeting

# Minutes

May 18, 2021

4:00pm

Canyon County Mosquito Abatement District Office

9719 Booker Lane

Nampa, ID 83686

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.

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, Liz Mamer, Scott Robinson, and Tammy Dittenber  
**Staff & Guests:** Jim Lunders, Mike Hodges and John Russell
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:** Persons wishing to address the Board on items not on the Agenda (limit to 5 minutes per person): 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 Board Clerk prior to the start 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 April 20, 2021.
  - b. Review of Budget vs Actual and Statement of Activity for April 2021

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

## 7. New Business:

- a. **Audit:** John Russell presented the Audit to the Board. No major issues were found during the audit. Currently the District has approximately 7 months of reserves which the Auditor feels is appropriate for a program of our type.

Norm Brown moved to accept the audit as presented, Tammy Dittenber seconded, motion carried unanimously.

- b. Director's Report: Jim updated the Board on water levels. It currently looks like it will be a shorter water year.

Jim informed the Board that the fire hydrant has been replaced and is now in working properly. Deer Flat Fire Department has been notified that it is again operational.

Jim also let the board know that adult mosquito surveillance has begun, and data will be presented at the next meeting.

- c. Records Retention Policy: Jim informed the board of the need to set a Records Retention Policy so that old files that no longer serve a purpose can be disposed of.

Tammy Dittenber moved to adopt the Records Retention Policy as presented, Scott Robinson seconded, motion carried unanimously.

- 8. Old Business:** Drone update: Jim informed the Board that the drone had to be sent in for warranty repairs after only two flights. The drone is supposed to be back the end of this week. Jared Arnold with MCMAD is going to help us get up and running next week so we can begin making applications.

- 9. Board Discussion:** The Board wanted to know why the Bookkeeper was continuing to provide finance reports too late to be sent to them before the meetings. They also wanted to know why page numbers are still not on the reports and why the budget categories are not numbered sequentially. Jim informed them all these issues have been covered with the bookkeeper however he feels that a written list of duties needs to be developed so that there is no ambiguity in what is expected. The Board feels that required duties need to be made clear and if they aren't met the District needs to consider a new Bookkeeper.

- 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:** Drone Update

- 12. Next meeting dates:** BOT Meeting June 15, 2021 at 4:00 PM.

- 13. Adjourn**

Liz Mamer moved to adjourn, Norm Brown Seconded, motion carried unanimously at 5:44 PM



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### Board of Trustees Monthly Meeting

## Minutes

June 15, 2021

4:00pm

Canyon County Mosquito Abatement District Office

9719 Booker Lane

Nampa, ID 83686

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.

1. **Call to order:** Doug Shinn Called the meeting to order at 4:01 PM
  2. **Roll call of Board Members:** Doug Shinn, Norm Brown, Liz Mamer, Scott Robinson, & Tammy Dittenber  
**Staff & Guests:** Jim Lunders, Annie Keene, & Stacy Carter
  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:** Persons wishing to address the Board on items not on the Agenda (limit to 5 minutes per person): 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 Board Clerk prior to the start 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 18, 2021.
    - b. Review of Budget vs Actual and Statement of Activity for May 2021  
Action: The chair would entertain a motion to accept the items on the consent calendar as presented.
- Liz Mamer moved to accept the items on the consent calendar as presented, Norm Brown seconded, motion carried unanimously.
7. **New Business:**
    - a. Director's Report:

- Water Levels: Jim presented graphs showing water levels. It appears that despite the drought we will have water through the majority of the season.
  - Trap Counts: Jim presented graphs showing current trap data. The Board would like to see the graphs condensed onto one or two pages and the scales of the graphs be standardized.
  - Treatments: Jim gave a brief update on treatments so far. Larvicide treatments are up at this time and adulticide treatments are down mostly due to the windy spring.
  - Drone Applications: Jim informed the board that drone applications had begun. Jim gave an example of one application where the drone required 0.75 man hours to complete where it normally took 16 man hours to make the application from the ground.
- b. Bookkeeper Change: Leah Aslett has sold Precise Bookkeeping to Stacy Carter. Stacy will be doing our books from this point forward.

Stacy introduced herself to the Board. She asked if there was anything the specific the Board would like to see done differently. The Board would like title headers on each page of the budget to actual. They would also like all reports to be done in quickbooks if possible.

- c. 2022 Budget Priorities Discussion: Jim asked the Board if they had any major budget priorities as he prepares the budget for the budget workshop. The Board instructed Jim to bring his priorities to the budget workshop.

