



**PUBLIC MEETING MINUTES**  
**December 19, 2016**  
Gem County Court House, Main Courtroom  
7:00 p.m.

**CALL TO ORDER:** 7:00 p.m.

**MEMBERS PRESENT:** Chair Laurie Boston; Vice-Chair Tom Carlsen; Member Michele Chadwick.

**MEMBERS ABSENT:** Member Tracie Reed (ill); Member Kim Zemaitis (ill).

**OTHERS PRESENT:** Commissioner Bryan Elliott; Manager Jason Kinley; District Auditor Jordan Zwygart.

**ROLL CALL:** Chair Laurie Boston; Vice Chair Tom Carlsen; Member Tracie Reed; Member Michele Chadwick; Commissioner Bryan Elliott; Manager Jason Kinley.

**AGENDA AMENDMENTS:** None.

**READING OF THE MINUTES:** Meeting minutes from the meeting held on September 12, 2016 were presented to the board for approval. Mrs. Boston entertained a motion to approve the meeting held on September 12, 2016. Mrs. Chadwick moved to approve the meeting minutes from the meeting held on September 12, 2016, Mr. Carlsen seconded the motion, and the motion carried (Chadwick, Carlsen, Unanimous).

**FINANCIAL REPORT:** Mr. Kinley presented a list of bills paid for October 2016 and November 2016 for discussion. Mr. Kinley also presented a list of bills to be paid for December 2016. Mr. Kinley presented a financial report to the board for discussion and presented reconciliation reports for the district's checking and savings accounts for review and approval. After discussion, Mrs. Boston entertained a motion to approve the bills to be paid, to ratify the bills paid in October and November 2016, the treasurer's report, and the account reconciliation reports as presented. Mr. Carlsen moved to approve the bills to be paid, to ratify the bills paid in October and November 2016, the treasurer's report, and the account reconciliation reports as presented, Mrs. Chadwick seconded the motion, and the motion carried (Carlsen, Chadwick, Unanimous).

**ITEMS FROM THE BOARD:** Mrs. Boston asked for discussion of the draft Gem County Mosquito Abatement District Board of Trustee Policy Manual. After discussion it was asked that Mr. Kinley make the suggested changes and then present the policy manual to the board members for approval at the next public meeting.

**MANAGER'S REPORT:** Mr. Kinley presented a season-end inventory of all district assets and supplies. After discussion, the trustees asked that Mr. Kinley add a date to the inventory so that it is understood at what time of year the inventory was conducted and with page numbers. Mrs. Boston entertained a motion to accept the 2016 inventory with revisions. Mrs. Chadwick moved to accept the 2016 inventory with revisions, Mr. Carlsen seconded the motion, and the motion carried (Chadwick, Carlsen, Unanimous). Mr. Kinley presented a draft 2016 Year-End Report for trustee review and approval. After discussion, Mrs. Boston entertained a motion to accept the draft 2016 Year-End Report with minor revisions. Mr. Carlsen moved to accept the 2016 Year-End Report with minor revisions, Mrs. Chadwick seconded the motion, and the motion carried (Carlsen, Chadwick, Unanimous).

**NEW BUSINESS:** The district's auditor, Jordan Zwygart, with Millington Zwygart CPAs, presented a Fiscal Year 2016 draft audit report for trustee consideration and approval. After in-depth discussion, Mrs. Boston entertained a motion to accept the Fiscal Year 2016 draft audit report and authorize the final report to be issued. Mr. Carlsen moved to accept the Fiscal Year 2016 draft audit as presented and authorize the final report to be issued, Mrs. Chadwick seconded the motion, and the motion carried (Carlsen, Chadwick, Unanimous). Mr. Kinley presented a purchase and sale agreement from the Unimin Corporation regarding the district-owned lot in the Shadow Butte Industrial Park. After discussion, Mrs. Boston entertained a motion to accept the purchase and sale agreement from the Unimin Corporation for the district-owned lot in the Shadow Butte Industrial Park and to sell the property for \$80,000.00. Mrs. Chadwick moved to accept the purchase and sale agreement from the Unimin Corporation for the district-owned lot in the Shadow Butte Industrial Park and to sell the property for \$80,000.00, Mr. Carlsen seconded the motion, and the motion carried (Chadwick, Carlsen, Unanimous). Mr. Kinley presented an updated personnel for trustee review and approval. After discussion, Mrs. Boston entertained a motion to accept the personnel policy with minor revisions. Mr. Carlsen moved to accept the personnel policy with minor revisions, Mrs. Chadwick

seconded the motion, and the motion carried (Carlsen, Chadwick, Unanimous). Mrs. Boston and the other trustees discussed the 2017 board meeting calendar. It was decided to stay with meetings scheduled for the third Monday of every month, for March through September.

**OLD BUSINESS:** None.

**ADJOURNMENT:** Mrs. Boston entertained a motion to adjourn. Mrs. Chadwick moved to adjourn the meeting, Mr. Carlsen seconded the motion, and the motion carried (Chadwick, Carlsen, Unanimous). The meeting adjourned at 8:39 p.m.