



MOSQUITO CONTROL DISTRICT

Board of Trustees

Tuesday, February 12, 2019, 7:00 pm

Mosquito Control Building – Conference Room
8115 NE St. Johns Road, Vancouver, Washington
(360) 397-8241

1. 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: Joe Keller, Earl Fleck, Larry Lewton, Mark Rohr, Wade Holbrook, Trudy Linson, Rian Davis, Katherine Lytle and Herb Noble. A quorum was present.

Board members absent: Brian Munson

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

Introductions of each attendee, a request made to put the length of membership on the Board of Trustees Roster.

1.3 Review of November 6, 2018 minutes

Motion to approve the November 6, 2018 Board of Trustees minutes with the requested change to 5.1 "There is on in our shop," was made by Mark Rohr, seconded by Wade Holbrook; all approved, motion passed.

1.4 Review / approval of agenda

Motion to approve agenda was made by Joe Keller, seconded by Larry Lewton; all approved, motion passed.

2. Recognition of Visitors/Others

2.1 Introduction of visitors - None

2.2 Citizen Comments - None

3. Board Update

3.1 Reappointment of Rian Davis, City of Ridgefield

Official notification for reappointment of Rian Davis for City of Ridgefield

3.2 Appointment of Katherine Lytle, Clark County

Official notification for appointment of Katherine Lytle for Clark County

3.3 Appointment of Herb Noble, Town of Yacolt

Official notification for appointment of Herb Noble for Town of Yacolt



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3.4 Resignation of Mark Rohr, City of Washougal

Received official notification for resignation of Mark Rohr for City of Washougal; Official request for replacement appointment will be sent to the City of Washougal.

4. Financial Report

4.1 4th Quarter 2018 Revenue and Expenditure Report

Review Fourth Quarter 2018 Expenditure Report. Salaries were up due to doubling of administrative time for training and the season started earlier and ended later than normal. There is a question with the cell phone line, there is a jump in fourth quarter, Operations Manager and Administrative Assistant will investigate this for the May meeting. The First quarter minor equipment will be moved to Technology line as this was for tablets. The utilities were higher in 2018 due to season starting earlier and ending later as well as higher temperatures during the summer months. During the fourth quarter, the operations manager and supervisor have been doing administrative work and maintenance on vehicles which increased utilities usage. Operations manager noted that the budget is drafted in October before chemical pricing is available.

4.2 Approval of October – December 2018 Warrant Register

Reviewed October – December 2018 Warrant Register. There was a question about employee reimbursement. Employees went to conference in October. Also, there was a glitch in the County accounting system where the check for US Bank was not actually printed and Operations Manager had to use his personal card to pay for a repair. Motion to approve October - December 2018 Warrant Register was made by Mark Rohr, seconded by Larry Lewton; all approved, motion passed.

5. Operations Manager Report

5.1 Updates

Discussed Capital Reserve Expenditures. CCMCD will start using the reporting system that tablets were purchased for in 2019 Season. Reporting system is for tracking pesticide usage and distribution locations. There was a question about if there is a backup system in place. There is a requirement to keep data for 7 years; backups are kept onsite at CCMCD. Board recommended having a backup located offsite, such as at Clark County Public Health with administrative assistant or other location.

The Home and Garden Fair is April 26-28, 2019. CCMCD will have a table again this year. Board members are welcome to join the team for part of the fair. The team may also demo the new tracking system at the fair.

There were 140,000 catch basins treated in 2018. They all had three rounds of treatment or were treated until larvae were no long found in dip tests.

Operations Manager spoke with Dr. Alan Melnick at Clark County Public Health about updating the West Nile emergency plan as West Nile Virus was found in both Pierce and King Counties in 2018. Board recommended expanding emergency plan to include other mosquito-borne illnesses. There is a plan to add 5-6 more sentinel traps,



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which are effective in trapping *Aedes Aegypti* or *Aedes Albopictus* (identified as species that carry the Zika virus), in 2019.

Clark County is doing a survey of all county buildings to get a comprehensive list of lifetimes of structures and components. They have included the CCMCD building as it is located on County property. Suggestion was made to add building components as line items to the reserve fund.

Researched asset management tracking systems, spoke with Clark County to see what they use. They are in the process of changing system and will respond once they have transition. Board wanted to know if CCMCD could be added to the county system. Operations Manager thinks it could be possible, but will need to do more research.

The Board wanted to know if there was a prediction for the 2019 season yet. Operation manager said it will depend on if the spring is warm or cool. The Board wanted to know if the increase in building throughout the county could potentially effect the 2019 season. Each new neighborhood has water retention areas that can breed mosquitoes. The concrete basins often produce mosquitoes. In 2018, 2000 pesticide bricks were distributed in these basins. With the new reporting system, a comprehensive list will be built. On average it should add about 10 minutes to the first visit to a location to add it to the new system. The new reporting system will not include complaints; they will be tracked in the spreadsheet that CCMD has been using. There was question about if the new system uses GIS; no, however CCMCD will be sharing data with the cities and county.

6. Continuing Business

6.1 Asset Management Policy

Reviewed the current draft of the Asset Management Policy; changes will be made to the small and attractive assets section. CCMCD is a cash basis organization so depreciation does not apply to assets. Secretary will make adjustments and send to Administrative assistant. Administrative assistant to transfer draft to policy format including the president's signature block and bring to May 2019 meeting.

6.2 Purchasing Policy

Reviewed the current draft of the Purchasing Policy; request to move verbiage to better reflect current procedure. Secretary will make adjustments and send to Administrative assistant. Administrative assistant to transfer draft to policy format including the president's signature block and bring to May 2019 meeting.

7. New Business

7.1 Asset Replacement List

Reviewed Asset Replacement List, which is updated annually and as needed. The estimated useful life is based on 6 months usage instead of 12 months. In 2019 two trucks and an Argo will need to be replaced, which was factored into the budget plan.



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7.2 Board Roster for 2019 – informational

7.3 Open Meeting Training


Discussed State online Open Meeting law and Recordkeeping training; Rian Davis and Herb Noble will look into what authorization is required for this training and report back at May 2019 meeting. Future task: create a policy for board member and operations manager training requirements.

Adjourn at 8:41pm

Next meeting: May 14, 2019, 7:00 p.m., Mosquito Control District Meeting Room

Respectfully submitted,


Kathryn Bump, Recorder


Trudy Linson, Secretary-Treasurer