

Board Meeting Minutes of the Animas Mosquito Control District

Meeting Held:

Tuesday, May 17, 2022

Location: AMCD Shop

870 County Road 252

Durango, CO 81301

I. Meeting Called to Order

Ted Hermesman III, Board President, called the meeting to order at 12:07 pm

II. Roll Call:

Present: Ted Hermesman III, Board President / Jim Bryce, Board Vice President / Brad Kairalla, Board Member / Janet Pettigrew, Board Member / Dave Dillon, Board Member / Seth Foster, Operations Manager / Melody Schaaf, Office Manager / Douglass Field, FredrickZink & Associates / Carl Schaaf, District Resident

Quorum established

* III. Minutes & Financials

A. Board reviewed the May 2022 meeting minutes. Motion to approve the minutes was made and seconded. Motion passed unanimously.

B. Board reviewed the May 2022 financials.

IV. New Business

A. Discussion was opened on the surplus of funds and a possible temporary tax decrease. Douglass will speak to the Attorney, Bud Smith, to find out the legalities on this. Douglass stated that communication with the district residents and being completely transparent is most important. (Budget Message/Financials)

B. Dave mentioned that the Hermosa Sanitation District had a piece of property for sale across the river, approximately 1 acre. Discussion followed on purchasing property to build on and keeping or selling the current property. Jim and Seth will attend the Sanitation's board meeting on Thursday, July 14th at 6:45 am.

* V. Financials

A. Board again reviewed the May 2022 financials. Motion to approve the financials was made and seconded. Motion passed unanimously.

VI. Guest Presentation

A. Douglass introduced himself to the new Board Members. He then presented and reviewed the 2021 Audit and MD & A (Management Discussion and Analysis). He informed the Board that Todd Beckstead, current Auditor, would be retiring this year so AMCD will need to find another auditor. He spoke on the importance of committing or assigning Fund Balance. The Audit needs to be approved by the Board and filed with the state no later than July 31st.

Douglass left the meeting.

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

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VII. Unfinished Business

- A. *Seth spoke on the Durango Motor Fleet program (will be eligible July 18th), and possibly replacing trucks 1, 2 & 3 with new F-150's and an F-350. Much discussion followed. The purchase of a tractor trailer was discussed. It was suggested that we consider subbing out the hauling of the tractor and tractor attachments. No decision made on trailer. The Board wants to hold off on the F-350 for now. The Board asked Seth to find out the gross actual weight of trucks/trailers/equipment, crews might need to acquire a CDL license.

Dave gave his approval for the F-150 purchase and left the meeting.

Motion was made and seconded, to purchase 3 new F-150's. Motion passed unanimously.

- B. Seth presented price quotes for 2 skid steers from SWAG/Kubota, Honan/John Deere, and Bobcat. Much discussion followed. Ted asked Seth to reach out to other Kubota companies and see if they had special municipality programs. Board discussed putting the old Kubota tractor up for sale to see what kind of offers we might get. The Board again recommended the crew get CDL licenses to haul equipment. More discussion followed. No decision made on Skid Steer purchase.

- C. *Seth presented possible employee raises. He would like to give a 5% cost of living increase to the field techs and a 3% for the mechanic. Seth explained the qualities of each employee. Discussion followed. Janet commented that everyone should receive the 5% cost of living increase. Motion was made and seconded, to approve a 5% wage increase for the employees (excluding Seth & Mel). Motion passed unanimously.

- D. Seth expressed the desire to have a booth at the 2022 La Plata County Fair. Discussion followed. Board unanimously approved.

- E. Seth asked the Board for permission to purchase plaques for former employees for their years of service. The Board agreed but suggested that we present something other than a plaque. Discussion followed. The Board also suggested that we dedicate a wall/room in the new building to these former employees. Board unanimously approved the purchase of these appreciation gifts.

- F. Ted spoke to Seth and Mel regarding the recent Bar D evening that the employees attended representing AMCD, that was paid for by AMCD. The Board should be invited to anything like this in the future.

- G. Carl asked the Board about management compensation and the current 'co-management' situation. Discussion followed on the roles Seth plays for AMCD. Mel let the Board know that Seth works very hard and performs the majority of the work required to run the District. Will discuss the manager's income and medical/health insurance in the Board Meeting next month. Will ask the Attorney to be present at this meeting and if it should take place in an Executive Session.

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Shane left the meeting.

- H. The Board cleared up the confusion regarding Seth and Mel being hourly or salary. They are both salary at \$65,000.00 annually with 2 weeks paid vacation. Need to get hold of The Payroll Department to clear this up.
- I. Carl asked where the accountability was from the manager to keep the Board apprised of what was being accomplished. Seth stated that he used to type up a report monthly and include in the Board Packet, but he would like to just update the Board verbally at each meeting, maybe while lunch was being served. Manager's report will be added to the agenda items.
- J. Ted asked for a report on the drone. Seth let the Board know that we are still waiting for the FAA certification number. The Board needs to be kept apprised of everything that goes on, the where, how, when, and why, in order to honestly answer any questions that might come from District residents.

VIII. Public Input

- A. No public input

Meeting Adjourned: 2:23 pm

Minutes Respectfully submitted by Melody Schaaf, Office Manager on July 19, 2022.

These minutes were approved by the Board of Directors on July 19, 2022.

The next Board meeting is scheduled for Tuesday, August 16, 2022, at 12:00 pm.

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