



MOSQUITO CONTROL DISTRICT

Board of Trustees Minutes

May 12, 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 7:00 pm by Board President, Linda Dietzman.

1.2 Roll call

Board members present: Linda Dietzman, Earl Fleck, Chris Regan, Greg Walter, Wade Holbrook, Paul Greenlee, Josh Karl.

Board members absent: Trudy Linson, Suzanne Levis, Larry Lewton.

Others present: Steve Kessler, John Jacobson and Rebecca Baxter

1.3 Review / approval of minutes

Motion to approve the February 10, 2015, Board of Trustees minutes and waive the reading of the minutes was made by Earl Fleck, seconded by Greg Walter, all approved, motion passed.

1.4 Review / approval of agenda

Motion to approve, by unanimous consent, of the May 12, 2015 agenda was made by Earl Fleck; all approved, motion passed.

2.0 – RECOGNITION OF VISITORS/OTHERS

2.1 Introduction of visitors – Josh Karl JR was introduced.

2.2 Citizen comments – none

3.0 – BOARD UPDATE

3.1 Commissioners District #2 – Checked with board on ideas for avenues of filling this open position. Suggestion made to make sure that the news release is being posted in the Post Record. Rebecca informed the board of a possible candidate that submitted a resume recently.

4.0 – BOARD CORRESPONDENCE

- 4.1 Appointment Letter for La Center jurisdiction, Larry Lewton.** – absent from current meeting. Rebecca to try and contact again. Steve mentioned that Jim Irish is pretty good at getting people on the board

5.0 – FINANCIAL REPORT

- 5.1 First Quarter 2015 Revenue and Expenditure Report** – Reviewed First Quarter 2015 Expenditure Report.

- 5.1.1** Earl asked about equipment reserves and if the current numbers included the transfer that the board requested. Rebecca confirmed the numbers at the end of 2014 showing that the current numbers do include the requested transfers.
- 5.1.2** Started discussion on having both funds fully funded by the end of this fiscal year. Earl mentioned that what needs to be done next is to add a line item to the budget of equipment funding allocated each year and then when something is purchased it will come out of reserve and not operating budget. Other item to do is have a cash flow reserve. The challenge is that the property tax payment are not synchronized with our expenditures so would need a buffer built up to make it work. An analysis was done 2.5 – 3 years ago. Earl did the spreadsheets on that.
- 5.1.3** Roughly speaking we have 130,000 in excess operating fund balance, thinking ahead, we're going to have to set our per parcel assessment decreased to make some of that go away. On other hand Auditor or Assessor charges an obscured fee per parcel to collect that money. Presently paying about 2.5 full time equivalents and not sure that they are getting that from one office. Steve explained that the charge covers more than just Auditor's office, covers admin, HR, IT not necessarily the Auditor's office.
- 5.1.4** Discussed briefly the options of going outside of using the County to administer office, payroll. Working really well right now from the day to day perspective.

- 5.2 Approval of January - March warrant register** - Motion to approve the January - March 2015 warrant register by Earl Fleck, seconded by Paul Greenlee, all approved, motion passed.

6.0 – OPERATIONS MANAGER REPORT

- 6.1 Updates** – Steve Kessler, Operation Manager, turning out to be a pretty good year. Requests are way down, water level is extremely low. Do not anticipate any aerial applications this year. Entering 2nd stage of residential mosquitos that do carry West Nile, catch basins, etc.

7.0 – Continuing Business

- 7.1 Review of letter to County Manager regarding the District's Bylaws** – Letter was sent in March. Rebecca checked in with Board of County Councilors

office to check on status of letter and let the board know that the response only stated that the language needs to be changed from Board of County Commissioners to Board of County Councilors and that once they have 5 councilors they will re-evaluate the districts if need be. Need to review the bylaws on procedure of how to adjust the bylaws. May need to have the language in front of you and then wait a meeting to change it.

8.0 – New Business

8.1 Letter to Agencies from Auditor's Office – Reviewed letter from Auditor's office and decided on option 1 which is basically how it has been being done. Drafted and read Resolution 03-2015 listing the authorized signees to approve payment of expenditures. Motion to approve resolution made by Paul Greenlee and seconded by Chris Regan, all approved.

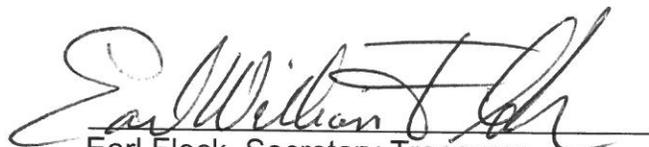
8.2 Steve Kessler Update – Steve announced that this will be his last year with the Mosquito Control District and will be leaving at the end of the season. Paul asked about his replacement and Steve expressed his intention that John Jacobson be his replacement and has been training him as such. Paul suggested using Steve as a consultant on an as needed basis. Board requested an official letter from Steve and adding to August's agenda Board's review of John Jacobson filling the position of Operations Manager.

Adjourn

With no further business the Board President, Linda Dietzman, adjourned the meeting at 7:52 p.m.

Respectfully submitted,


Rebecca Baxter, Recorder


Earl Fleck, Secretary-Treasurer

