

CHELAN COUNTY MOSQUITO CONTROL DISTRICT NO. 2

Leavenworth, Washington 98826

Phone (509) 548-5904 Email: info@LeavenworthMosquitoControl.org

**Meeting Scheduled for January 19, 2026 at 5:00 pm via Zoom and at LMCD Office 10171
Chumstick Highway, Unit A, Leavenworth, WA 98826**

Minutes

Meeting was called to order at 5:03 pm by President Christine Parsons. Secretary/Treasurer Denise Pinkham, Member Ted Knight, Leavenworth City Council Member Mike Bedard were present.

Attending in-person: Retired Secretary Chester Marler, LMCD Staff: RD Nelle, Cassie Hendricks, Nick Parton, and Julie Reynolds.

Introductions were given by all present in the room.

No Public Comments were made.

The Meeting Agenda, as amended, was approved by a motion from Member Ted Knight and a second by Leavenworth City Council Member Mike Bedard. Motion carried unanimously.

The Minutes as amended from the Nov. 17, 2025 Regular Meeting and the December 23, 2025 Special Meeting were approved by motion from Secretary/Treasurer Denise Pinkham and Second from Member Ted Knight. Motion carried unanimously.

President Report: led by Chris Parsons covered the following items.

Manager Contract - after minor amendment on IRS Mileage Rate language, was approved and offered to RD Nelle by motion from Leavenworth City Council Member Mike Bedard and a second from Member Ted Knight. Motion carried unanimously.

Frontier Precision Contract - a discussion of the potential contract for Frontier Precision software service occurred amongst the Board and Staff. Secretary/Treasurer Pinkham requested more time to research other options prior to having the Board consider the Contract.

NVMVA Membership and Renewal – discussed and RD Nelle, Chris Parsons, and Cassie Hendricks will renew and/or become members this year.

Secretary Report: Retired-Secretary Marler gave a review of the year and confirmed all quarterly reports have been completed. The annual report for 2025 needs to be finished. Retired-Secretary Marler offered to assist in completing the annual report for 2025.

Treasurer Report: Secretary/Treasurer Denise Pinkham gave an overview report of 2025, and discussed the prior approvals of rent, move-in costs for the new office location. An additional discussion around the need to either renew the cell phone service for the office line this year or consider a VOIP system.

A discussion with RD Nelle and the Board occurred around the need to inventory and prepare order for next season's larvicide needs.

A discussion occurred around the need for canceling the extra storage unit and Secretary/Treasurer Denise Pinkham offered to handle the cancellation.

2025 Presentation: Chris Parsons and Staff Member Cassie Hendricks gave a presentation for the 2025 LMCD work which included a slide show.

Next Meeting: The next meeting was set for February 23, 2026 at 5 p.m., Zoom and in-person at LMCD Office location.

Advertising Open Board Position: Secretary/Treasurer Pinkham read through the draft advertisement for the open board position and President Chris Parsons offered to provide some edits prior to publication in the Leavenworth Echo.

A card, gift, and cake were presented to Retired Secretary Chester Marler thanking him for his years of service.

Meeting adjourned by motion from Secretary/Treasurer Denise Pinkham with a second from member Ted Knight. Motion carried unanimously at 6:45 p.m.

For the Record:

Dec 17th, 2025 payables were in the amount of **\$1161.10**. Approval signatures were: Denise Pinkham, Chester Marler, Sharon Waters and Christine Parsons.

<u>Payee</u>	<u>Amount</u>	<u>Description</u>
Alpine Business Center LLC	\$950.00	January 2026 initial monthly rent/lease payment
Cashmere Valley Bank	\$101.25	(Pinkham) \$86.25 cordless field pruning shears, hand held pruning shears (x2), (Sessions) \$15.00 training fee reimb.
Cassandra Hendrick	\$31.30	Mileage (\$6.30), \$25.00 WSDA testing fee reimbursement
Nicholas Parton	\$16.80	Mileage

Ward Media	\$61.75	\$40.00, \$21.75 end of season public notice / Public Budget Review mtg notice
<u>Payroll</u>	<u>\$/Hrs Worked</u>	<u>Description</u>
Cassandra Hendricks	16 hrs	10/28-12/11/2025
Richard Nelle	3 hrs	12/4-12/9/2025
Nicholas Parton	14.5 hrs	9/29 - 11/25/2025
Denise Pinkham	\$1,500	Stipend (2 of 2 annual payments)
Total Payroll	\$2,415.15 (gross)	33.5 Total Hrs Worked

Jan 6, 2026 payables were in the amount of **\$14,242.56**. Approval signatures were: Denise Pinkham, Chester Marler, Christine Parsons, Sharon Waters and Ted Knight.

<u>Payee</u>	<u>Amount</u>	<u>Description</u>
Cashmere Valley Bank	\$2,857.82	Pinkham cr cd: \$380.00 Leav Mini Storage (4 mo @ \$95.00 per mo) \$468.80 office chairs (8) \$162.87 monitor wall mount, lights \$325.79 wall monitor \$760.19 main all-in-one computer \$597.29 HP laptop \$162.88 computer protection plan (x2)
Cashmere Valley Bank	\$934.74	Pinkham cr cd: \$288.79 desk w/cabinet 63" \$281.41 desk w/cabinet 53" \$292.10 (8FT) conference table (plus \$72.44 tax)
Alpine Business Center	\$10,450	Office lease (Feb-Dec 2026 \$950 x 11) Note: January 2026 \$950.00 rent and \$500 deposit paid in Dec 2025
Payroll	n/a	Not due unit 1/28