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 20th, 2023 at 5:30 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.

Roll Call: Robin Norris, Cal Lanfear, Gary, Stevens, Craig Hilty, Karen Adams, Ed Burleigh, Eric Dittmer, Geoff Taylor, Joan Lane, Jackson County Jackson Baures, Jackson County Vector Control Commissioner Dave Dotterer

AGENDA

1. **Call to Order**
   Robin Norris Called Meeting to Order 5:30pm April 20th 2023
2. **Approval of the Agenda**

   Motioned by Cal Lanfear/ Gary Stevens to Approve Unanimous
3. **Approve Minutes of the January 19th, 2023 Board Meeting**

   Karen Adams disputed minutes. G. Stevens approved and Craig Hilty second Board approved 4-1
4. **Public Input**

   None
5. **Reports**
   a. **Printout of the January, February, and March bills**

      K. Adams questioned the new format. Wanted what account it was drawing from and wanted a running total. The other board members do not need running total. C. Hilty asked about the Food and Shelter purchase and Geoff Taylor said it was a Donation we do each year that contact with OMVCA that helps the district with laws/regulations through legislature and government outreach. K. Adams questioned the $5000 in attorney fees to write up our new policies.

   b. **Budget vs Actual**

      C. Hilty asked about the increase in insurance. G. Taylor talked about SDAO and how they quit providing workers compensation.

   c. **Profit and Loss**

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Karen Adams asked why it was named Profit and Loss. C. Hilty asked about the 190% increase in Current Taxes: G. Taylor will be looking into the math. G. Taylor shared about the HP2110 increase from $500,000 to 1 million for audits. We will still need to have an audit but something to watch for.

General Funds: K. Adams asked about applying for Grants. G. Taylor is in the process of looking into some but none currently.

Personnel Services: G. Taylor shared COLA recommend a 5% increase for the upcoming year. K. Adams asked about what are the working hours. Monday through Thursday 6:00am to 4:30 pm. G.Stevens asked about Line #12 and G. Taylor said that is a category we have not used in 3 years and will drop off next year. G. Taylor said we will ask the auditor if we can replace Office Administrator with Office Specialist or if we must let it run out over 3 years. G. Taylor shared the role has evolved and takes over quite a few task that special districts have to take care of on their own verses the county directly. C. Hilty noticed Manager salary is not raising and G. Taylor said he was trying to follow the new wage tiers set in place and doing what is best for the District. C. Hilty said he appreciated G. Taylor dedication but ask for that to be reviewed- C. Hilty, R. Norris, C. Lanfear and G.Stevens agreed. We have not hired a GIS Tech and are going to wait and see if it would be necessary. K. Adams asked why there was such a large increase in the Temporary Seasonal Employees budget. G. Taylor shared per the average of the Wage scale for the 7 employee puts our budget at the $135,000. Health insurance costs have risen, and we thank the board for continual coverage for the full-time employees. HRA has changed due to the staff participation. Upon reviewing the upcoming 2023-2021 budget cycle the board opted out for COLA this year due to adopting the new wage and compensation scale in 2022-2023.

Materials and Services: Increase of 6.9% Question asked why the field and lab program was so high if they purchased the PCR machine. G. Taylor shared due to the first year using the PCR machine and we still have to send off ticks for testing at this time.

Capital Outlay: G. Stevens asked about Fleet Trucks. G. Taylor shared we would like to investigate 2 new trucks this upcoming year. It's hard to get fleet trucks so we are planning in case a truck does come up. If a truck purchase doesn't happen it will roll over to the following year. We have 5 manual transmission trucks now. G. Stevens noted Electric Trucks are too expensive at this time.

6. **Budget Considerations**

   a. **Phone System Quotes**

      Shared quotes and said we would like to have Touchpoint install new phones. Board Approved

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b. **Asphalt Quotes**

Shared quotes and asked to use Rodriguez again to seal. Board Approved.

c. **Fleet Vehicle Quotes**

Reference Profit and Loss notes. Board Approved

d. **Architect /Construction Quotes-Public Contracting Rules & Procedures**

K. Adams asked why we want to expand our shop and office if Jackson County is not getting any bigger. C. Hilty said each County is unique and new construction continues throughout the county. G. Taylor shared we would like to start with the office to utilize the space better and have a master plan to update the shop and make a bigger lab. K. Adams asked if we were going to do our own tick testing. Andrew Partin said not at this time, but it is possible for the future.

7. **Ecologist Report**
K. Adams asked who Jim Clover is. K. Adams asked if we could put a tick drop box station with the new tick signs A. Partin is working on with Army Corps of Engineers. We will research that more. Jackson Baures asked to be more involved with the tick testing and says the public health dept meets every 2 weeks. Stacy Brubaker would like to come out to the office and field and do some tick work with us.

8. **Manager Report**

K. Adams asked what a bird permit is. G. Taylor answered the question. K.Adams asked if we could test ticks in the fancy new machine. G. Taylor said we will still send them off at this time, A. Partin will need more training. Commissioner Dave Dotterer asked if it was due to funding for the testing of tick in the PCR machine and said he would go to bat to make sure we have the funding we need to use the PCR machine. (Colleen Roberts is no longer our Liaison Commissioner)

9. **Confirm Date and Time for Next Board Meeting**

a. May 18th, 2023 Budget Committee Meeting Board approved

b. June 15th, 2023 Budget Meeting

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c. October 19th, 2023 Board Meeting

d. January 18th, 2024 Board Meeting

10. Other

K. Adams asked to make it easier to get to the board meeting information on our JCVCD.org website. Joan Lane will talk with A. Partin and Tisha Oehmen to make it user friendly. K. Adams wants approval for financial reports.

11. Adjourn to Executive Session per ORS 192.660 (2)(f)(I) Adjourn 7:11pm Board Approved

12. Return to Open Session 8:08

13. Approval or Recommendations

14. Adjourn 8:09 pm G. Stevens motioned and C. Lanfear second approved unanimous

Respectively Submitted

Board Secretary/ Treasurer