

Board Meeting Minutes of the
ANIMAS MOSQUITO CONTROL DISTRICT

Held:

February 16, 2021

Date: Tuesday, February 16, 2021 at 12:00 pm

Location: Virtual Zoom Meeting

<https://us02web.zoom.us/j/81910995351?pwd=ejJtUDNmRGthZDFlcVk4eWRwS2lWQT09>

Meeting ID: 819 1099 5351

Passcode: 961154

Present:

Scott Maycock, Board President; Butch Knowlton, Board Vice President; Ted Hermesman III, Board Secretary; Ann Bruce, Board Director; Janet Pettigrew, Board Director; Pat Kelley, Manager; Melody Schaaf, Office Manager; Floyd (Bud) Smith, Attorney; Douglass Field, FredrickZink & Associates.

Meeting Called to Order: 12:05 pm

***Minutes & Financials:**

Board reviewed the December 2020 meeting minutes. Minutes were approved by the Board as a whole.

Board reviewed the December 2020 and January 2021 financials. Financials were approved by the Board as a whole.

New Business:

Suggestion made by Bud Smith and Douglass Field that the District create an MD&A (Management Discussion and Analysis (GASB - Required Supplementary Information)

Bud Smith spoke on Executive Meeting protocol versus Study and Open Meetings and that Executive Meetings should be on the Agenda and posted and should be recorded.

*Discussion then went to the taking of meeting minutes and possibly recording meetings and how long meeting minutes should legally be kept. Bud stated that meeting recordings should be kept for 3 months after the meeting; Open Meeting minutes should be kept for 6 months after approval and Study Meeting Minutes should be kept for 6 months after the meeting. A motion was made and seconded, to record future meeting and have Melody Schaaf write up the minutes. Motion passed unanimously.

Discussion was opened regarding Melody Schaaf's position and finding someone to train as a backup.

Manager reminded the Board that a motion should be made at the first meeting of each year, designating the District's meeting location and the posting location of the agenda for the meetings. It was agreed that the meeting place would be the AMCD office and posting would be the AMCD website and the County Clerk & Records office. Motion was made and seconded. Motion passed unanimously.

*Manager reported that he had met with David Wilson, Engineer, Steve McCormack, Surveyor, Terry James, Contractor and Butch Knowlton, AMCD Board Vice President, regarding the building of the new retaining wall. A motion was made and seconded to hire David Wilson as the new building construction engineer and Tim Flanagan as the architect. Motion passed unanimously.

Manager reported that he had met with the new auditor, Todd Beckstead, and that he would begin the 2020 audit in March.

Old Business:

The Board asked the Manager to provide more information before a decision was made on purchasing a drone and beginning a new drone program. (Speaking to property owners where the drone would be used and speaking with other mosquito control districts, who are currently using drones, on what they have as policy and protocol)

*Manager asked the Board if they would approve giving 3 personal paid days to employees who have been with the District for 5 years or more. A motion was made and seconded. Motion passed unanimously.

*Manager asked the Board to approve a \$1.00 raise for the employees. A motion was made and seconded. Motion passed unanimously.

New Business:

*Manager presented the water & soil sampling proposal for 2021 from Wright Water Engineers at a projected cost of \$6,500.00. A motion was made and seconded to accept the proposal for this testing. Motion passed unanimously.

The Board approved the updates to the Employee Handbook if changes were made to the verbiage in the Pay Period paragraph.

A suggestion was made to create a District protocol regarding COVID.

No Public Input

Meeting adjourned at: 2:35 pm

Respectfully submitted,

Melody Schaaf, Office Manager