



MOSQUITO CONTROL DISTRICT

Board of Trustees

Tuesday, February 11, 2020, 7:00 pm
Mosquito Control Building – Conference Room
8115 NE St. Johns Road, Vancouver, Washington
(564) 397-8241

1. Opening of Meeting

1.1 Call to Order

Meeting called to order at 7:01 pm by Board Vice President, Wade Holbrook

1.2 Roll Call

Board Members present: Shauna Walters, Joe Keller, Trudy Linson, Katherine Lytle, Larry Lewton, Rian Davis, Wade Holbrook, and Michelle Wagner

Board Member absent: Earl Fleck and Herb Noble

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

1.3 Review of November 19, 2019 minutes

Motion to approve the November 19, 2019 Board of Trustees minutes was made by Larry Lewton, seconded by Shauna Walters; all approved, motion passed.

1.4 Review / approval of agenda

Motion to approve agenda with the requested change to switch 6.1 Bylaws Review & Update and 6.2 Open Meeting training was made by Rian Davis, seconded by Larry Lewton; all approved, motioned passed.

2. Recognition of Visitors/Others

2.1 Introduction of visitors

None

2.2 Citizen Comments

None

3. Board Update

3.1 Reappointment of Wade Holbrook, City of Vancouver

Official notification of reappointment of Wade Holbrook for City of Vancouver.

3.2 Reappointment of Larry Lewton, City of La Center

Official notification of reappointment of Larry Lewton for City of La Center

3.3 Reappointment of Michelle Wagner, City of Washougal

Official notification of reappointment of Michelle Wagner for City of Washougal

3.4 Appointment of Shauna Walters, City of Battle Ground

Official notification of appointment of Shauna Walter for City of Battle Ground

4. Financial Report

4.1 4th Quarter 2019 Revenue and Expenditure Report

There was a question about the Fund Balance line in the revenue not reflecting any totals.



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This is the amount from the reserve fund that was approved to be used for capital outlay. The expenditures for this line are reflected at the bottom of the expenditure section. Questions were also asked about going over budget on the insurance, repairs & maintenance, and utilities. John will look into the insurance; the budget estimation is typically pretty close to the actual. The insurance company usually sends a notice in the fall stating the percentage the rate will be changing. For repairs & maintenance and the utilities these are based on educated guesses as to how much will be spent. There was an unexpected repair to one of the trucks as it had an \$8,000.00 cam shaft failure. For the utilities, John is going to look at an itemized list of all charges that are in that category. This is a large jump from what was budgeted, and he wants to see what is causing this spike. Explanation was given about the professional services line. These are for aerial treatment and the auditor. The auditor was not budgeted for; however John has made a note to include it in the 2022 budget.

4.2 Approval of October – December 2019 Warrant Register

There was a question about the line item for the cell phones. Kathryn will investigate exactly what all the telecom and cell phone line items are. They might be coded differently between the County and the District. The line item for NW Auto Accessories was lighting for one of the new trucks. The large US Bank line item is from the annual conference expenses. Motion to approve the October – December 2019 Warrant Register was made by Joe Keller, seconded by Larry Lewton; all approved, motion passed.

5. Operations Manager Report

5.1 Updates

Reviewed the capital replacement reserve document. The Go4s are well past their life expectancy but are being kept until one of them no longer works. When this happens, it will be kept as a parts vehicle as the parts are hard to come by. The trailer for the old 2016 Argo was updated to fit the new Argo. The 2009 Kawasaki Quad is due to be replaced this year. There were two London hand foggers listed, decided to keep one even though they are past their date since it still works. Future project to create a spreadsheet for replacing building systems. There is a surplus spreadsheet that is kept attached to the capital replacement reserve document. The auction company was easy to work with. There was a question about who does the repairs and maintenance on the vehicles; the County shop does the repairs and maintenance most of the time. If they are not able to get the work completed, then District staff will perform the repairs or maintenance. District staff perform repairs on the Go4's, ATV and Argo. John and Trudy are going to verify if the money from the surplus auction needs to get back into the capital replacement fund. John recommends completing an inventory before he leaves the district and then another one once the new manager is hired.

Completed the report to the Department of Agriculture on our pesticide usage. The conference room remodel had begun. The cabinets have been ordered; electrical work is completed; the walls have been painted.

The annual AMCA meeting is in Portland in March. A preliminary agenda was provided. It was budgeted for Board members for a single day ticket. Board member should contact Kathryn if they would like to attend so that she can register them. John has made contact about Home and Garden 4/24-26. This is our only formal public outreach event as they are unable to staff the Clark County Fair as this is in the middle of the season.

Clark County Public Health is going to do some social media posting about preventing or reducing mosquito habitat on your property and how to protect yourself from bites.



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There are reports that *Aedes albopictus* and *Aedes aegypti* mosquitos were found in Colorado and Utah in Fall 2019. The closest location to Clark County that these invasive species has been found is the San Francisco Bay area. These are the mosquitoes that transmit Zika. There are two species in our area that carry West Nile Virus. We trap and test these mosquitoes for West Nile.

Supervisor and Lab Tech positions are very important. John proposed a raise to 10% over top step field tech positions for these positions, based on current pay scale it would be \$30.32. A wage comparison was done in 2006. Request to add this to May meeting so that if we need a resolution then we can draft it prior as well as get insight from county on best practices.

6. Continuing Business

6.1 Open Meeting Training

Reviewed Article III Section 5: Open Meeting and Public Records Training, written by Earl Fleck, requested to change to "Within 30 days of appointment all board members..." instead of "Within 90 days of attending their first CCMCD board meeting after..."

6.2 Bylaws Review and Update

Motion to add Article III Section 5: Open Meeting and Public Records Training to Bylaws was made by Trudy Linson, seconded by Rian Davis; all approved, motion passed.

6.3 CCMCD Operations Manager Position Review Committee Report

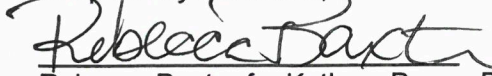
Joe Keller, Larry Lewton, Katie Lytle and John Jacobson met to review options to adjust the district manager position to full time. Recommends hiring full time district manager. The recommended salary was \$85,000-\$90,000, equaling about \$150,000 annual cost after benefits. They also recommended not increasing the 2020 budget, using fund balance to cover any over budget salary, and building this position into the salary budget going forward. Kathryn is going to check with Clark County Human Resources to find out if District employees can be added to the County benefits pool. Motion to move forward hiring full time District Manager with Clark County administering benefits was made by Joe Keller, seconded by Shauna Walters; all approved, motion passed.

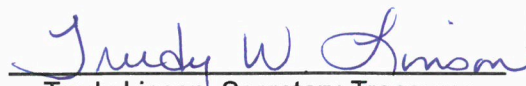
Reviewed the Job description created by Operations Manager Positions Review Committee. Board members are going to review and send any changes to Kathryn Bump to compile before next meeting. Board decided they would like to have a special meeting to review the job description and any benefits changes that may need to be changed before the AMCA meeting in March. Special Meeting date will be at 7pm on March 3rd in the Mosquito Control District Meeting Room.

Adjourn 8:53pm

Next meeting: March 3, 2020, 7:00 p.m., Mosquito Control District Meeting Room

Respectfully submitted,


Rebecca Baxter for Kathryn Bump, Recorder


Trudy Linson, Secretary-Treasurer

