

Meeting Minutes

January 22, 2018

I. Call to order

President Gray called to order the meeting of the Benton County Mosquito Control Board at 7:00 pm on January 22, 2018 at 4951 W Van Giesen Street, West Richland, WA.

II. Roll call

The following persons were present: Kevin Christensen, Rudy Cortez, Thomas Groom, Cynthia Gray, Jake Mokler and Joe Schiessl. The following members were excused: Richard Bloom and Thomas Groom.

III. Approval of Minutes

J. Schiessl moved that the Regular Meeting Minutes from October 23, 2017 and the Special Meeting Minutes from December 4, 2017 be approved; the two sets of Minutes were combined into one motion. Motion was seconded by K. Christensen. All were in favor of the motion.

IV. Guest Agenda Items:

There were no Guest Agenda Items.

V. Financial Report:

J. Schiessl asked/confirmed that the word “depreciation” would not be wording found in the 2018 budget categories. Manager Angela Beehler confirmed that 2018 categories would not have it.

VI. Correspondence:

There were no Correspondence items.

VII. Manager’s Report:

- a) 2017 End of Year Review; A. Beehler provided a thorough end of year review of activities concerning the District in PowerPoint format.
- b) A. Beehler informed Board that we would have a booth at the Home & Garden Show, February 23-25, 2018.

- c) A. Beehler reminded the Board about the upcoming American Mosquito Control Association Annual Meeting in Kansas City, Missouri, February 26 to March 2, 2018.
- d) A. Beehler informed the Board about the Northwest Mosquito & Vector Control Association Spring Workshop; hosted by BCMCD on April 11-12, 2018.

VIII. Old Business:

There were no Old Business items.

IX. New Business:

- a) **Board Member Terms/Reappointments** - Reappointment letters were received for J. Mokler, J. Schiessl, C. Gray and R. Bloom.
- b) **Board Officers; currently C. Gray and K. Christensen** - J. Schiessl made a motion to reappoint C. Gray as Board President and K. Christensen as Board Secretary. J. Mokler seconded the motion. The motion passed with all in favor.
- c) **Warrant Signers; currently C.Gray, R. Bloom and K. Christensen** - R. Cortez made a motion to retain the current members as warrant signers. K. Christensen seconded the motion. The motion passed with all in favor.
- d) **Employee Relations Committee; currently R. Bloom, K. Christensen and R. Cortez** - K. Christensen made the motion to retain the current members as Employee Relations Committee members. J.Schiessl seconded the motion. Motion passed will all in favor.
- e) **Resolution 1-18: A Resolution Adding Funds to the 2018 Budget** – K. Christensen made a motion to pass Resolution 1-18.

J. Schiessl asked for clarification on two different names for a vehicle depreciation fund (which is a cash fund). J. Schiessl pointed out that we currently have 3 names for the same fund and that there should be only one consistent name. A. Beehler explained that the multiple names come from the software program that BCMC uses and that the Benton County Treasurer uses its own name for clarification purposes since they manage many account. The Board agreed that moving forward we should use the name that the Treasurer uses.

J. Mokler seconded the motion. The motion passed with the following roll call vote:

K. Christensen – Aye / R. Cortez – Aye / J. Mokler – Aye
/ J. Schiessl – Aye

- f) **Resolution 2-18: A Resolution Cancelling Unclaimed Warrants** – A. Beehler discussed that we have two outstanding warrants, both mileage for Board Members, and that according to the RCW's we are required to cancel them.

R. Cortez made a motion to pass Resolution 2-18. K. Christensen seconded the motion. The motion passed with 3 Board Members in favor and J. Schiessl abstaining since of the warrants was for his mileage.

