**JOHNSON COUNTY WEED & PEST CONTROL DISTRICT BOARD MINUTES**

May 5, 2022

Members Present: Scott Rogers; Chairman; Tyler Benton; Vice Chairman; Dick Gould; Nathan Williams; Randy Hepp.

Others Present: Rod Litzel, Supervisor; Allen Buff; Assistant Supervisor

The regular meeting was called to order at 5:00 pm by Chairman Rogers. Moved by Tyler and Second by Nathan that Allen record the minutes, motion carried. The minutes for the April 7th meeting were approved with a passing motion by Randy and second by Tyler. Chairman Rogers recognized that two of the board members had obligations and may need to leave early, therefore proposed to discuss the New Business first, all agreed.

New Business

* Audit
  + Material audit adjustments were required to prevent financial statements of the District from being materially misstated.
  + Correction: Board evaluate policies and procedures to ensure complete information and record transactions in accordance with GAAP. Rod is working on those corrections in Quick books with Spanos Professional Services.
  + Weed Bounty program not accounted for in Quick books, therefore needs to be added.
* Policy Changes
  + Discussions were had on defining the chain of command or administrative flow chart, and a process to handle an administrative complaint.
  + Personnel issues are to be handled by the supervisor unless there were issues with the supervisor, then a sealed complaint will be presented to the Board Chairman.
  + Should the District have a clearer policy that provides how annual and sick leave is to be paid out and/or allowing the Board discretion for a severance package.
  + Consensus was for Rod to develop some possible language for changes to be considered at next meeting.
  + With the secretarial vacancy, Rod was appointed Chief Payroll Clerk for the 457 Plan with a motion from Tyler and second by Randy.
* Job Description
  + Rod presented a job description for the Assistant Supervisor position, which was mutually agreed upon by Allen and the Board. Rod also presented a list of deliverables for Allen over the course of the next year to evaluate preferably monthly, Board and Allen agreed this would be beneficial.
  + Rod presented the new job description and position announcement for the revised District Supervisor position. Board accepted both to be announced as soon as possible and vetted in Wyoming & surrounding States.
* Request For Proposal for Bookkeeping/Accounting services:
  + Rod went over the list of items in the RFP, with some clarification and additions, the Board agreed to move forward to have the RFP’s due the next Board meeting.
  + The RFP will be sent to several local businesses.
* Discussion followed on how to man the office through the summer. Part time help and a Temp Service are options; Rod will fill that void in the office with the option for Spanos Professional Services to come in from time to time or other part time help if available.
* Katie’s resignation letter and potential payout of her accumulated annual and sick leave was brought up for review.
  + Dick moved and Tyler Seconded the passing motion to accept Katie’s resignation but to go into Executive Session to discuss the payroll issue.
  + Executive Recess began at 5:45; ended at 6:15pm.
  + Board Policy states that 2 week notice is requested when resigning from the District; annual and sick leave shall only be paid out upon retirement of the employee; Katie is ineligible to receive payout since 2 week notice was not provided that would have stated intentions to retire.
  + Board expressed desire to appreciate Katie’s 15 years of dedicated service. Nathan moved to pay Katie $7000 severance, which is slightly more than 2 months pay at her current rate; Tyler seconded the unanimous passing motion.

Old Business:

* Accounts Receivable- Rod reported total outstanding to date $9,161.69
  + All current except $20.00 in 2020 grasshoppers and a $50.00 invoice for equipment use Rod found from last summer that had not been reported.
  + Board discussed the collectability of each; Randy moved and Dick Seconded to write off both as uncollectable, motion carried.
  + Unanticipated projects $8,892.69 and Rodenticides of $249.00
* Activity Report
  + Allen and Rick were able to finish all the bare ground and go through all equipment.
  + Rod continued working on the bookkeeping and associated tasks in leu of the secretary departure.
* Prairie dog rebate form and additional rebates
  + A table was created that clarifies how a prairie dog town will pass inspection to receive the rebate, consensus to approve
  + Discussion on a written agreement between the landowner and the contractor for deliverables
  + Wylee cleaned up a couple areas on Spero Zezas and Dave Belus using Fumitoxin
  + 85 acres on Zezas now qualify with a rebate of $425 and 35 acres on Belus now qualify with a rebate of $175
  + Randy moved and Dick seconded to pay the rebates, motion carried.
* Board Training
  + Randy reported that he tried to watch the online seminar, but was unable to get it to work.
* Budget:

Rod reported he will update the preliminary budget with the current financial statement, with adjustments to consider actions taken in this meeting. The proposed budget is due the Commissioners and Dept of Audit by June 1.

There being no further business to discuss, the meeting was adjourned by unanimous ballet at 7:05pm

Respectfully submitted

Allen Buff, Assistant Supervisor

See you at the next Board Meeting

June 2 at 5:00 PM



