

Chelan County Mosquito Control District #2

Leavenworth Mosquito Control District

By-Laws- Amended June 15th, 2026

ARTICLE I. NAME AND PURPOSE

The Chelan County Mosquito Control District #2, also referred as the Leavenworth Mosquito Control District (District) was established by popular vote in the fall of 2002 according to the procedures and regulations outlined in Chapter 17.28 RCW.

The purpose of this District is to control the mosquito population of the City of Leavenworth and Chelan County properties within the District boundary in compliance with Chapter 17.28 RCW.

ARTICLE II. BOARD OF TRUSTEES

Section 1. Number and Term of Board of Trustees. The board shall consist of five members appointed from among interested persons residing within the District and shall serve a term of two-(2) years.

a.) Members. Four board members shall be approved by the board for appointment and appointed by the Chelan County Board of Commissioners; the fifth member shall be appointed by the Leavenworth City Council.

b.) Term. After the initial organization year, board members shall serve a term of two years, commencing on the first January meeting of the year following appointment. Board members appointed to fill an unexpired term shall serve the term of the replaced member. Three-(3) trustees' terms shall end on the same year and the remaining two-(2) trustees' terms shall end the following year.

c.) If a board member wishes to resign before their term is ended, the member shall try to inform the board in a timely manner before the intended date of resignation to allow time for the board to advertise for a replacement.

d.) There shall be no maximum number of consecutive terms of board members.

e.) Trustees shall be selected without discrimination based on gender, age, physical ability or disability, ethnicity, sexual orientation, national origin, color, race, or religion.

ARTICLE II. BOARD STRUCTURE AND OPERATION

Section 1. Trustees and Elections. The Trustees of the board shall elect among its members annually and shall include a President and Secretary/Treasurer.

Section 2. President. The President shall preside at all meetings of the board and ensure the effective action of the board in governing and supporting the organization.

Section 3. Secretary/Treasurer. The Secretary/Treasurer shall:

- a.) oversee the development of forms used in state and federal reports and forms submitting warrants, or vouchers, for payments prior to board member's signatures;
- b.) review the financial records of the District ensuring oversight and wise management of the District's finances consistent with the board's purpose; and
- c.) report all District expenditures, including staff time, and submit warrants to the County for payments. All expenditures recorded on warrants, unless conditions under RCW 42.24.180 are met, must be signed by the President and countersigned by the Secretary and a Trustee prior to submitting to the County, unless the Secretary/Treasurer submits warrants under the condition there is documentation supporting the claim in compliance with RCW 42.24.180.

Section 4. General Trustees. In addition to regular attendance and participation at meetings Trustees that are neither the President or Secretary/Treasurer shall decide amongst themselves who shall: record the minutes of the meetings of the board, and the actions of the board. The minutes of the board meetings shall include the time and place the meeting was held and names of those present at the meeting; any motion of actions adopted by the board; and a recorded summary of expenditures made from the prior month (used in auditing the District business) provided by the Secretary. Once approved the minutes shall be retained by the Secretary.

Section 5. Board member compensation. The Secretary /Treasurer may be paid an annual compensation as determined by the board as allowed by RCW 17.28.140. All other members shall serve without compensation. Direct expenses with receipts shall be reimbursed from District funds.

Section 6. Staff. If staff is hired or contracted to assist with payroll processing and other reports, the Secretary /Treasurer will review reports and sign off on all submittals prior to board signatures authorizing payments by the Chelan County.

Section 7. Regular Meetings of the Board.

- a.) The board shall meet at least once a month during the seasonal mosquito activity period, usually between March through November, at a time and place determined by the Board, either

in person, telephonically, internet, or other readily available means of remote access that do not require an additional cost to access the meeting.

b.) All regular meetings shall always be open to the public and shall be conducted according to the rules established by the Open Meetings Act, Chapter 42.30 RCW. Notice to the public about meetings will be provided to the public and a draft agenda will be provided at least twenty-four-(24) hours prior to the meeting and advertised on the District website. Written meeting minutes will be provided.

c.) Trustees shall make every effort to attend regular meetings of the board and shall advise the President and/or Manager if they are unable to attend a board meeting. Any Trustee missing three-(3) regular meetings and who has not contacted the President and/or Manager within a twelve-(12) month period may be removed from the board at any regular board meeting at which a quorum is present.