Budget workshop is planned to be held at the Orchard House at 7pm July 13<sup>th</sup>.

**8. Old Business:** None

**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]:** None

**11. Action Item(s) for next meeting:** Drones, Bookkeeping Contract

**12. Next meeting dates:** BOT Meeting July 20, 2021 at 4:00 PM.

**13. Adjourn**

Tammy Dittenber moves to adjourn, Liz Mamer seconds, motion carries unanimously at 6:05 PM.



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Board of Trustees Monthly Meeting

# Minutes

July 20, 2021

4:00pm

Canyon County Mosquito Abatement District Office

9719 Booker Lane

Nampa, ID 83686

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.

1. **Call to order:** Doug Shinn called the meeting to order at 4:07 PM
2. **Roll call of Board Members:** Doug Shinn, Norm Brown, Liz Mamer, Scott Robinson, & Tammy Dittenber  
**Staff & Guests:** Jim Lunders & Stacy Carter
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)]:** Addition of Budget Discussion
5. **Public Comment:** 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 Board Clerk prior to the start 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 15, 2021.
  - b. Review of Budget vs Actual and Statement of Activity for June 2021  
Action: The chair would entertain a motion to accept the items on the consent calendar as presented.

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

## 7. New Business:

- a. Director's Report:

- Water Levels: Jim presented graphs showing current water levels. Indications show there should be ample irrigation water through at least Mid-September.
  - Trap Counts: Jim presented graphs showing current trap data. At this time numbers are up in both Melba and Middleton. Middleton is currently giving us the most difficulty in getting adequate control.
  - Treatments: Larval treatments are up year over year. We are finding new sources on a daily basis. Adult treatments are slightly down primarily due to the unstable weather we had this spring.
  - Drone Applications: Drone applications are saving a significant amount of time. The drone is currently being repaired after striking a power pole earlier this week.
  - Resistance Testing: In cooperation with Gem, Ada, and Payette counties we conducted resistance testing on field caught mosquitoes from two sites in Canyon County. No pyrethroid resistance was found in the mosquitoes tested.
- b. Contingency Aerial Contract: Jim discussed the need for a contingency aerial contract for adult mosquito control in the event we have the need for a large application. Jim informed the Board that VDCI was the only company with the equipment to correctly make these applications that was willing to do work in the Western United States. The Board discussed the need for the applications and noted that they could be very beneficial to our control program.

Liz Mamer moved to accept the VDCI Contingency Aerial Contract for adult mosquito control, Tammy Dittenber seconded, motion carried unanimously.

- c. 2021 Budget Amendments: Jim asked the Board to adjust the current years budget to better utilize the funds we have available. Jim explained that the Parking lot paving project would not be feasible this year with the funds budgeted. We are unable to purchase any pickups this year due to a shortage of basic model vehicles.
- Move \$80,000 from parking lot paving to pay off the seven 2019 pickup leases.
  - Move \$45,000 from 2 Chevy Colorado PU to 2020 Ford Rangers to pay off their leases.
  - Move \$13,000 from ATV purchase to Application Drone to purchase an additional drone.

Tammy moved to amend the 2021 budget by moving \$80,000 from parking lot paving to paying of 7 2019 Ford PU leases, \$45,000 from 2 Chevy Colorado PU to 2020 Ford Rangers to pay off their leases and moving \$13,000 from ATV purchase to Application Drone to purchase another drone, Scott Robinson seconded, motion carried unanimously.

**8. Budget Discussion:** Jim went over the draft budget. The Board expressed their desire that the budget not increase the levy rate. Jim explained that due to growth and property value increases the levy rate would actually go down.

**9. Old Business:**

- a. Bookkeeping Contract: Jim updated the board that we do not have a current contract with Precise Bookkeeping. Stacy Carter the new owner has agreed to charge \$500.00 per month for

her services moving forward. The Board is fine moving forward with a month to month arrangement however they would like to see a formal scope of work document for next meeting.

**10. Board Discussion:** None

**11. 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]:**

Liz Mamer moved to go into Executive Session to discuss litigation with attorney, Tammy Dittenber seconded, motion carried unanimously at 6:35 PM

Norm Brown moved to leave Executive Session, Tammy Dittenber seconded, motion carried unanimously at 7:02 PM

**12. Action Item(s) for next meeting:** Scope of work document for bookkeeping.

**13. Next meeting dates:** Budget Hearing August 10, 2021, at 4:00 PM BOT Meeting August 17, 2021 at 4:00 PM.

**14. Adjourn**

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



## CANYON COUNTY MOSQUITO ABATEMENT DISTRICT

9719 Booker Lane, Nampa, ID 83686

Telephone 208-461-8633

Fax 208-461-4459

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

Budget Hearing

# Minutes

August 10, 2021

4:00pm

Canyon County Mosquito Abatement District Office

9719 Booker Lane

Nampa, ID 83686

This meeting has been noticed according to the Idaho Code §74-203(4) and (5).

