



# **Jackson County Vector Control District**

555 Mosquito Lane, Central Point, Oregon 97502

Telephone 541-826-2199

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## **PUBLIC NOTICE**

A meeting of the board of trustees of the Jackson County Vector Control District will be held January 18th, 2024 at 4:30 PM. Board meeting can be attended in person or available via Zoom. Zoom log-in information for the public can be found at the Districts website: <http://jcvcd.org/>, listed under public meeting notices. Board members will receive their log-in information with board packet. Please call or email the District office to confirm if you are able to attend or are having issues logging into Zoom.

WHO'S PRESENT? Robin Norris, Gary Stevens, Craig Hilty, Stacy Brubaker, Geoff Taylor, Joan Lane. On Zoom Jackson Baures and Dave Dotterer

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## **AGENDA**

### **1. Call to Order 4:30pm Robin Norris**

### **2. Public Input- None**

### **3. Approval of the Agenda**

**Motion to Approve: Craig Hilty**

**2<sup>nd</sup> to Approve: Karen Adams**

**Vote: Unanimous**

### **4. Approve Minutes of the October 19<sup>th</sup>, 2023 Board Meeting**

**\*Amend October 19<sup>th</sup> minutes to reflect Karen Adams talked to auditor Richard Brewster and he said JCVCD should have full disclosure with credit card charges.**

**Motion to Approve: Gary Stevens**

**2<sup>nd</sup> to Approve: Craig Hilty**

**Vote: Unanimous**

### **5. Reports**

#### **a. Printout of the November and December bills**

#### **b. Budget vs Actual**

**Gary Stevens asked what the charge OGB is, Geoff Taylor said it was our bookkeeper's company. Gary Stevens asked if we will still have a Mt. Shasta Water bill, Geoff said yes at this time, but it will be lowered. Geoff is keeping a**



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bottle dispenser in the seasonal employee break room. Karen Adams asked if JCVCD had a water softener, Geoff Taylor said we do not. Karen Adams questioned the two charges at premium oil, Geoff Taylor stated there were two oil changes done. Karen Adams asked if the new hire has any mechanical skills, Geoff Taylor stated that would be nice, but it was not necessary to get the job position. Karen Adams asked if we must collect 100 ticks at each location again, Geoff Taylor said they are working on collecting data for the scientific paper Dr. Debess and Andrew Partin are working on.

**Motion to Approve: Craig Hilty**

**2<sup>nd</sup> to Approve: Karen Adams**

**Vote: Unanimous**

## **6. 2023 New Appointment of Board Member**

### **a. Election of Board President**

**Nomination: Robin Norris**

**Motion to Approve: Craig Hilty**

**2<sup>nd</sup> to Approve: Gary Stevens**

**Vote: Unanimous**

### **b. Election of Board Secretary**

**Nomination: Craig Hilty**

**Motion to Approve: Gary Stevens**

**2<sup>nd</sup> to Approve: Karen Adams**

**Vote: Unanimous**

## **7. 2023 Annual Report**

Karen Adams asks why we don't print the budget in the annual report. Gary Stevens stated the report doesn't show the budget. Geoff Taylor stated that the report has never shown the budget before. Karen Adams asked if any other Special Districts are showing their budget. Geoff Taylor said he has seen reports with or without the budget added to the annual report. Karen Adams asked where the mosquito fish tank is going to go by the front office door, Geoff Taylor said it will go right outside the door by the rail. Geoff Taylor talked about the tick study and Stacy Brubaker asked if Dr. Mann, the medical director for Jackson County Health, could see the results of the study. Jackson Baures asked if he could get the results as well and send it to Bonnie Simson too. Karen Adams asked about the ODFW, Oregon Dept. of Fish and



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Wildlife, pages and why didn't we show the longitude and latitude of the locations, Geoff Taylor stated we have posted the information required from ODFW.

## **8. 2023 Pesticide Use Report - No Questions**

## **9. Administrator Report - No Questions**

## **10. District Manager Report – No Questions**

## **11. Hiring Process – New Hire – No Questions**

## **12. Basic HRA/Payroll**

The board voted that they would allow \$4000 rollover on the new HRA plan. The board would like to have a cap on the amount an employee can have on their HRA card and will research what they feel would be an appropriate amount. The board voted that once an employee retires, quits, or gets relieved of a position the HRA account would be cancelled immediately, and the funds returned to the District. Stacy Brubaker asked if there are taxes on the roll over amount, Geoff Taylor said he would investigate that.

## **13. Set Date and Time for Next Board Meeting**

- a. April 18<sup>th</sup>, 2024, at 4:30pm
- b. May 16<sup>th</sup>, 2024, Budget Committee Meeting
- c. June 20<sup>th</sup>, 2024, Budget Meeting

## **14. Other**

Robin Norris would like JCVCD to work on a Pay Scale for District Managers. Robin Norris said the current Manager has not had an increase since 2018 because there is not a pay scale in place. Craig Hilty offered his help to Joan Lane the office specialist to work on this.

Geoff Taylor stated that this year he is going to work with our auditor, bookkeeper, and attorney to review the budget vs actual line items. See what categories need to be removed, added, or combined.



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**Geoff Taylor stated that he will work on getting the minutes out as soon as he can, and if anyone has questions, changes, or comments to email him right away for him to review and address.**

**Stacy Brubaker announced that she has been working with Geoff Taylor to get the by-laws 452. Geoff will have to go in front of the Jackson County Health Board, with the date TBD.**

### **15. Adjourn 5:57pm**

**Motion to Approve: Craig Hilty**

**2<sup>nd</sup> to Approve: Karen Adams**