Section 8. Special Meetings of the Trustees. Any Trustee or any two Trustees may call a special meeting of the Board to resolve pressing issues, provided appropriate notice is given on the District website twenty-four-(24) hours prior to the meeting. Written meeting minutes will be provided.

Section 9. Executive sessions. The Trustees may determine a need to hold an executive session for such purposes of litigation, or potential litigation to which the District, a member or staff may be involved; to evaluate the qualifications of an applicant for employment or to review the performance of an employee; information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets; or to receive and evaluate complaints or charges brought against a member or employee. However, upon the request of such member or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge. However, any interview or a candidate and final action appointing a candidate to elective position shall be in a meeting open to the public.

Section 10. Conflicts of interest. A Trustee shall disclose any potential financial interests or other conflicts of interest in a matter before the board prior to discussion of that matter by the board and abstain from voting where the board determines a conflict, or the potential appearance of conflict exists. The Trustees and staff shall sign an annual conflict of interest statement.

Section 11. Voting. Each Trustee shall have one vote on matters before the board. Voting by proxy is not permitted. A simple majority of Trustees present at the meeting shall constitute a quorum. Voting by phone or virtually is allowed if the trustee can listen and participate freely.

Section 12. Procedure. Parliamentary procedure, as set forth in Robert's Rules of Order (most current revised edition), will be observed at all meetings.

Section 13. Removal. A Trustee may be removed from the board by majority vote of the whole board if they have a conflict of interest and refuse to recuse themselves from the matter, consistently absent (three (3) unexcused board meetings) or lack of participation or misrepresenting the organization.

Section 14. Action by Board Without a Meeting. Any action that could be taken at a meeting of the board may be taken without a meeting if all Trustees cast an affirmative vote in writing, including by email or online voting platform. Any matter decided in this manner shall be recorded in written meeting minutes.

Section 15. Open Meeting. Within thirty-(30) days of appointment to the Board by the Chelan County Commissioners all Trustees must take the Open Public Meetings Act training provided online by the Attorney General's Office of Washington State, take refresher courses at intervals of no more than four-(4) years, and maintain a record of such training.

ARTICLE IV. POWERS OF THE BOARD OF TRUSTEES

Pursuant to the Laws of the State of Washington the Board has the following powers:

- (a)** Take all necessary or proper steps for the extermination of mosquitoes.
- (b)** Subject to the paramount control of the county or city in which they exist, abate as nuisances all stagnant pools of water and other breeding places for mosquitoes.
- (c)** If necessary or proper, in the furtherance of the objects of this chapter, build, construct, repair, and maintain necessary dikes, levees, cuts, canals, or ditches upon any land, and acquire by purchase, condemnation, or by other lawful means, in the name of the district, any lands, rights-of-way, easements, property, or material necessary for any of those purposes.
- (d)** Make contracts to indemnify or compensate any owner of land or other property for any injury or damage necessarily caused by the use or taking of property for dikes, levees, cuts, canals, or ditches.
- (e)(1)** Enter upon without hindrance any lands within the district and adjacent thereto for the purpose of inspection to ascertain whether breeding places of mosquitoes exist upon such lands; or to abate public nuisances in accordance with this chapter; or to ascertain if notices to abate the breeding of mosquitoes upon such lands have been complied with; or to treat using integrated pest management, as defined in RCW 17.15.010, methods in places where mosquitoes are found or are likely to exist upon such lands.

(2) For land adjacent to land within the district, a district must give prior written notice to the property owner of the district's intent to enter upon the land for the purposes specified in (a) of this subsection.

(f) Sell or lease any land, rights-of-way, easements, property or material acquired by the district.

(g) Issue warrants payable at the time stated therein to evidence the obligation to repay money borrowed or any other obligation incurred by the district, warrants so issued to draw interest at a rate fixed by the board payable annually or semiannually as the board may prescribe.

