



Jackson County Vector Control District

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Public Notice

Our board meeting will be held Thursday October 19th, 2023 at 4:30 PM. Board meetings can be attended in person or available via Zoom only. 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.

Roll Call: In Person: Robin Norris, Cal Lanfear, Gary Stevens, Karen Adams, Geoff Taylor, Joan Lane, Andrew Partin, David Dotterer.

AGENDA

1. Call to Order **Time: 4:30pm**
2. Approval of Agenda

Motion to Approve: Cal Lanfear
2nd to Approve: Gary Stevens
Vote: Unanimous

3. Minutes of the September 21st, 2023, Board Meeting

Motion to Approve: Cal Lanfear
2nd to Approve: Gary Stevens
Vote: Unanimous

4. Public Input: None

5. Financial Report
 - a. Printout of September bills
 - b. Budget vs. Actual

Karen Adams asked where the deposit from OHA came from. Geoff Taylor stated it came from Oregon Health Authority for the reimbursement for the deep freeze, educational calendars, and PCR agents. Gary Stevens asked if our Pacific Power bill that was paid in September was for just one month. Geoff Taylor stated yes, the rates have increased. Karen Adams asked about the charge for source abatement and what it was for. Geoff Taylor stated it was the final check payment clearing for the tire recycle drive.

Motion to Approve: Gary Stevens
2nd to Approve: Cal Lanfear
Vote: Unanimous

6. Consideration for approval of credit card statements.

The board has asked Geoff Taylor and Joan Lane to come up with a way to share the monthly business credit card statements with the board without showing the staff's HRA charges. It is to be presented in January 2024. ***Amended on January 18th 2024 for 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: Karen Adams
2nd to Approve: Cal Lanfear
Vote: Unanimous

7. Consideration of Hiring a Full-Time Vector Technician.

Gary Stevens asked if we hire a full-time vector technician would we hire one less seasonal. Geoff Taylor said that we will look at budget and determine yes or no. JCVCD would still need seasonals for help with tire drive and storm drains and floaters. Having another full-time Vector Technician will also allow John Taylor to supervise the whole seasonal crew vs working a zone. Dave Dotterer asked if JCVCD was having difficulties hiring. Geoff Taylor said JCVCD was having difficulties with hiring, however with this last wage scale reviewed by the board, JCVCD can hire at a higher wage, and we had a full crew last year.

Motion to Approve: Gary Stevens
2nd to Approve: Karen Adams
Vote: Unanimous

8. Revisions to sections of the following polices.
a. Employee Policy Manual

Motion to Approve: Gary Stevens
2nd to Approve: Cal Lanfear
Vote: Unanimous

b. Public Contracting Policy

Motion to Approve: Karen Adams
2nd to Approve: Cal Lanfear
Vote: Unanimous

c. Accounting Policy

Karen Adams asked about 2B and the switching of the duties from District Manager and Office Specialist. Geoff Taylor shared we are trying to update the policy to correctly reflect what duties each role performs.

2C Needed to show District Manager and one board appointed officer.

Motion to Approve: Cal Lanfear
2nd to Approve: Gary Stevens
Vote: Unanimous

9. Vector Ecologist Report- as written
10. District Manager Report- as written
11. Renovation update
12. Confirmation of next Board Meeting
 - a. January 18th, 2024
 - b. April 18th, 2024
 - c. May 16th, 2024, Budget Committee Meeting
 - d. June 20th, 2024, Budget Hearing Meeting

13. Other

Geoff Taylor distributed the first annual JCVCD education calendar and shared we had mailed this out to the other Vector Districts in Oregon, Jackson County agencies, and some of our regular residents that JCVCD serves regularly.

14. Adjourn 5:32pm

Motion to Approve: Cal Lanfear
2nd to Approve: Gary Stevens
Vote: Unanimous

Respectively Submitted

Board Secretary/Treasurer