



## MOSQUITO CONTROL DISTRICT

---

### Board of Trustees Minutes

*April 1, 2014 7:00 PM*

Clark County Mosquito Control  
8115 NE. St. Johns, Bldg. P  
Vancouver, WA 98662

#### 1.0 – OPENING OF MEETING

##### 1.1 Call to order

Meeting called to order at 7:05 pm by Board President, Linda Dietzman.

##### 1.2 Roll call

Board members present, Chris Regan, Linda Dietzman, Earl Fleck, Paul Greenlee, and Roger Seekins.

Board members absent; Josh Karl and Wade Holbrook

Others present: Steve Kessler, Holly Barnfather

##### 1.3 Review / approval of minutes

Review of November 19, 2013 Board of Trustees Minutes.

**1.3.1** Correction 6.1, 3<sup>rd</sup> paragraph add “In addition, it takes a number of seasons for the crew to become familiar in the particular areas they work and the education needed to be certified.”

**1.3.2** Correction of 8.4 change wording from The Mosquito Control Board members unanimously concurred Linda as the 2014-2016 Board President to The Mosquito Control Board members elected Linda Dietzman by unanimous consent as the 2014-2016 Board President.

Review of February 4, 2014 Board of Trustees Minutes.

**1.3.3** Correction of 1.2, roll call, remove Earl Fleck from attendance.

##### 1.4 Review / approval of agenda

Motion to approve agenda was made; seconded, motion passed.

#### 2.0 – RECOGNITION OF VISITORS/OTHERS

**2.1 Introduction of visitors** – none

**2.2 Citizen comments** – none

### 3.0 – BOARD UPDATE

- 3.1 **City of Ridgefield**– Earl Fleck shared that he had a conversation with Ron with some suggestions to fill the Ridgefield opening. Earl will likely speak with him again shortly to discuss filling the vacancy.
- 3.2 **Clark County Commissioner District #1** – Open. Holly was asked to check in with Jennifer Clark regarding interest for the District #1 opening.
- 3.3 **Clark County Commissioner District #3** – Reappointment of Earl Fleck

### 4.0 – BOARD CORRESPONDENCE

- 4.1 Reviewed letter from Clark County Board of Health announcing reappointment of Earl Fleck representing Mosquito Control District #3. Earl Fleck shared that he received the letter, signed it and returned it to Jennifer Clark.

### 5.0 – FINANCIAL REPORT

- 5.1 **First quarter 2014 Revenue and Expenditure Report** – January and February 2014 Expenditure Report.
  - 5.1.1 Comment the expenditures are less than expected. It was noted that there hasn't been much completed yet.
- 5.2 **Approval of January - February, 2014 expenditures** - Motion to approve January – February 2014 in the amount of \$10,993.00 was made by Linda Dietzman; second received; motion passed.
- 5.3 **Updated 2013 Revenue and Expenditure Report** - Discussed and reviewed the changes and corrections made to the final 2013 Revenue and Expenditure report.
- 5.4 Reserves – Discussed the current reserves. Suzanne Levis explained that she reviewed the projected reserve fund and it looks good to her. It was suggested that the equipment replacement reserve should be increased from \$95,000 to \$190,000; and the possibility of adding \$50,000 this year as well as next year to reach the goal. It was suggested to add \$25,000 to the emergency treatment reserve this year as well. It was requested to add this to the agenda for the next meeting to discuss further.

### 6.0 – OPERATIONS MANAGER REPORT

- 6.1 **Updates** – Steve Kessler shared that the bond has been increased to \$50,000.00, at the Auditor's recommendation, which covers the Mosquito crew as well as each of the board members. Steve explained that it was the same cost to cover the board members as well.

## 7.0 – NEW BUSINESS

- 7.1 CCMCD Personnel Policies and Procedures** - Linda Dietzman shared that she does not have a current copy of CCMCD Personnel Policy and procedures. It was requested to have the current copy sent out to board members for review and add it to the following meeting's agenda for review and update.
- 7.2 Additional CCMCD Support from Clark County** – Linda Dietzman requested that Steve Kessler get a clearer definition of the County's role and responsibilities in providing support for CCMCD. Steve Kessler shared that the County provides IT and Payroll as well as clerical services. Linda asked who would be responsible for completing a salary comparison. Earl Fleck explained that Municipality Resource Services Center could be a place the CCMCD could utilize for that service.
- 7.3 Visa Card for Operations Manager** – Reviewed draft of Credit Card Policy and User Agreement. It was requested to; edit II. b. to allow \$2,500.00 in a single purchase and \$5,000.00 maximum that can be spent each month with credit card, change department head language to operation manager, edit III. g. to remove language after “submitting to supervisor for approval” and place a period, edit III. i. to change language to “Clark County Mosquito Control's Finance Committee is responsible for reviewing, approving and signing off on cardholder receipts on a monthly basis”, edit III. h. to update Accounts Payable Clerk to CCPH Accounts Payable Clerk, edit IV. a. i. - delete IV. a. i., add training to IV a. ii and make it IV a. i., and correct typo on page 3 from operation to operation.
- Request Holly to complete edits to MCD Credit Card User Agreement; add CCPH Accounts Payable language and add a line to fill in credit card number.
- 7.4 MCD Crew Salary Benefits / PTO** – Linda suggests providing the MCD crew a higher salary rather than PTO. Linda shared that after researching the PTO, she hasn't heard of any other MCD offering it. Linda explained that the concept of seasonal workers is that you want them to be there, so it doesn't make sense to do to pay for days off. It will also cost CCMCD thousands of dollars for Clark County payroll to create a new formula, and she would rather see that money go to the crew. Linda suggests figuring out what the percentage would be for PTO, and instead adding to the salary. She feels that she still does not have enough information to make a decision, but will have the information to do so at the next board meeting.
- 7.5 Determine progress for policy on competitive bidding process** – Paul Greenlee will bring written documentation of his draft to the next board meeting for the board to review.

- 7.6 Determine progress for bond and documentation** – Steve shared that the bond has been increased to \$50,000.00, at the Auditor’s recommendation, which covers the Mosquito crew as well as each of the board members during the Operation Managers update.

**Adjourn**

With no further business the Board President, Linda Dietzman, adjourned the meeting at 9:15 p.m.

Respectfully submitted,

---

Holly Barnfather, Recorder

---

Earl Fleck, Secretary-Treasurer