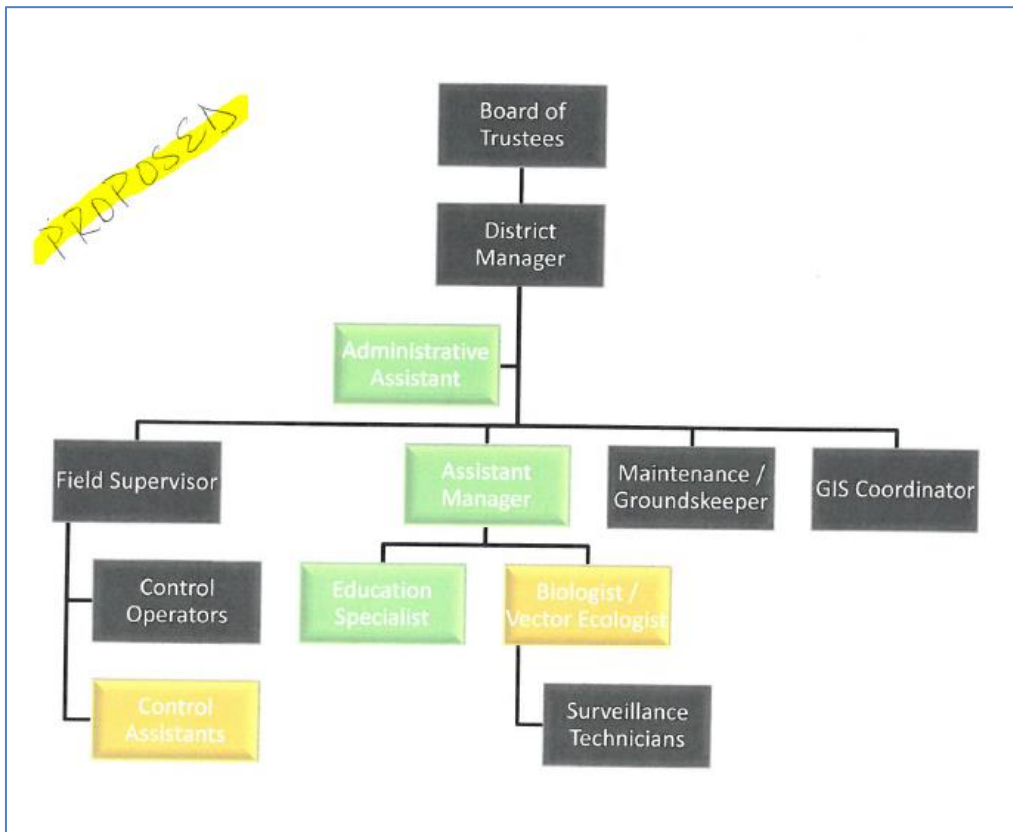
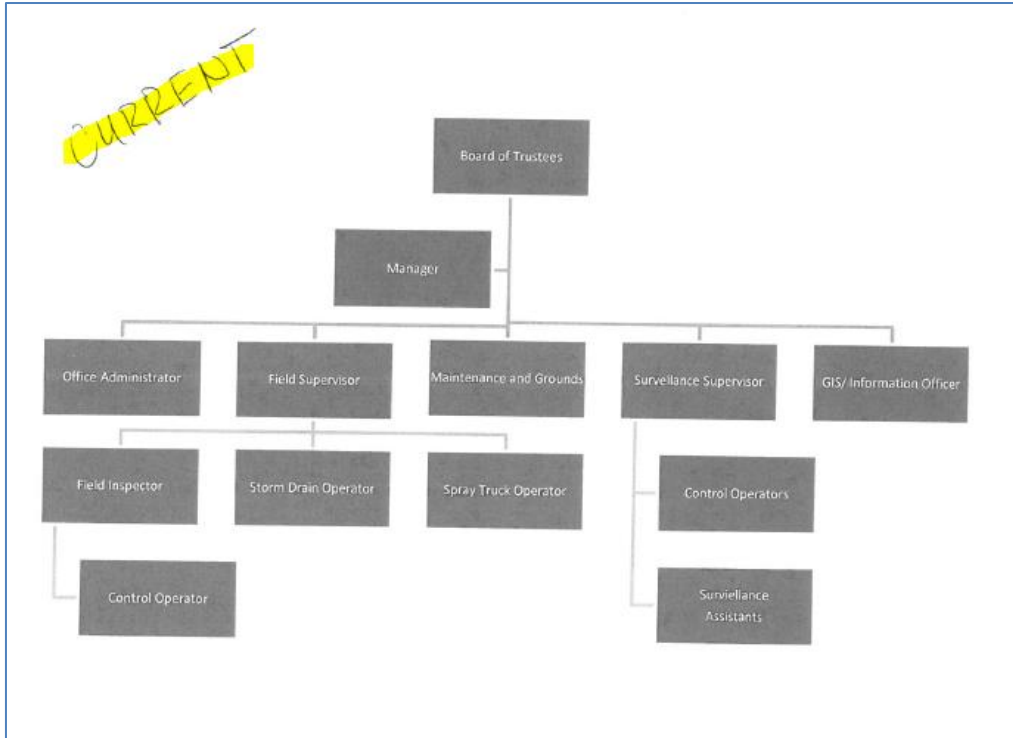
- g) **Truck Bids** – J. Schiessl made a motion to award the bid to the low bidder. R. Cortez seconded the motion. The motion passed with the following roll call vote:

K. Christensen – Aye / R. Cortez – Aye / J. Mokler – Aye
/ J. Schiessl – Aye

The low bid was C. Speck Motors, for \$24,161.50.

- h) **Employee Handbook Changes; (i) Organization Chart, (ii) Overtime Policy & (iii) Sick Leave Policy** –

(i) A. Beehler discussed the addition of new seasonal positions and titles. Wording for section “1.10 Positions” of the Employee Handbook was not changed, just the organization chart. [Please see screenshot on following page]



(ii) A. Beehler discussed that there needed to be a correction for an inconsistency in the Holiday & Overtime Pay, sections “8.20 Holidays” and “3.60 Overtime” respectively, of the Employee Handbook. The proposal is to remove the section, from 3.60, that reads “Non-exempt employees, who work on a District recognized holiday shall be compensated at their straight time rate of pay for hours actually worked on the holiday, plus the holiday pay. (See “Holiday Pay” for additional rules pertaining to holiday pay.)” The proposal would remove the situation where employees were getting pay 2x their regular rate on holidays.

(iii) New 2018 Washington State requirements affecting sick leave policy and its implementation was discussed. The amended and new section can be found at 8.40 of the Employee Handbook.

J. Schiessl made a motion that the employee handbook be amended as presented. J. Mokler seconded the motion. The motion passed with all in favor.

X. Payment of Bills and Signing of Documents:

i) K. Christensen made a motion to pay the bills. R. Cortez seconded the motion. The motion passed with the following roll call vote:

K. Christensen – Aye / R. Cortez – Aye / J. Mokler – Aye
/ J. Schiessl – Aye

Warrant Numbers: 6647 to 6713

In the combined amount of: \$71,566.43

XI. Adjournment

President Gray adjourned the meeting at 8:17 pm.

Respectfully Submitted:

Angela Beehler
District Manager

ATTEST: Rudy Cortez
Trustee

ATTEST: Cynthia Gray
President