



## MOSQUITO CONTROL DISTRICT

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### Board of Trustees Minutes

August 9, 2016 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, Linda Dietzman

##### 1.2 Roll call

Board members present: Chris Regan, Linda Dietzman, Trudy Linson, Earl Fleck, Larry Lewton, Greg Walter, Wade Holbrook and Mark Rohr. A quorum was present.

Board members absent: Josh Karl and Michael Elerath.

Others present: John Jacobson, Kyle Kirby and Rebecca Baxter

##### 1.3 Review / approval of minutes

Motion to approve the May 10, 2016, Board of Trustees minutes was made by Earl Fleck, seconded by Larry Lewton; all approved, motion passed.

##### 1.4 Review / approval of agenda

Motion to approve the August 9, 2016 agenda, was made by Earl Fleck, seconded by Chris Regan; all approved, motion passed.

#### 2.0 – RECOGNITION OF VISITORS/OTHERS

2.1 Introduction of visitors – Mary Rohr, Cristina Hadziselimovic and Kingston Sprague.

2.2 Citizen comments – None.

#### 3.0 – BOARD UPDATE

3.1 Letter of Appointment for Mark Rohr, for City of Washougal.

3.2 The recognition of service brick for Roger Seekins was installed. Pictures of the brick at Chinook Plaza were passed around along with a picture of the brick for Dean Lindgren.

3.3 Congratulations to Wade Holbrook on his upcoming nuptials.

#### 4.0 – BOARD CORRESPONDENCE

4.1 Request for re-appointment of Greg Walter for City of Ridgefield. He will be reappointed, we're just waiting on the official letter stating that.

## **5.0 – NEW BUSINESS**

**5.1** Cristina and Kingston from the State Auditors office walked through the draft report of the audit. Kingston Sprague was the auditor on site for approximately 2.5 days. The audit was for the fiscal years of 2013-2015. There were no real major concerns during the audit. The audit report is the official report and will be posted online. The report contains information on the kind of audit that was performed, a table of contents, a detail of what was actually audited. The areas audited included payroll, fuel purchases and monitoring and general disbursements including equipment and credit card purchases. Payroll was very clean. Fuel monitoring had a recommendation to look into the 1 vehicle having odometer issues. General disbursements were good as well with the 1 recommendation that the district adopt a policy regarding equipment purchases that mirrors supply purchases. John Jacobson mentioned to the auditors that he is already working on the fuel issue. Earl recommended that John also draft the equipment policy. Kingston stated that trying to gather 3 bids is fairly standard practice, especially for new equipment purchases. Usually used equipment or surplus equipment don't necessarily have multiple bids. Earl asked about sole source items and the advice is to note why you need the specification that makes the equipment sole source.

Cristina talked a little about what the State Auditor's office does. There will be an audit survey that comes out, most likely sent to Jeff Harbison, which can be passed around to the board. They appreciate feedback. She also mentioned that we can call their office in 2018 to find out what the fees will be for the 2019 audit to include in the budget. Earl thanked the management for the hard work in this and Larry thanked the auditors for attending the meeting for the exit interview.

## **6.0 – FINANCIAL REPORT**

- 6.1** **Second Quarter 2016 Revenue and Expenditure Report** – Reviewed Second Quarter 2016 Expenditure Report. There was a brief discussion on the chemical consumption for the year so far.
- 6.2** **Approval of April - June warrant register** – Reviewed April – June warrant register. Motion to approve the April – June 2016 warrant register in the amount of \$52,981.51 by Chris Regan, seconded by Mark Rohr, all approved, motion passed.

## **7.0 – OPERATIONS MANAGER REPORT**

- 7.1** **Updates** – Before going into updates, Linda asked about the sign regarding the Sensitive Persons' list. John described what this was and what the crews were doing to document the notifications. Greg asked about John's follow up with the beekeeper Charles Bennet. John offered him labels of the chemicals used. John checked in with him again last month and they might have John present to their group in October. Operations Update: we started early and found everything early. During the season, the crews usually do two rounds of treatment to all the catch basins in the county and they are almost done with round 2. They are still spot checking retention ponds and wetlands. The crews are providing education when they go out to calls since a number of the service requests are neighbor disputes. They have also found a couple of retention ponds that they didn't know about previously. Provided a review of the number

of traps and how much they are trapping. The crews did find a couple of mosquitos they couldn't identify. They are sending them off for identification and are re-trapping in that area.

- 7.2 Clarke Mosquito Control Aerial Contract** –The board would like to see added in the agreement a clause that states the contract will be reviewed every third year after signing. John discussed the way a potential West Nile Virus event would play out and the use of Clarke Mosquito. We will need to look at increasing the emergency reserve.
- 7.3 Work Plan** – A draft of the work plan was not ready for the board meeting and has been moved to the November meeting agenda. The new work plan will be for the 2017-2018 period.

## 8.0 – CONTINUING BUSINESS


- 8.1 Capital Reserve Replacement** – Prices were updated on everything. We will need to look at adding more money to the equipment reserve next May and adding a line to the budget for equipment. Earl recommended that John give his take on what would be needed to add to the budget and the board will decide.
- 8.1 Letter to Board of Health** – The board decided that a follow up letter to the Board of Health regarding the presentation wasn't needed. The Board of Health presented to the City of Battle Ground which included the Mosquito Control District.

## Adjourn

With no further business the Board President, Linda Dietzman, adjourned the meeting at 8:36 p.m.

Respectfully submitted,

  
Rebecca Baxter, Recorder

  
Earl Fleck, Secretary-Treasurer