



MOSQUITO CONTROL DISTRICT

Board of Trustees Minutes

August 14, 2018 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, Earl Fleck.

1.2 Roll call

Board members present: Brian Munson, Joe Keller, Trudy Linson, Earl Fleck, Larry Lewton, Rian Davis, Wade Holbrook and Vince Myers. A quorum was present.

Board members absent: Michael Elerath and Mark Rohr.

Others present: John Jacobson, Fred Bartow, Rebecca Baxter and Kathryn Bump.

1.3 Review / approval of minutes

Motion to approve the May 8, 2018 Board of Trustees minutes with the requested change to 3.1 "Appointment for City of Camas of Joe Keller" was made by Vince Myers, seconded by Larry Lewton; all approved, motion passed.

1.4 Review / approval of agenda

Motion to approve the August 14, 2018 agenda was made by Rian Davis, seconded by Vince Myers; all approved, motion passed.

2.0 – RECOGNITION OF VISITORS/OTHERS

2.1 Introduction of visitors – None.

2.2 Citizen comments – None.

3.0 – BOARD UPDATE

3.1 Operations manager update from 5.0 moved to 3.0. John provided information on how they track river levels and its impact on tributaries and increase of wetland acreage to check and treat. About mid-May, when the river peaked, we did an aerial treatment. The district coordinates with other districts to fly; this enables consistent coverage over the region at the same time and allows for a lower rate. With the temperatures being higher, the crew started catch basins early. There is a lot more overlap this year between the different areas that we treat whereas usually it flows from one area to another. We're into a 2nd round of catch basins and may have to start a 3rd round before the end of the season, it will depend on if we find larvae. Trudy mentioned a class she attended where they talked about changes in weather patterns and could see more rain in winter

and less snow. John said that the weather will definitely impact the number of mosquitos.

Rick has done an amazing job this year with trapping. The new microscope is definitely been a great help. We've trapped over 200 times this year with the largest trap containing 1,500 mosquitos. We've done more adultciding this year compared to past years; a lot around the lake. We've been able to identify 4 new species in Clark County though they are not new to the state. Two are *Aedes* species and two are *Culiseta*. Rick has done 100 ramp tests this year, which is the test for West Nile Virus. Earl asked if DOH will be performing any quality control tests of our ramp tests. John mentioned that the Ramp reader is due to be replaced and that Adapco is offering a discount on trade in. There was a brief discussion on the manufacturer performing calibration testing on the ramp and if the state will be doing a quality control test. John will look into if DOH will be doing that. Since DOH is resuming responsibility for West Nile Virus testing again, we've received protocols on sterilization of the lab and supplies that should be used to insure good lab practice.

The Northwest Mosquito Vector Control fall conference is October 3-5. There are 8 staff attending and the conference is in Lake Chelan. There is enough in training budget for a board member to go, any board member interested? There will be speakers from all over. We'll look at increasing the training budget for 2019 so more board members can get some professional education. The national conference in Portland is 3/16-3/20/20. The agenda hasn't been created yet so we're not sure what will be presented. John mentioned having a couple of days available for board members to come out and see what the guys do. The board showed interest in the opportunity to meet more of the crew and see the work that is performed. John would like to add more money to the budget for more Sentinel traps. All of the newer species that Rick identified were in the Sentinel trap.

4.0 – FINANCIAL REPORT

- 4.1 Second Quarter 2018 Revenue and Expenditure Report** – The board reviewed the second quarter expenditure report. Earl asked if all the capital purchases had been completed yet; they have not. All the transfers to the emergency funds have been completed and they are both fully funded now. Overall, it is looking good.
- 4.3 Approval of April - May 2018 warrant register** – Reviewed April – May warrant register. Review of warrants included employee reimbursement and a request that we add an annotation to the register when it is an employee reimbursement; review of Powersports which was the ATV and Rian asked about the replacement cycle we are using for it which is a 10 year and is already on the asset replacement list. Larry enquired about the multiple US Bank lines. This is to show the amounts allotted to each expenditure line instead of showing one lump sum. Motion to approve the April – May 2018 warrant register in the amount of \$69,850.48 by Joe Keller, seconded by Wade Holbrook, all approved, motion passed.