(h) Make contracts with the United States, or any state, municipality, or any department of those entities for carrying out the general purpose for which the district is formed.

(i) Acquire by gift, devise, bequest, lease, or purchase, real and personal property necessary or convenient for its purposes.

(j) Make contracts, employ engineers, health officers, sanitarians, physicians, laboratory personnel, attorneys, and other technical or professional assistants; and publish information or literature and do all other things necessary or incident to the powers granted by, and to carry out the projects specified in this chapter.

(k) Subject to management considerations identified during consultation with the landowner, cut or remove shrubbery or undergrowth as necessary or proper in order to carry out this chapter.

ARTICLE V. DISTRICT MANAGER AND DISTRICT STAFF

Section 1. Board of Trustees Duties. The board shall be responsible for the hiring, discipline, and discharge of staff and shall set the Manager's and Staff's terms of compensation and determine the scope of the Manager's and Staff's responsibilities.

Section 2. Manager Duties.

a.) The Manager's responsibilities may include but not limited to carrying out all mosquito control actions in the District, providing supervisory management of all District staff, purchasing supplies, equipment and chemicals necessary for safe and efficient office and field operation; and,

b.) The Manager shall assist the Board in the development of the Annual Abatement Program and budget.

ARTICLE VI. ANNUAL ABATEMENT PROGRAM AND BUDGET

Section 1. Annual Abatement Program. The board's responsibility includes outlining and adopting a yearly program to identify and control the mosquito population in the District and to

oversee the activities adopted to achieve this objective. It is the board's responsibility to see its actions are in all ways consistent with laws governing mosquito control districts.

Section 2. Annual Budget. The board is empowered by law to impose a per parcel fee on parcels located within the District boundary to finance its programs. The fee shall be collected by Chelan County Treasurer with the general taxes. For the purposes of property assessment, all properties within the District shall be classed as receiving equal benefit from the routine operations and shall be assessed at an equal rate. The annual budget must be adopted in a timely manner, no later than November, and shall be forwarded by Resolution to the Chelan County Auditor and Assessor's office for inclusion in the County Budget document to adjust the property assessments for the coming year.

ARTICLE VII- MISCELLANEOUS PROVISIONS

Section 1. Contract Authorization. The board, except as otherwise provided in these bylaws, may authorize any officer to enter any contract or execute and deliver any instrument in the name of and on behalf of the District. Such authority may be general or confined to a specific instance unless so authorized by the board majority vote, in the form of a board decision on the record. The board shall review all contracts and, upon approval, will delegate signature authority to the Manager.

Section 2. Indemnification. The District shall indemnify every board member or former member of the Board of Trustees against expenses actually and reasonably incurred by him/her in connection with the defense of any action, suit or proceeding, civil or criminal, in which they are a party by reason of being or having been such board member or officer, except in relation to matters as to which they shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty to the organization. The foregoing right of indemnification shall not be exclusive of other rights to which he/she may be entitled.

Section 3. Insurance. The District shall maintain insurance to protect itself and any director, officer, employee, or agent of the organization against any expense, liability, or loss. The district would have the power to indemnify such person against such expense, liability, or loss under Chapter 17.28 RCW.

ARTICLE VIII- AMENDMENTS

The Board of Trustees may amend these bylaws by affirmative vote by a majority of board members at any regular or special meeting. Written notice setting forth the proposed amendments or summary of the changes to affected thereby shall be given to each board member two weeks prior to the board meeting.

ARTICLE IX. DISSOLUTION

If the Board of Trustees decides on the dissolution of the District, this action shall be conducted consistent with Chapter 17.28.440 RCW.

ARTICLE X. ADOPTION OF BYLAWS

The bylaws of the Leavenworth Mosquito Control District as set forth herein, together with subsequent amendments, are hereby adopted this June 15th, 2026. The effective date of these bylaws shall be June 15th, 2026.

Originally adopted March 12, 2003, Revised: June 15th, 2026.