



MOSQUITO CONTROL DISTRICT

Board of Trustees Minutes

November 8, 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 6:57 pm by Board Vice-President, Wade Holbrook

1.2 Roll call

Board members present: Trudy Linson, Earl Fleck, Larry Lewton, Wade Holbrook, Mark Rohr and Michael Elerath. A quorum was present.

Board members absent: Chris Regan, Linda Dietzman and Vince Myers.

Others present: John Jacobson, Fred Bartow and Rebecca Baxter

1.3 Review / approval of minutes

Motion to approve the August 9, 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 November 8, 2016 agenda, was made by Earl Fleck, seconded by Mark Rohr; all approved, motion passed.

2.0 – RECOGNITION OF VISITORS/OTHERS

2.1 Introduction of visitors – Fred Bartow, Mosquito Control Crew Supervisor

Earl Fleck asked if we were placing meeting notifications in the paper. He hadn't noticed them and wanted to ensure that it was being done.

2.2 Citizen comments – None.

3.0 – BOARD UPDATE

3.1 City of Ridgefield – letter of resignation for Greg Walter

3.2 City of Battle Ground, Chris Regan appointment ends 12/16.

3.3 City of Camas, Linda Dietzman appointment ends 12/16.

3.4 Clark County, Mark Elerath appointment ends 12/16.

4.0 – BOARD CORRESPONDENCE

4.1 Official notification from Town of Yacolt for appointment of Vince Myers.

5.0 – FINANCIAL REPORT

- 5.1 Third Quarter 2016 Revenue and Expenditure Report** – Reviewed Third Quarter 2016 Expenditure Report. The question was asked as to why the County indirect charges were higher than what we had budgeted for. Rebecca explained that the County indirect charge included the one-time charge from the Health Department. Trudy asked if the County fixes the computers and/or replaces them. John explained that they do and that they will most likely be replaced when the new software is purchased since they are at the end of their service life. Discussed being under budget and touched briefly on capital outlay. Discussed what is left to be paid in 2016 and may need to look at cutting the budget for 2017.
- 5.2 Approval of July - September warrant register** – Reviewed July – September warrant register. Motion to approve the July – September 2016 warrant register in the amount of \$37,221.16 by Earl Fleck, seconded by Mark Rohr, all approved, motion passed.

6.0 – OPERATIONS MANAGER REPORT

- 6.1 Updates/Surveillance Report** – John reviewed the surveillance report. This is the first year using new traps and he went through the process of double checking that they were working correctly at the port. Performed outreach at used tire stores. There wasn't any resistance to the information and recommendations from store owners once they understood what the Zika mosquito situation was. It was suggested that another area to educate would be nursery stock importers. Discussed a prior email sent to John regarding rearing mosquito eggs for scientific research and that might be an avenue to look into. It was a quiet year overall for the state. There was a discussion on the Zika virus in Southern California, the key note speaker at this year's Northwest Mosquito and Vector Control conference and the efforts going on in Menlo Park/ Menlo County. Kyle and John did a presentation at The Beekeepers meeting. The main point that came out of the meeting was the importance of communication. If the keepers know ahead of time they can take steps to protect the bees from any fogging/spraying that we would be performing. We basically ended the season at the end of September. A request was put forward to notify the board members when the 2017 Northwest Mosquito and Vector Control conference is and see if any would like to attend. One of the Washington State Entomologists will be setting up trainings on identification of mosquito species. John has been in discussions with the manager for Benton County Mosquito Control district regarding possible Zika grant funding available through Washington Department of Health from the CDC for mosquito districts. She is lobbying for mosquito control districts and gathering information of the needs from districts for the possible future grant money. John provided them a rough list of items. John is finishing up on year-end reports, the work plan and purchasing policy. John discussed cost of living raises for the employees. John requested Board permission to proceed with a 2.5% COLA increase for 2017. Since there is room in the budget for the COLA increase, the COLA increase will be included in the budget approval.

6.2 Work Plan – Reviewed the draft work plan. Both Earl and Trudy noted some changes. Earl submitted his recommended changes to be incorporated. Otherwise the work plan looks great.

6.3 Clarke Mosquito Control Renewal Contract – Briefly discussed the 72/48 hour discrepancy. Everyone was fine to proceed with the contract. Earl Fleck motioned to approve, Larry Lewton seconded, all approved, motion passed.

7.0 – CONTINUING BUSINESS

7.1 None


8.0 – NEW BUSINESS

- 8.1 Review of bylaws and changing board member terms** – Looked at the possibility of changing the length of the term served by board members. Reviewed the RCW 17.28.130 to see if the terms can be extended and the RCW stipulates that the term is to be a 2-year term. The RCW also states that half the positions need to end in one year and the other half the next year. The term specifications need to be added to bylaws to be reviewed by the board in February's meeting. Earl recommended that John and Rebecca review the RCW and ensure that the board's bylaws are in compliance with the RCW. The board will review and approve a resolution that documents which 5 positions will expire in each year. Once approved, notifications will be sent out to the cities and county regarding the position expiration changes.
- 8.2 Board member position elections** – Wade Holbrook nominated Earl Fleck for position of President, Mark Rohr seconded. Earl was elected President starting in January 2017. Larry Lewton nominated Wade Holbrook for Vice-President, Mark Rohr seconded. Wade was reelected Vice-President. Earl Fleck nominated Trudy Linson for Secretary/Treasurer, Mark Rohr seconded. Trudy was elected Secretary/Treasurer starting in January 2017.
- 8.3 Review of budget for 2017** – Reviewed proposed 2017 budget. The board decided to remove proposed amounts for Emergency Treatment Reserve and Equipment Reserve. Mosquito Control management has done an excellent job of keeping the district in the black. Trudy Linson proposed cutting back on the budget. New total proposed budget for 2017 is \$457,510.00.
- 8.4 Ratification of 2017 budget** – Earl Fleck moved to approve the proposed 2017 budget with the deletion of the allocations to the reserve funds (see 8.3, above) and new total of \$457,510.00, Mark Rohr seconded, motion passed.
- 8.5 Review of contract with Clark County Public Health** – Reviewed contract. With the previous discussion on county indirects being charged to the district, the board would like to see all the services that the county is providing included on the contract. Mark Rohr motioned to approve the contract subject to a change in the date in paragraph 1 and the addition of list of services. Earl Fleck motioned to amend the prior motion to include list of responsibilities to district by county by custom and tradition, Michael Elerath seconded, motion passed.

Adjourn

With no further business the Board Vice-President, Wade Holbrook, adjourned the meeting at 9:32 p.m.

Respectfully submitted,



Rebecca Baxter, Recorder



Trudy Linson, Secretary-Treasurer