1. **Call to order:** Doug Shinn called the meeting to order at 4:07 PM
2. **Roll call of Board Members:** Doug Shinn, Norm Brown, Scott Robinson, & Tammy Dittenber  
**Staff & Guests:** Jim Lunders & Ann Delgado
3. **Secretary or other person appointed to take minutes [Idaho Code § 74-205(1)]:** Jim Lunders
4. **Agenda Amendments (if any) [Idaho Code §74-204(4)(b) & (c)]:** None
5. **Public Comment:** Persons wishing to address the Board limited to 5 minutes per person: None
6. **Presentation of the Budget:** Jim Lunders presented the budget to the board. Questions were asked and answered.
7. **Budget Vote and Signing of the Budget Resolution:** Tammy Dittenber moved to approve the budget as presented, Scott Robinson seconded, motion carried unanimously. BOT members present then signed the budget resolution.
8. **Adjourn:** Tammy Dittenber moved to adjourn, Norm Brown seconded, motion carried unanimously at 4:20.



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### Board of Trustees Monthly Meeting

## Minutes

August 17, 2021

4:00pm

Canyon County Mosquito Abatement District Office

9719 Booker Lane

Nampa, ID 83686

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.

1. **Call to order:** Doug Shinn called the meeting to order at 4:01 PM
2. **Roll call of Board Members:** Doug Shinn, Liz Mamer, Norm Brown, Tammy Dittenber, & Scott Robinson  
**Staff & Guests:** Jim Lunders & Mike Hodges
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)]:** Resuming Zoom meeting to Board Discussion
5. **Public Comment:** Persons wishing to address the Board on items not on the Agenda (limit to 5 minutes per person): 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 Board Clerk prior to the start 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 20, 2021 & Budget Hearing August 10, 2021. Tammy Dittenber's name is spelled incorrectly in the Budget Hearing minutes
  - b. Review of Budget vs Actual and Statement of Activity for July 2021  
Action: The chair would entertain a motion to accept the items on the consent calendar as presented. Board suggests conditional formatting be used in the budget to actual to correct the over/under coloring.

Liz Mamer moves to accept the items on the consent calendar with the corrections of Tammy Dittenber's name in the Budget Hearing minutes, Scott Robinson seconded, motion carried unanimously.

## **7. New Business:**

### **a. Director's Report:**

- **Water Levels:** Jim updated the board on water levels. Current projections are that the irrigation water will continue through September 15.
- **Trap Counts:** Jim presented trap data. Numbers are generally lower than normal except for Middleton and Parma.
- **Treatments:** Larval treatments are up year to year. Adulticide applications are down apart from the aerial application.
- **Drone Applications:** Three hundred eighty flights have been made so far. Staff are getting more efficient with each application.
- **Aerial Application:** The application went well and adult mosquito numbers and service requests are down in the areas treated.

### **b. Drone Purchase:** Jim presented a proposal from Frontier Precision to purchase their demo model drone. The pros and cons of purchasing a used drone were discussed. Jim felt that the cost savings outweighed any risk to not having a warranty as most warranty items have issues early.

Liz Mamer moved approve the drone purchase proposal presented, Scott Robinson seconded, motion carried unanimously.

## **8. Old Business:**

### **a. Bookkeeping Scope of Work Document:** Jim presented a scope of work document that outlines the duties of District staff and the bookkeeper. The board had no changes to add.

## **9. Board Discussion:** The Board discussed whether we would need to return to Zoom meetings with the resurgence of COVID-19. After a brief discussion the consensus was that if cases continue to rise we should resume with Zoom meetings.

## **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:** None

## **12. Next meeting dates:** BOT Meeting September 21, 2021 at 4:00 PM.

## **13. Adjourn**

Norm Brown moved to adjourn, Tammy Dittenber seconded, motion carried unanimously.



