



MOSQUITO CONTROL DISTRICT

Board of Trustees Minutes

February 10, 2015 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 6:59 pm by Board Vice President, Wade Holbrook.

1.2 Roll call

Board members present: Chris Regan, Trudy Linson, Earl Fleck, Suzanne Levis, Greg Walter, Wade Holbrook, Paul Greenlee.

Board members absent: Linda Dietzman and Josh Karl.

Others present: Steve Kessler, John Jacobson and Rebecca Baxter

1.3 Review / approval of minutes

Motion to approve the November 11, 2014, Board of Trustees minutes and waive the reading of the minutes was made by Earl Fleck, seconded by Chris Regan, all approved, Suzanne Levis abstained, motion passed.

1.4 Review / approval of agenda

Motion to approve February 10, 2015 agenda was made by Earl Fleck; seconded by Chris Regan, 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** Commissioners District #2 – discussed Roger Seekins stepping down in this position. Earl brought to the table the discussion of how the new county charter would affect the appointment to the commissioners' positions. Rebecca gave the board an update of what transpired at a meeting at the County Commissioner's office regarding the current open position and that the County manager won't be appointing but it will stay with the Board of Health. Paul suggested writing a letter to the county manager pointing out what is in our bylaws and asking his suggestions on how to change it. We don't want to be on

the wrong side of the law so by asking the county manager to suggest to us how to change the bylaws. Earl Fleck will draft a letter and send to Linda Dietzman for review.

4.0 – BOARD CORRESPONDENCE

- 4.1 Appointment Letter for Ridgefield jurisdiction, Greg Walter.** – Board expressed appreciation in finally having this position filled.
- 4.2 Vacancy for Commissioner District #2** – Board discussed the differences between the City Appointments and the County Commissioner appointments. Steve plans to call to speak with Roger Seekins to determine if he plans on renewing his appointment for District #2 and if so, Roger to send in letter of interest for the position.

5.0 – FINANCIAL REPORT

- 5.1 Fourth Quarter 2014 Revenue and Expenditure Report** – Reviewed Fourth Quarter 2014 Expenditure Report.
 - 5.1.1** Running in the black through the end of the year, not having any aerial applications last year and not buying unneeded supplies helped. Good job.
- 5.2 Approval of October - December warrant register** - Motion to approve the October – December 2014 warrant register, seconded, motion passed.

6.0 – OPERATIONS MANAGER REPORT

- 6.1 Updates** – Steve Kessler, Operation Manager, nothing new to report at the moment. Question was asked if they already had someone hired for the new Lab technician position to be discussed and Steve answered that they already have someone for that position.

7.0 – Continuing Business

- 7.1 Equipment Reserve & Intention** – Earl Fleck proposed moving \$25,000.00 from the Fund Balance to the Emergency Treatment Reserve and \$50,000.00 from the Fund Balance to the Equipment Replacement Reserve. Earl Fleck moved to approve, Paul Greenlee seconded, motion passed. Changes to be reflected in next quarter's expenditure report.
 - 7.1.1** Discussion came up as to whether or not new equipment will need to be purchased this year. Steve said they are looking at needing a new Argo (approximately \$35,000.00) and looking hard at some of the existing trucks that are getting up there. Older Argo are requiring a lot of maintenance and getting to the point of being replaced. Last new Argo didn't have any maintenance needs. Usually try to trade in the old Argo when purchasing a new one.

- 7.2 Updated Current Job Descriptions** – Operations Manager job description proposed to add a bulleted item under “Key Tasks and Responsibilities” stating “Other duties as directed by the board”. Earl Fleck moved to amend and approve, Paul Greenlee seconded, motion passed. Supervisor job description – Paul Greenlee moved to approve changes, Earl Fleck seconded, motion passed.
- 7.3 Lab Technician job description and pay scale** – Paul moved to approve the new Lab Technician job description, Earl Fleck seconded, motion passed. Paul Greenlee moved to approve the new pay scale, Earl Fleck seconded, motion passed.
- 7.4 Budget vs Actuals Report** – The new changes to the Budget vs Actuals report will be useful for preparing the budget for next year. At that time will have 2013 budget/actuals, 2014 budget/actuals, 2015 and 2016.

8.0 – New Business

8.1 Ratification of 2015 per Parcel Assessment – Briefly looked at the signed and approved Resolution 01-2015 and discussed removing action item #2 for next year. On Resolution 02-2015 briefly looked at the working at the end where it mentions “customer”. Decided it should stay that way. Paul Greenlee moved to approve Resolution 02-2015, Earl Fleck seconded, motion passed.

8.2 Contract Amendment between Clark County and Clark County Mosquito Control District – Not an action item but an informational note for the board.

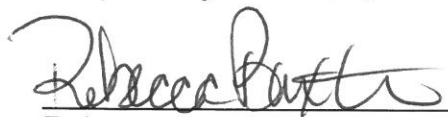
8.3 Final Comments – Earl noted that on the February agenda it shows that the next meeting is in June, to be corrected to state May.

Paul Greenlee informed board that this will most likely be his last meeting. He is not renewing his appointment however he will be at the next meeting if they have been unable to find a new appointment.

Adjourn

With no further business the Board Vice President, Wade Holbrook, adjourned the meeting at 7:25 p.m.

Respectfully submitted,


Rebecca Baxter, Recorder


Earl Fleck, Secretary-Treasurer

12 May 2015