



Teton County
Mosquito Abatement District
Board of Trustees
Minutes of May 25, 2011 Meeting

Call to order Dan Burr called the meeting to order at 6:40 PM at the Old Teton County Courthouse 89 N. Main, Driggs, ID.

Attendees Dan Burr, Jack Liebenthal, Greg Adams. Sean Moulton and Summer Winger part time. A quorum was always present. Neither public or the contractor were present.

Review and approval of previous minutes Jack moved and Sean seconded the approval of the minutes of the December 29, 2010 meeting and **the minutes were approved.**

Season kick-off update from VDCI This agenda item was not performed because of the absence of contractor representatives. It is understood that surveillance is being performed, but no treatment is warranted.

Financial update & budget preparation for next year A financial summary (attached) shows that with carryover from last year because of higher tax collections, the District is in sound financial condition with no threat that it might have to borrow or seek further concessions from the contractor.

A 2012 budget proposed by Greg (attached) was reviewed, which includes increases in training and professional involvement, capital equipment expenditures, and a contingency account. Jack moved and Sean seconded a **motion to accept the budget as presented, which passed.**

Director job description update Greg presented a job description. The MAD portions of the description were satisfactory to the Board. Training and professional development were emphasized in the discussion, as well as a desire by the Board to see access or possibly control of the web site now being done entirely by the contractor by Greg. Minutes, reports, and current activities would be useful on the site. This will be discussed with the contractor.

Bill paying process review The board discussed expenditure control. Greg had to pay a small bill without a Board meeting, and asked for Board guidance on how to handle payments. After some discussion, Sean moved, Jack seconded, and the Board passed a motion as follows: **Future expenditures will be discussed at a meeting prior to the expenditure. Unanticipated expenditures up to \$200 may be authorized by the Director and will be approved at the next Board meeting. Greater than \$200 expenditures will require that the Director contact the Board for authorization.**

Executive Session per Idaho Code 67-2345 (1)(b) to discuss employee evaluation Participants were Dan, Jack, Summer, and Greg.

Next meeting The next meeting is tentatively set for June 29, 2011

Other business There being no other business, Jack moved and Summer seconded for adjournment, which passed.

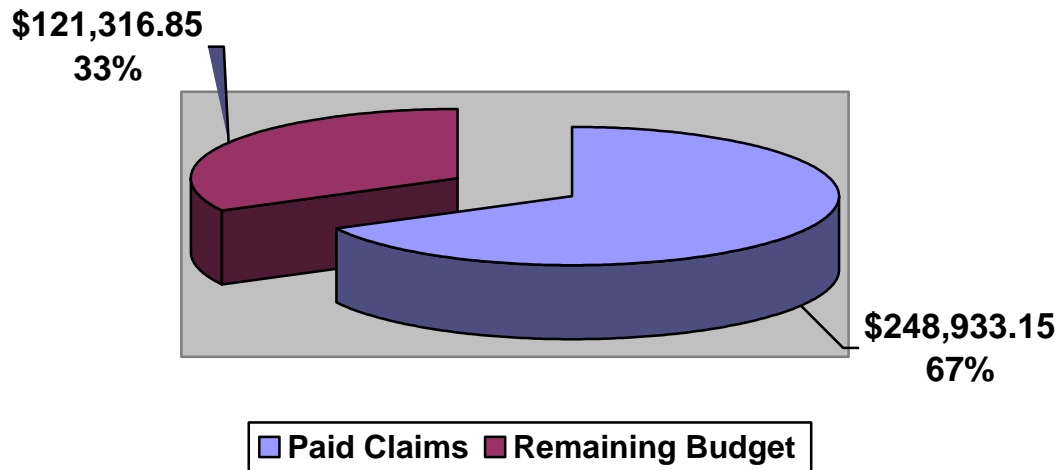
May 2011 MAD Fiscal Update

As of May 23rd we are at a 60% collection rate compared to 57% last year. On August 31st of last year 87% had been collected instead of the 82% we had been planning on.

We had \$89,653.24 left over from last year that makes the following forms somewhat hard to read. The attached budget variance report states that we have -\$16,307.74, while the statement of treasurers cash report states we have \$73,345.50. We have enough in the bank to last for over 3 months without collecting any additional tax revenue this year. We need another \$68,000 in order to meet our obligations for the rest of the calendar year. Last year during this time we collected more than twice that amount (\$140,418.05) so we should be fine.

The monthly cash flow by fund report states that we had zero collections in May, but that is just because they don't load them in the system until the end of the month. This report will give you a general idea of how much is going in and out of the District on a monthly basis.

TCMAD May 2011 Budget Status



Account	FY 2009		FY 2010		FY 2011 57% of the year has elapsed			FY 2012		
	Budget	Actual	Budget	Actual	Budget	Actual as of 4-26-11	% of Budget Spent	Department Request Amount		
0051-00-0402-0000 SALARIES - DIRECTOR							10,603.00		\$10,603.00	
TOTAL 'A' SALARIES							10,603.00			
0051-00-0410-000 RETIREMENT							1,300.00		\$1,300.00	
0051-00-0411-000 SOCIAL SECURITY							850.00		\$850.00	
0051-00-0412-0000 LIFE INSURANCE							50.00		\$50.00	
0051-00-0413-0000 MEDICAL INSURANCE							1,500.00		\$1,500.00	
0051-00-0416-0000 WORKMAN'S COMP							500.00		\$500.00	
TOTAL 'D' BENEFITS							4,200.00			
0051-00-0431-0000 ALL TRAVEL & TRAINING EXPENSES			0.00	0.00	1,000.00	50.00	0.00	0.00	\$5,000.00	
0051-00-0440-0000 SUPPLIES - OFFICE			0.00	0.00	0.00	0.00	250.00	0.00	0%	\$500.00
0051-00-0444-0000 RENT, PHONE, ETC.			0.00	0.00	1,000.00	0.00	0.00	0.00		\$0.00
0051-00-0450-0000 INSURANCE- LIABILITY			0.00	0.00	1,300.00	-850.00	1,000.00	935.00	94%	\$1,000.00
0051-00-0459-0000 INSURANCE- ICRMP			0.00	0.00	0.00	1,700.00	0.00	0.00		\$0.00
0051-00-0526-0000 CONTINGENCY ACCOUNT			0.00	0.00	0.00	0.00	40,000.00	0.00	0%	\$58,582.36
0051-00-0543-0000 ADMINISTRATIVE FEE			0.00	0.00	0.00	0.00	0.00	0.00		\$0.00
0051-00-0546-0000 REPAY COUNTY GENERAL FUND			0.00	0.00	13,417.00	10,131.47	0.00	0.00		\$0.00
0051-00-0559-0000 MISCELLANEOUS EXPENSES			0.00	0.00	0.00	0.00	200.00	50.00	25%	\$3,000.00
0051-00-0678-0000 CONTRACT-VECTOR DISEASE CONTRO			0.00	0.00	383,982.00	262,513.60	313,997.00	220,320.28	70%	\$252,614.64
TOTAL 'B' EXPENSES			0.00		400,699.00	273,545.07	355,447.00	221,305.28	62%	
0051-00-0805-0000 CAPITAL- VEHICLES			0.00	0.00	0.00	0.00	0.00	0.00		\$30,000.00
TOTAL 'C' CAPITAL OUTLAY			0.00	0.00	0.00	0.00		0.00	0.00	
FUND 0051 MOSQUITO ABATEMENT DISTRICT TOTALS			0.00		460,449.00	329,116.42	422,812.00	254,270.87	62%	\$365,500.00