



Jackson County Vector Control District

555 Mosquito Lane, Central Point, Oregon 97502

Telephone 541-826-2199 Fax 541-826-8553

Email: office@jcvcd.org

PUBLIC NOTICE

A meeting of the board of trustees of the Jackson County Vector Control District will be held April 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.

Attendance: Robin Norris, Gary Stevens, Craig Hilty, Cal Lanfear, Karen Adams, Geoff Taylor, Joan Lane, Andrew Partin, Dave Dotterer, On Zoom Jackson Baures.

AGENDA

1. Call to Order: Robin at 4:30pm

2. Approval of the Agenda

Robin motioned to add 8A. Wage Scale for District Manager

Motion to Approve: Gary Stevens

2nd to Approve: Cal Lanfear

Vote: Unanimous

3. Approve Minutes of the January 19th, 2024, Board Meeting

Motion to Approve: Gary Stevens

2nd to Approve: Craig Hilty

Vote: Unanimous

4. Public Input- Commissioner Dave Dotterer extended a thank you to JCVCD

Board of Trustees and Staff for assisting with the rodent infestation at the Jackson County Animal Shelter.

5. Reports

- a. **Printout of the January, February, and March Financials, Credit Card Statements, and Ledgers**



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b. Budget vs Actual

c. Profit and Loss

Craig Hilty, Board Appointed Secretary, reviewed and approved each monthly Financials, Credit Card Statements, and Ledgers.

Motion to Approve: Craig Hilty

2nd to Approve: Gary Stevens

Vote: Unanimous

Karen Adams and Robin Norris stated that each month Geoff Taylor will email the board a copy of the credit card statement with the financials. Karen Adams questioned why the account register was reflecting a negative balance. Geoff Taylor stated the bank account does not go into a negative account. Robin Norris explained that is just how the report looks and the account does have the appropriate funds to cover costs. Karen Adams asked about 2 payments made to SDIS in January. Joan Lane verified it was January 2024 payment and February 2024 payment.

Action Items

6. BASIC- HRA Details for 2024-2025

Details of BASIC plans.

Geoff Taylor, we will leave the plan as it is now. We will not need to vote.

7. Confirmation of Oregon Sec of State Plan of Action for Deficiency

Review deficiencies and sign Plan of Action.

Motion to Approve: Craig Hilty

2nd to Approve: Cal Lanfear

Vote: Unanimous

Robin Norris asked for verification on deficiency #7. Robin Norris interprets it as documenting The Board activities: Signing checks, review statements, etc. Geoff Taylor will reach out to the auditor office for clarification and will email the board. The Board did approve the Plan of Action if we have verification on what is needed for #7. Per Richard Brewsters Office, JCVCD staff is to include a recognition of the board



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member who reviews the monthly financials. We are including that recognition under #5 Reports.

8. Budgeting Process Alignment (Action Required)

Review/Vote on transition to new Budget requirements and chart of accounts for districts financials.

Motion to Approve: Craig Hilty

2nd to Approve: Cal Lanfear

Vote: Unanimous.

Karen Adams asked if we could still see the sub-categories. Geoff said yes, the update is for the Oregon Department of Revenue Budget Forms.

8A. Wage Scale for District Manager

Starting July 1st, 2024, the Board voted to adopt a new wage scale for the District Manager. Re-evaluation of wage scale in 2030.

Motion to Approve: Gary Stevens

2nd to Approve: Cal Lanfear

Vote: Unanimous

9. Information Notice Update for Board of Trustees

a. JCVCD Employee Hub APP

Motion to Approve: Craig Hilty

2nd to Approve: Cal Lanfear

Vote: Unanimous

b. 2025 Calendars

Karen Adams asked if this was a good way to spend the tax payers money. Robin Norris, Gary Stevens, Craig Hilty, and Cal Lanfear agree that creating the calendar is a good public outreach tool.

c. Tick Campaign #DontBeATickTarget

Gary Stevens asked if we could post the risk percentage of Lyme Disease in the area. Andrew Partin stated that we are working on data and does not advise adding that information to the website at this time. Jackson Baures



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said he has a meeting with Dr. Debess in May to continue planning for the campaign.

d. Jackson County Phone Book

e. Website ADA Compliance

f. Special District Support for 4.R.7525

Gary Stevens was not sure if the district employees could vote or if it had to be the board. Geoff Taylor will contact the Board when asked to vote.

10. Administrative Report

Karen Adams asked if we are going to have the Tire Recycle Drive, Geoff Taylor said we are working with the DEQ to get approval. Karen asked if we could partner with other companies to help with the labor.

11. Operations Report- as written.

12. Vector Ecologist Report

Andrew Partin elaborated on tick work.

13. District Manager Report

Gary Stevens asked what Geoff Taylor would do if he had 1 more full-time seasonal employee. Geoff Taylor said he would get cross training with the lab technicians.

14. Confirm Date and Time for Next Board Meeting

a. May 16th, 2024, Budget Committee Meeting 5:00PM

b. June 20th, 2024, Budget Hearing 4:30PM

15. Other

16. Approval or Recommendations

17. Adjourn 7:15pm

Motion to Approve: Karen Adams

2nd to Approve: Gary Stevens