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### Board of Trustees Monthly Meeting

## Minutes

September 21, 2021

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 4:03 PM
2. **Roll call of Board Members:** Doug Shinn, Norm Brown, Scott Robinson, & Tammy Dittenber  
**Staff & Guests:** Jim Lunders, Chris Ocegueda, Annie Keene, Ashton Davis, Greg Rast
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:** Persons wishing to address the Board on items not on the Agenda (limit to 5 minutes per person): 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 Board Clerk prior to the start 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 17, 2021.
  - b. Review of Budget vs Actual and Statement of Activity for August 2021:  
Action:  
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:**

- **Water Levels:** Jim updated the board on current water levels. The majority of irrigation water has now been shut off or will be shortly.
- **Trap Counts:** Jim presented graphs of current trap counts. The *Culex* numbers have plummeted with the cooler temperatures and shorter days.
- **Treatments:** Larval treatments are up year over year. Truck mounted ULV treatments are down but the aerial application acreage makes the total adult treatments similar to last season.

### **b. Canyon County MOU for Website Development:** Greg Rast with Canyon County gave an overview of the work they are able to do to refurbish and host our website and email. The 2CMAD.org url has already been purchased but the importance of also purchasing .net,.com, etc. to avoid public confusion was discussed. The possibility of moving to .gov was discussed but Greg would have to look further into it. The consensus of the Board was to move forward with drafting an MOU between Canyon County and the District and discuss further once a document had been created.

### **c. COVID related one time performance allocation for hourly full-time employees:** Jim asked that the board authorize him to give one-time performance allocations to the District's 8 hourly full-time employees in recognition of the extra work they have had to perform due to COVID-19 and a shortage of staff. The amount of compensation was discussed and Jim felt that \$2000 per employee was appropriate. This amount would also keep the District well within their budget for personnel.

Tammy Dittenber moved to authorize a \$2000 one-time performance allocation to the District's 8 hourly full-time employees, Norm Brown seconded, motion carried unanimously.

### **d. Winter Office Hours:** Jim asked the board if it would be appropriate for the office to be publicly only four days a week during the off season. The board saw no issues with the office being closed as needed during the off season.

## **8. Old Business: None**

### **9. Board Discussion:** Ada County's aerial application and the reaction surrounding it was discussed. Jim said the District had received a few calls related to the application in Ada County as well as the previous aerial application in Canyon County.

### **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]:**

Tammy Dittenber moved to enter into executive session under [Idaho Code §74-206, (1)(f) Discuss litigation with attorney, Norm Brown seconded, motion carried unanimously at 5:36 PM.

Norm Brown moved to return to open meeting, Tammy Dittenber seconded, motion carried unanimously at 5:42 PM.

**11. Action Item(s) for next meeting:** Website MOU

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

**13. Adjourn**

Tammy Dittenber moved to adjourn, Norm Brown seconded, motion carried unanimously at 5:45 PM.



## CANYON COUNTY MOSQUITO ABATEMENT DISTRICT

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

### Board of Trustees Monthly Meeting

## Minutes

October 19, 2021

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:** Liz Mamer called the meeting to order at 4:03 PM
2. **Roll call of Board Members:** Liz Mamer, Tammy Dittenber, Norm Brown, Scott Robinson joined the meeting at 4:06, Doug Shinn joined the meeting at 4:09  
**Staff & Guests:** Jim Lunders, Mitch Kiester, Annie Keene, & Nique Herve
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:** Persons wishing to address the Board on items not on the Agenda (limit to 5 minutes per person): 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 Board Clerk prior to the start of the meeting, or you may speak about the item during Public Comment Period.

Doug Shinn took over as chair of them meeting at 4:09 PM

- a. Consideration and approval of Canyon County MAD Board of Trustees Monthly Meeting minutes for September 21, 2021.

- b. Review of Budget vs Actual and Statement of Activity for September 2021. Tammy Dittenber pointed out that “County’s” was spelled incorrectly in item 9.

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

**7. New Business:**

- a. Director’s Report: Jim and Mitch Kiester discussed with the Board reporting of WNV. Mitch Kiester will schedule a meeting with Jim and staff of SWD Health to discuss improvements for next year.
- b. Legal Counsel Designation: The Districts current legal counsel Maren Erickson has left Hamilton, Michaelson & Hilty and joined the firm Borton-Lakey. The Board discussed whether to change firms to retain Ms. Erickson as counsel or to continue the District’s relationship with HMM. The consensus of the Board is to continue our relationship with HMM.
- c. Assistant Director Job Description: Jim presented a job description for the vacant Assistant Director position. The Board feels the qualifications need to better match the job duties and it need to be clearer if the position is exempt or not. Jim will modify the job description and present it at the next meeting.

