



Jackson County Vector Control District

555 Mosquito Lane, Central Point, Oregon 97502

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

vectoroffice@jcvcd.org

Public Notice

Our board meeting will be held Thursday September 21st, 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.

WHO'S PRESENT? Robin Norris, Cal Lanfear, Gary Stevens, Craig Hilty, Karen Adams, Geoff Taylor, Joan Lane, Andrew Partin, Richard Brewster, Corey Vitus, Jessie Kinney

AGENDA

1. Call to Order **Time: Sept 21st 2023, 4:33p.m.**

2. Approval of Agenda

Motion to Approve: Gary Stevens

2nd to Approve: Cal Lanfear

Vote: Unanimous

3. Minutes of the June 15th, 2023 Budget Meeting

Corrections to be made: Item #5 adding " the board would vote and approve"
unappropriated funds.

Item #6 Correction of spelling from funs to funds.

Item #8 Removing the word a in front of Dr. DeBess name and changing the word the to
that before Jim Clover name

Meeting Motion to Approve as amended: Craig Hilty

2nd to Approve: C. Lanfear

Vote: Unanimous

4. Public Input: None

5. Financial Report

a. Printout of June, July, and August bills

b. Budget vs. Actual

G. Stevens asked about the charge for US Lawns. Geoff Taylor shared we had them
wire the sprinkler controls into the outbuildings.

Karen Adams asked if JCVCD would mow ourselves. G. Taylor stated it would pull an
employee from the field. The board agreed to keep it how it is.

K. Adams asked what vacation time G. Taylor cashed out and what time does he has now. Robin Norris stated it is the time G. Taylor accrues during the year based on what was approved in the employee policy.

K. Adams asked about the 2 payments made to the architect. G. Taylor stated we made the first payment at the start of our need of his services and paid the architect the remaining balance once service was done.

K. Adams asked about the CoDiagnostic charge. G. Taylor stated that was for the PCR machine.

K. Adams asked what the credit cards are used for. G Taylor stated we cannot have open accounts at businesses because that opens us up to fraud. The credit cards and then reconciled with our bookkeeper and then reviewed by the secretary G. Hilty for approval each time he signs checks. K. Adams asked why the credit card charges are not on the printout for the bills. G. Taylor stated it shows where we made the credit card payment each month. C. Hilty states that he does come in and review credit card purchases and would notify the board if there was anything he thought would need reviewed.

Motion to Approve: G. Stevens

2nd to Approve: C. Lanfear

Vote: Unanimous

6. Audit Report – Richard W. Brewster

No material misstatement was detected as a result of the audit.

7. Board Review and Consideration for Approval of Office Remodel

- a. Review and Approval of Proposal
- b. Notice to Intent to Award- September 13th, 2023
- c. Notice to Proceed- September 25th, 2023

K. Adams asked about the completion date. Contract completion date is December 21, 2023 With a 10 days grace period.

K. Adams asked what the board room is used for. G. Taylor stated Board Meetings, VeeMac review, trainings, safety meetings, interviews, and zoom calls.

R. Norris made note that next meeting on October 19th will be held in the shop.

Motion to Approve: G. Stevens

2nd to Approve: C. Lanfear

Vote: Unanimous

8. Board Review and Consideration for Disposal of Surplus Property

- a. Vehicles -- over \$1,000
 - i. #9 2010 Chevy Colorado Milage 54,180
 - ii. #12 2004 Ford Pickup Milage 87,481
 - iii. #13 2013 Ford Pickup Milage 116,020
 - iv. #18 2006 Chevy Colorado Milage 93,402
- b. Items -- under \$1,000
 - i. Power Tools/ Equipment
 - ii. Office Supplies/Office Furniture
 - iii. Electronics

G. Taylor stated JCVCD will be using OregonBuy and Surplus Auctions to sell items. K. Adams suggested that what JCVCD cannot sell be donated to Goodwill.

K. Adams asked why #13 vehicle has so many miles on it. G. Taylor stated it used to be Jim Lunders truck, the previous district manager.

K. Adams asked about the cost to move the phone wires. Joan Lane stated the phones are linked to the back of the computers. G. Taylor stated that moving the internet service to the shop will cost \$99 to move it over and then \$99 to move it back to the office.

K. Adams asked what JAWZ was. G. Taylor shared they are a type of rat trap.

K. Adams asked about a swamp on Peace Lane. The board said we can talk about that outside of the board meeting.

Motion to Approve: C. Hilty

2nd to Approve: C. Lanfear

Vote: Unanimous

9. Vector Ecologist's Report

10. District Manager's Report

11. Confirmation of next Board Meeting

a. October 19th, 2023

b. January 18th, 2024

C. Hilty said he will be gone for the October 19th meeting.

12. Other: SDAO Award Program

R. Norris brought in the formation about the SDAO award program. She is asking the board if they would like to nominate Geoff Taylor for the district manager award. R. Norris asked for the board members to email her with details to add to the application and she will submit.

Motion to Approve: Gary Stevens

2nd to Approve: Cal Lanfear

Vote: Unanimous

13. Adjourn Time: 6:03P.M.

Motion to Approve: C. Hilty

2nd to Approve: G. Stevens

Vote: Unanimous