



MOSQUITO CONTROL DISTRICT

Board of Trustees Minutes

June 3, 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 7:00 pm by Board President, Linda Dietzman.

1.2 Roll call

Board members present, Linda Dietzman, Earl Fleck, Paul Greenlee, Suzanne Levis, Wade Holbrook, and Trudy Linson.

Board members absent; Josh Karl, Roger Seekins and Chris Regan

Others present: Steve Kessler, Holly Barnfather and John Jacobson

1.3 Review / approval of minutes

Review of the April 1, 2014, Board of Trustees Minutes. Motion to approve; seconded, motion passed.

1.4 Review / approval of agenda

Motion to approve June 3, 2014 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 Clark County Commissioner District #1 – Introduction of Trudy Linson, for Commissioner District #1 opening.

3.2 City of Ridgefield– Paul Greenlee shared that he checked with Ron regarding filling the Ridgefield opening, and that he will plan to check in with him again soon.

4.0 – BOARD CORRESPONDENCE

- 4.1 Reviewed Trudy Linson's letter of interest.
- 4.2 Reviewed Trudy Linson, District #1 Appointment letter.

5.0 – FINANCIAL REPORT

- 5.1 **First quarter 2014 Revenue and Expenditure Report** – January – March 2014 Expenditure Report. Board approved the January - March Expenditures report.
 - 5.1.1 Board approved the January 1, 2014 – April 22, 2014 expenditures included on warrant register as long as Holly verifies that the sum of the expenditures is accurate.
- 5.2 **Approval of January - March, 2014 expenditures** - Motion to approve; Board approved the January 1, 2014 – April 22, 2014 expenditures included on warrant register as long as Holly confirms that it is correct.
- 5.3 **Discuss increase of Equipment Replacement Reserve fund from \$95,000 - \$190,000** – Board agreed to increase the equipment replacement reserve fund from \$95,000 - \$190,000 for the 2015 budget.
- 5.4 **Discuss increase of Emergency Treatment Reserve fund from \$175,000 - \$200,000** – Board agreed to increase the equipment replacement reserve fund from \$175,000 - \$200,000 for the 2015 budget.

6.0 – OPERATIONS MANAGER REPORT

- 6.1 **Updates** – Steve Kessler shared that they have utilized Applebee Aerial services twice this season, on 5/6/14 and 5/22/14. Steve shared that he is still waiting to obtain a Go-4 vehicle. He explained that due to a hold up with the electrical components they haven't yet received it.

7.0 – NEW BUSINESS

- 7.1 **Review draft of credit card policy** – Steve proposed to add supervisor as well as operation manager as approved card holders, and from there update the language to approved card holders. Request to edit 2 days to 5 days turn in receipts throughout the policy. Linda requested for Holly to make edits and e-mail to board afterwards for their review.
- 7.2 **Review draft of credit card user agreement** – The same edits to the language for credit card policy is requested for the user agreement, as well as adding the Title of the employee.

Motion to approve changes to the CCMCD credit card policy and user agreement was made; seconded, and voted for approval. Final draft will be reviewed at next board meeting for approval.

- 7.3 Discuss consideration for Mosquito Control crew salary step increase**— John provided a handout that covers possible formulas, examples, and how it can be applied. Board reviewed the document, and shared that they like the idea of adding a step 4. The board requested that they see a salary table in a spreadsheet format with step 4 included.
- 7.4 Review draft policy for competitive bidding process** – The board reviewed draft policy that Paul Greenlee drafted. The board shared that they like it, and suggested for Paul to shorten the draft for review at the next board meeting for approval.
- 7.5 Review and update 2006 CCMCD Personnel Policy and Procedures** – Board reviewed September 2013 amended CCMCD Personnel Policy and Procedures. Request Holly to edit Section 1, Employee Information Release to eliminate the second paragraph, and add the language “consistent to current law and regulations with the state of Washington” in place of only information on dates of employment, job title, and duties. Board will review updated version with recommended edits for approval at the next board meeting.
- 7.7 Mosquito Board meeting schedule** – The board decided that it will return to a regular meeting schedule, meeting the 2nd Tuesday of the month each quarter. Next meeting will be held August 12, 2014 at 7:00 p.m.

Adjourn

With no further business the Board President, Linda Dietzman, adjourned the meeting at 8:20 p.m.

Respectfully submitted,


Holly Barnfather, Recorder


Earl Fleck, Secretary-Treasurer