**8. Old Business:**

- a. Canyon County MOU for Website Development: Jim presented a draft MOU for Website Development with Canyon County. The Board discussed whether the Districts URL should be ccmad.canyoncounty.id.gov or 2cmad.org. The Board felt 2cmad.org was easier for the public and would differentiate us from the County as a Special District.

Tammy Dittenber moved to enter into a MOU for Website Development with Canyon County, Liz Mamer seconded, motion carried unanimously.

**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]:** None

**11. Action Item(s) for next meeting:** Annual Report, Assistant Directors job description, parking lot.

**12. Next meeting dates:** BOT Meeting November 16, 2021 at 4:00 PM.

**13. Adjourn**

Norm Brown moved to adjourn, Tammy Dittenber seconded, motion carried unanimously at 5:04 PM.



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### Board of Trustees Monthly Meeting

## Minutes

November 16, 2021

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 4:01 PM
2. **Roll call of Board Members:** Doug Shinn, Norm Brown, Liz Mamer, Tammy Dittenber, and Scott Robinson  
**Staff & Guests:** Jim Lunders, Niqui Herve, and Annie Keene.
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:** Persons wishing to address the Board on items not on the Agenda (limit to 5 minutes per person): 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.
  - a. Consideration and approval of Canyon County MAD Board of Trustees Monthly Meeting minutes for October 19, 2021.
  - b. Review of Budget vs Actual and Statement of Activity for October 2021. Jim informed the Board that the year to date total numbers on page 4 of the budget to actual were incorrect. Jim read them the correct numbers. The board wants a corrected document before approval.

Tammy Dittenber moved to accept the minutes as presented, Liz Mamer seconded, motion carried unanimously.

**7. New Business:**

- a. Director's Report: Jim updated the Board on his meeting with SWD Health. They are planning to do a tabletop exercise of WNV positive humans and mosquitoes next spring with all 3 MAD's in SWD's jurisdiction to assess how best to communicate positives between agencies and to the public.
- b. Parking Lot Discussion: How to best receive proposals for construction of the parking lot was discussed. The consensus of the Board was that the engineering report should be given to prospective contractors and that the Board will evaluate them based on what is in the best interests of the District.

**8. Old Business:**

- a. Canyon County MOU for Website Development: Jim informed the Board that the MOU had been signed by the BOC and that an initial work planning meeting is scheduled for 11/23.
- b. Assistant District Director or Scientific Program Director Job Description: Jim presented two possible job descriptions to the Board. It was suggested that bullet point 4 on page 2 of the Assistant Directors description be slightly modified.

Tammy Dittenber moved that the Assistant Directors job description with modifications be adopted, Liz Mamer seconded, motion carried unanimously.

**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]:** None

**11. Action Item(s) for next meeting:** None. Bookkeeping Contract in January.

**12. Next meeting dates:** BOT Meeting December 7, 2021 at 6:00 PM at Brick 29.

**13. Adjourn**

Norm Brown moved to adjourn, Liz Mamer seconded, motion carried unanimously.



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### Board of Trustees Monthly Meeting

## Minutes

December 7, 2021

6:00pm

Brick 29 Banquet Room

320 11<sup>th</sup> Ave South

Nampa, ID 83686

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.

1. **Call to order:** Doug Shinn Called the meeting to order at 6:01 PM
  2. **Roll call of Board Members:** Doug Shinn, Norm Brown, Liz Mamer, and Tammy Dittenber  
**Staff & Guests:** Jim Lunders, Diane Shinn, Phil Mamer, Jan Brown, and Mike Dittenber
  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:** Persons wishing to address the Board on items not on the Agenda (limit to 5 minutes per person): Phil Mamer stated that he had noticed a lot more adult mosquitoes in the house this fall/winter than in previous years.
  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.
    - a. Consideration and approval of Canyon County MAD Board of Trustees Monthly Meeting minutes for November 16, 2021.
    - b. Review of Budget vs Actual and Statement of Activity for November 2021.
- Norm Brown moved to accept the items on the consent calendar as presented, Liz Mamer seconded, motion carried unanimously.
7. **Board Discussion:** The Board asked when the website would be live. Jim said it is projected to be finished before April.
  8. **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**

**9. Action Item(s) for next meeting:** Bookkeeping Contract and Election of Officers

**10. Next meeting dates:** BOT Meeting January 18, 2022 at 4:00 PM.

**11. Adjourn**

Tammy Dittenber moved to adjourn the meeting, Liz Mamer seconded, motion carried unanimously.