



# MOSQUITO CONTROL DISTRICT

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## Board of Trustees

**Tuesday, May 14, 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 7:00pm by Board President, Earl Fleck.

#### 1.2 Roll Call

Board members present: Joe Keller, Trudy Linson, Katherine Lytle, Earl Fleck, Larry Lewton, Wade Holbrook, and Michelle Wagner. A quorum was present.

Board members absent: Herb Noble, Rian Davis, Brian Munson

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

#### 1.3 Review of February 12, 2019 minutes

Motion to approve the February 12, 2019 Board of Trustees minutes was made by Earl Fleck; all approved, motion passed.

#### 1.4 Review / approval of agenda

Motion to approve agenda was made by Larry Lewton, seconded by Wade Holbrook; 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 Appointment of Michelle Wagner, City of Washougal

Official notification for appointment of Michelle Wagner for City of Washougal

### 4. Financial Report

#### 4.1 1<sup>st</sup> Quarter 2019 Revenue and Expenditure Report

Review First Quarter 2019 Expenditure Report. In the revenue section, noted that investments are going up. This looks to be due to interest hikes. 3361109 and 361320 are up substantially. Monies are in common state fund. John wants to look at the utilities as they look to be a half the annual budget after only the first quarter and since there is a new accounting system at the county he wants to make sure that something wasn't coded incorrectly.



## MOSQUITO CONTROL DISTRICT

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### 4.2 Approval of January – March 2019 Warrant Register

Reviewed January – March 2019 Warrant Register. There was a question about Liewer Enterprises. This is for the new Argo that was purchased. Motion to approve January – March 2019 Warrant Register was made by Joe Keller, seconded by Larry Lewton; all approved, motion passed.

## 5. Operations Manager Report

### 5.1 Updates

Starting in March, Fred and Rick began work on equipment to get ready for season. Our 2013 Argo needs significant repairs. The transmission was sent back to the manufacturer for repairs. CCMCD is planning to surplus one of the Argos. The county has been busy with the accounting system change and has been slow to respond with questions about surplus. They sent the forms they use for surplus but no answers on logistics. For smaller equipment the county uses gov.org; Larger items are sent to auction outside Seattle or Kent. At this time CCMCD is still using this Argo while the other is being serviced. A 2012 truck has significant engine repairs. The original estimate for repairs is \$6800. The truck is worth \$25,000-\$30,000 due to low miles. The mechanic thinks the damaged parts are from sitting during the off season.

On April 10-11, Rick attended spring workshop in Tri-cities. The workshop included federal regulation updates, National pollution discharge permit along with EPA permit required at this time. However, these permits cover the same requirements, so they are looking to eliminate one. There was also a presentation on climate change which is causing longer mosquito seasons and invasive species. There was a drone demonstration to treat with larvicide. Dr. Dykstra gave a presentation on surveillance and whole genome sequencing used to predict disease areas. Also a presentation from National pesticide information center which is based Oregon State University; they gave pesticide risk hand out.

Most of crew went to half day training in St. Helen's, OR where they calibrated the foggers. It counts for Continuing Education. They went over Mosquito biology, gave them scenarios based on habitat to which pesticide to use, and how the mode of action works with the mosquito and pesticide. They displayed a product call a BG counter. It is used with the sentinel trap, which is the one we use for the invasive species. It sits on top of the trap and counts the mosquitos as they fly into the trap and they are hoping to add the technology to identify the mosquito as well.

CCMCD staffed the home and garden show April 26-28<sup>th</sup> which was well received. CCMCD handed out 20-25 dippers at the show to people who wanted to check their ponds themselves.

The river peaked at just below flood stage on April 13<sup>th</sup>. As the weather started to warm up, they started finding larvae a week after April 13<sup>th</sup>. They thought they may need to do a helicopter treatment but ended up deciding that was not necessary. Some other counties in the area did fly, but the hatching in our areas was staggered enough to treat on foot. The waters did retreat quickly. The recent warm weather





## MOSQUITO CONTROL DISTRICT

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caused us to need to treat water retention ponds. They haven't started treating catch basins yet, but are keeping an eye on them and expect to start treating them any day. Clark County has about 50,000 catch basins. CCMCD has 12 seasonal staff, which uses the 3-wheeled parking enforcement vehicles to drive around to treat catch basins. There was a question about how many HOA ponds are treated. CCMCD doesn't have the data on that yet. With the new tracking system they are using this year they will be able to get that data.

