



## MOSQUITO CONTROL DISTRICT

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### Board of Trustees Minutes

*February 4, 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 7:09 pm by Board President, Linda Dietzman.

##### 1.2 Roll call

Board members present; Chris Regan, Linda Dietzman, Paul Greenlee, Wade Holbrook, and Roger Seekins

Board members absent; Earl Fleck, Josh Karl, and Suzanne Levis

Others present: Steve Kessler, Holly Barnfather, Belinda Walker

##### 1.3 Review / approval of minutes

Review of November 19, 2013 Board of Trustees Minutes.

**1.3.1** Correction of 1.2 Roll call to delete Paul Greenlee in and add Roger Seekins in attendance.

**1.3.2** Correction of 8.1, third bullet, to add in reviews after Operations Manager. Sentence to be revised to; Operations Manager reviews and approves for payment.

Requested corrections made by Linda Dietzman.

##### 1.4 Review / approval of agenda

Motion to approve agenda was made by Linda Dietzman; second received from Paul Greenlee; motion passed.

#### 2.0 – RECOGNITION OF VISITORS/OTHERS

**2.1 Introduction of visitors** – Belinda Walker

**2.2 Citizen comments** – none

**2.3 New Board Member** – Introduction of City of Battle Ground Representative, Chris Regan

**2.4 New EPH OAI** – Introduction of Holly Barnfather

### 3.0 – BOARD UPDATE

- 3.1 **City of Battle Ground Representative** – Chris Regan will serve as the City of Battle Ground's representative the remaining term vacated by Alex Reinhold through December 31, 2014.
- 3.2 **City of Ridgefield** – Paul Greenlee has agreed to speak with Ron for the City of Ridgefield's open position.
- 3.3 **Clark County Commissioner District #1** - open

### 4.0 – BOARD CORRESPONDENCE

- 4.1 Letter from City of Battle Ground of Alex Reinhold's vacated position and replacement by Chris Regan.

### 5.0 – FINANCIAL REPORT

- 5.1 **Fourth quarter 2013 Revenue and Expenditure Report** – The 2013 Expenditure report was reviewed for the year.
  - 5.1.1 Linda Dietzman asked questions related to Revenue Gain/Loss Investment. Would like to understand why there is a negative amount of \$1098.30 for the second quarter, and a negative amount of \$407.43 for the fourth quarter. Holly agreed to check in with the Financial Manager, Jeff Harbison, for clarification.
- 5.2 **Approval of October – December, 2013 expenditures** - Motion to approve October - December 2013 in the amount of \$20,432.06 was made by Linda Dietzman; second received from Wade Holbrook; motion passed.

### 6.0 – OPERATIONS MANAGER REPORT

- 6.1 **Updates** - Steven explained that there isn't much to report due to being off season. Some maintenance being completed on the 2 used three-wheel vehicles that were purchased for use from the City of Vancouver. Paul Greenlee asked if the cold weather we are receiving will help with the upcoming mosquito season. Steve explained that the cold weather will likely not help with the current mosquito season since the freezing weather doesn't affect the egg stage.  
Chris Regan asked about the West Nile virus. Steve explained that it has been contained well within Clark County. Within the past year there was a known reported case within our area, but it was contracted outside of Clark County, and diagnosed after the returning home.

### 7.0 – NEW BUSINESS

- 7.1 **Washington State Audit Exit** - The board would have like the opportunity to be present at the Audit exit, but the majority of the board was not notified. Wade Holbrook explained that he received a call to attend, but his schedule didn't allow him to attend prior to Christmas. Wade asked for a call back after

Christmas. He shared he did received a call after Christmas to inform him that it was audit exit had been completed.

**7.1.1 Bond** - Need to determine the proper process in obtaining a bond as suggested by the audit. Holly will speak with Clark County to determine the best process for Steve Kessler in obtaining the bond in order to comply with RCW 42.24.180 as requested as a recommendation in the audit report, and get back to Linda Dietzman and Steve Kessler with that information.

**7.1.2 Policy governing the competitive procurement of equipment and materials** - Paul agreed to complete a rough draft for the council to review. Holly will send Clark County's policy to Paul Greenlee and Linda Dietzman to review as they write a policy governing the competitive procurement and equipment and materials to ensure the receipt of the best possible prices for goods and services, as suggested in the audit.

**7.1.3 Fuel expenditure monitoring** – Auditor spoke with Steve Kessler during the audit and explained that he needs to review each fuel expenditure and approve them. He explained that he will begin including his initials or signature prior to invoicing for payment. Linda Dietzman asked that Steve write the steps for monitoring the fuel expenditures as a policy for clear processes.

**7.2 Contract Amendment** - Board reviewed amendment between Clark County and Clark County Mosquito Control District. No comments.

**7.3 Mosquito Crew Salary Benefits** - John provided a handout of Clark County's PTO accrual leave, holiday benefit comparison requesting three observed holidays during the mosquito season to consider for the board to consider as benefits for the crew.

**7.3.1** Linda Dietzman explained that she would like to look at the calculations and determine what the impact will be. Linda is requesting an additional board meeting for April 1<sup>st</sup> in order to review the information to be able to come to a decision. Linda explained that if there is a change it can be retro. Holly provided the 2013 Mosquito Control Operations Salary Schedule for consideration.

**7.3.2** Holly will check with the Clark County Auditor's Office for the payroll system to determine what the process will be to make adjustments in Oracle to include accrual of PTO.

## Adjourn

With no further business the Board President, Linda Dietzman, adjourned the meeting at 8:45 p.m.

Respectfully submitted,

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Holly Barnfather, Recorder

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Earl Fleck, Secretary-Treasurer

