

Board Meeting Minutes of the
Animas Mosquito Control District

Tuesday, March 18, 2025

AMCD Shop

870 County Road 252

Durango, CO 81301

And Zoom Meeting

1) Meeting Called to Order

A. Ted Hermesman III, Board President, called the meeting to order at 12:04 pm.

2) Roll Call

A. Present: Ted Hermesman III, Board President / Jim Bryce, Board Vice President / Janet Pettigrew – Board Secretary / Dave Dillon – Board Director / Shane Kairalla, Board Director / Seth Foster, District Manager / Melody Schaaf, Office Manager / Loren Doughty – Doughty Construction / Andrew Parker – New Board Director

B. Via Zoom: Tammy Clark – CRS Accountant

Quorum established

3) *Minutes & Financials

A. The board reviewed the February meeting minutes. Motion to approve these minutes was made and seconded. Motion passed unanimously.

B. The board reviewed the February 2024 financials. Tammy let the board know that they are not complete since some data is missing. She is trying to find out what went wrong and suggested that the board approve moving to QuickBooks online, which is better, and the desktop version will soon be outdated. Discussion followed. She will speak to the attorney regarding how far back we need to keep of all data. * Motion to approve going to QuickBooks Online with Tammy handling the switch was made and seconded. Motion passed unanimously. The approval of the February financials was tabled until the next meeting. Tammy gave a bit of her history in the business.

Tammy left the meeting.

4) Guest Presentation

A. Loren Doughty: The bathroom has been replaced. Some trim still needs to be fixed. Meeting on site today with James. Trim is being replaced. The line for the orchard meter has been dug. The water to the building should be on this week. Painters are coming on Friday. When they're done, the base trim, counters, etc. can be done. The fire marshal will perform their inspection next week. Will be installing the extension on the culvert. The fire hydrant will have a riser and two pipe bollards. The gas meter will get a pipe bollard as well. Fences are installed and gates are being installed. Everything needed to finish is on-site. Hoping to have everything complete by the end of the month.

Loren left the meeting.

(* Indicates vote/approval took place for action or expenditure)

- B. The board discussed the election cancellation. Waiting for documents from Sue Blair. Jim Bryce will stay on, and Andrew Parker will take Shane's place.
- C. The board discussed the leasing of the existing building and the orchard.

5) Manager Report

- A. The season is officially off to a great start. Reviewed the employee handbook and products we will use. Everyone was recertified in CPR and AED use for the next two years. We have retested Part 107 FAA regulations and renewed our drone license for another three years to comply with the regulations.
- B. The product zircon at the new property is now level with new lights, switch location and more electric sockets. It is up and running to keep the product safe. We received our new product, and the side doors made the loading and unloading much more manageable using the delivery drivers' pallet loader, no tractor needed.
- C. Jamie Matthews completed the audit on our old and new product and was satisfied with both counts provided; The crews have been clearing trails at properties we did not get done last year. They're also treating storm drains and have treated all lagoons for March. We will retreat each month until October.
- D. We have received permits for the application of product on CDOT, and the Forest Service slough on C.R. 205.
- E. Colorado State University (CSU) has a student interested in interning with us. CSU would pay their salary to work here in the field and the lab. I will interview the students soon. CSU is trying to create a database called Vectorsurv for mosquito districts to share their historic information.
- F. We have a former employee who joined the military in 2019 and is returning to Durango. He is interested in returning to work for us. I am looking into joining the Department of Defense Skillbridge program, which will designate AMCD as an approved workplace for those leaving the military and looking for employment here.
- G. Have been inspecting the buildings construction regularly and met with the manager of Intermountain Wall to go over the repairs needed on the sheetrock and the terrible wood paneling. They are repairing all their mistakes and straightening all the wood in the garage and mechanics area. The misaligned doors and gaps are being worked on. The bathroom FRP is redone and the trim that wasn't cut will be replaced. M&R will be repairing the shower tiles.
- H. The security cameras are installed and operational and the building networking for time clock and computers is installed; After final paint, the kitchen will be installed. The lift is installed. The wood trim is being replaced by stained pine. The insulation cuts on the ceiling are being taped up. The backflow valve for the building, orchard meter and orchard locking valve pit will be installed on Monday.
- I. The hydrant is too low. Spoke with the manager of the Animas Water Company, who provided the hydrant, and they will be fixing it.
- J. Katherine Kohnen with CRS has stepped down to part-time and no longer overlooking our account. Tammy Clark with CRS has taken over. I have been working to get her full access to everything. She has access to Colotrust and our accounting computer but has had issues getting access to the Bank of Colorado. Melissa Palmer with the bank helped her finally gain secure access on Friday the 14th at 2pm. Tammy will work on our financials

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over the weekend to ensure they are accurate and up to date. She will also be providing a list of approved positive pay accounts to the bank to reduce the amount of daily positive pay approvals needed and ACH transfers for bills.

- K. We did not receive more than two self-nomination forms for the two seats available for this year's election so we can cancel.
- L. Trying to prepare for the possibility of *Aedes aegypti* coming to the district. Will install a PCR testing station.

Janet may not make it to the next meeting.

6) Public Input

- A. No public input.

7) Meeting Adjourned: 1:04 pm

Minutes respectfully submitted by Melody Schaaf, Office Manager April 11, 2025.

These minutes were approved by the Board of Directors on April 15, 2025.

The next Board meeting is scheduled for Tuesday, April 15, at 12:00 pm.

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