Purchased a new ARGO and have been using it this season. Also ordered 5 additional sentinel traps. They are used near the Vancouver Lake Wetlands and one directly on Port property near the incoming ships. They have identified 3-5 spots near Ridgefield wildlife refuge.

Purchased a portable hard drive to back up data, which is located at John's house for an offsite location. He has been working with the county to get a shared drive to back up files. The new tracking program system is not quite up and running yet. They have sent files from the county and one city to the vendor; however, they were in a different file format and had to be converted. John asked vendor present a contract to the board; it is an annual fee per device. There are 7 districts using the program as of this year.

The county has implemented Workday financial system which has created delays on anything financials. The Warrant Register had to be created manually; there were some payment issues where a check was sent to Comcast for multiple accounts which caused some confusion and the payments were not applied correctly. There were no expenditures in Feb due to update system.

The asset inventory system is also tied up due to the financial system update. CCMCD is starting with spreadsheet inventory. A board member will be called in to do the inventory with John.

The county surveyed structures to create a comprehensive list of the lifetimes and structures and components.

John met with Dr. Melnick for emergency response plan. CCPH and CCMCD will be working together to update this policy. It will also be worked into work plan which is not complete at this time. CCMCD will continue working from previous work plan until this is complete. CCPH is practiced in disease response after the measles outbreak. There was a question about what company is used for emergency aerial treatment. CCMCD is looking at a new company for aerial treatment since the one that was contracted with has pulled out of the West and is focusing on the east coast and the south. The new place has a 48 hour minimum notification for emergency treatment and does not require a retainer. John asked for a contract to present to the Board at this meeting; however they had not sent it to him prior to the meeting.

Started gathering data to replace 2 vehicles and will be getting bids in the next few weeks and comparing them to the state bid.



## MOSQUITO CONTROL DISTRICT

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John ordered more than \$25000 worth of pesticides this spring and forgot to send the email to the board due to the river level rising and quickly trying to ramp up for a possible aerial treatment. The board gave retroactive approval for the purchase.

Earl asked to send a letter to state entomologist to calibrate ramp testing. John indicated that they had spoken with them and the manufacturer didn't recommend since we send samples to PCR for confirmation and the machine does an automatic calibration upon startup.

### 5.2 Work Plan

No work plan presented today and will be postponed to next meeting.

## 6. Continuing Business

### 6.1 Asset Management Policy

Final review of Asset Management Policy. Earl asked to strike "shall" from the first sentence of 3.0. Trudy asked to change "case" to "cash" throughout 4.0 and add "be" to the first sentence of 6.0. Motion to approve Asset Management Policy with above changes was made by Joe Keller, seconded by Wade Holbrook; all approved, motion passed. A copy with the changes made was printed at the end of the meeting to be signed by Board president and secretary.

### 6.2 Purchasing Policy –

Final review of Purchasing Policy. John asked to strike "insurance, information service" from first paragraph of 6.0. Katherine asked to strike "be" from second paragraph, second sentence of 6.0. Motion to approve Purchasing Policy with above changes was made by Katherine Lytle, seconded by Joe Keller; all approved, motion passed. A copy with the changes made was printed at the end of the meeting to be signed by Board president and secretary.

### 6.3 Asset Replacement List

This will be reviewed during November meeting.

### 6.4 Open Meeting Training

This will be covered during August Meeting due to Rian and Herb not being present.





## MOSQUITO CONTROL DISTRICT

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### 7. New Business

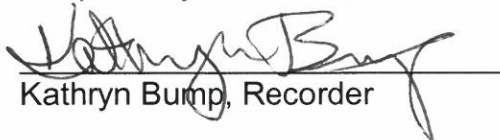
#### 7.1 2019 Auditor filing

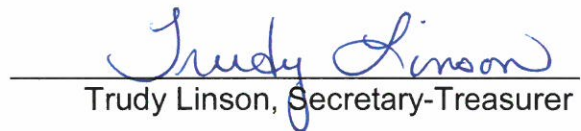
Rebecca Baxter from CCPH is working on the information for the annual auditor filing. There is a section that is requesting "elected official list - Attach a listing of the names of all governing body members present during the year, and include any business interest a governing body member or his/her household members hold. Please avoid sending Board-member/employees/volunteers SSI numbers or other personal information such as addresses, date of birth, etc." for conflict of interest verification.

**Adjourn – 8:01pm**

**Next meeting: August 13, 2019, 7:00 p.m., Mosquito Control District Meeting Room**

Respectfully submitted,

  
Kathryn Bump, Recorder

  
Trudy Linson, Secretary-Treasurer