5.0 – OPERATIONS MANAGER REPORT

- 5.1 **Updates** – Moved to 3.0. Reviewed the informational sheet provided to the board regarding the current West Nile Virus numbers in Washington State.

6.0 – CONTINUING BUSINESS

- 6.1 **Resolution 04-2018 Equipment Repair & Replacement Fund** – Informational. Earl provided an overview of past events that prompted the creation of the replacement funds and the emergency treatment fund.
- 6.2 **Resolution 03-2018 Emergency Treatment Fund**– Informational

7.0 – NEW BUSINESS

- 7.1 **Asset management policy** – Trudy pulled together this policy from examples provided by other agencies and based on required elements in the BARS manual (WA State Budgeting, Accounting and Reporting System Manual). She added a purpose statement at the beginning, defined the assets and amounts in the next section and in section 3 she added verbiage from the bylaws. When Earl reviewed the draft policy he noted that the bylaws state that the inventory would be reviewed annually and asked John what month would work best for him to do this. John noted that we are already inventorying most of the assets on the ER&R list. John asked if any of the board members wanted to come in and physically go around and assist in doing the inventory during the off season; there were several board members willing to assist. The board discussed the possibility of having an inventory or tagging system for assets. There was also a discussion on the definition of small and attractive assets and what would be included in that category. Earl suggested that John check in with other agencies to see how they are tracking and tagging their assets. Rian would like to see a better definition of small tools and what would be included in it. The board discussed the paragraph in section 5 that talks about depreciation. Rebecca or Kathryn will check in with our finance team to see whether depreciation would apply to the district. For section 8, it was recommended to site an actual RCW instead of stating “in accordance with applicable state law.” Overall the policy is fine, we just need to review the steps needed to carry out the policy. John will review and Trudy will work on incorporating changes and put to the board again for February or May 2019 meeting.
- 7.2 **Purchasing policy** – The draft purchasing policy is all of our current policies and procedures consolidated in one document. Trudy added a purpose statement. Under 2.0, there was a question on the authority of the operations manager. Vince mentioned that this seemed to be more about last minute purchases. The board discussed the interpretation of budgeted purchases versus unbudgeted purchases. If the board has already approved the funds to purchase goods and services, the cost of those purchases shouldn't require an additional board approval. The board discussed the limitations around using the phrase “must be approved by the board” and the possibility of changing it to “must be approved by a member of the executive board.” More control is likely to be needed on unbudgeted items and budgeted items would need to be itemized out between chemicals, rolling stock, etc. Under section 5.2, remove line

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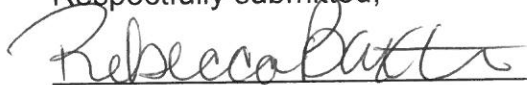
regarding review by County. Under section 6.3, the board discussed changing the credit card limit to \$3,000.00 to match the competitive process section. Rebecca recommended that it would be difficult to try and change this with the bank. Under section 7, remove the line about auditing by an independent auditor. Auditing is done every three years by the state auditor. The draft document will be refined by Trudy and considered again at an upcoming meeting.

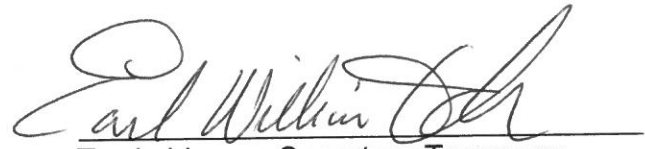
- 7.3 Board office positions** – The board discussed the term limits for the board officers and decided to add voting to the November agenda.

Adjourn

With no further business the President, Earl Fleck, adjourned the meeting at 8:40 p.m.

Respectfully submitted,


Rebecca Baxter, Recorder


~~Trudy Linson, Secretary-Treasurer~~
EARL William Fleck
President