



MOSQUITO CONTROL DISTRICT

Board of Trustees Minutes

August 8, 2017 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, Earl Fleck.

1.2 Roll call

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

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

Others present: John Jacobson and Rebecca Baxter.

1.3 Review / approval of minutes

Motion to approve the May 9, 2017, Board of Trustees minutes was made by Wade Holbrook, seconded by Larry Lewton; all approved, motion passed.

1.4 Review / approval of agenda

Motion to approve the August 8, 2017 agenda with the requested change of moving 8.1 to 8.3 was made by Rian Davis, seconded by Larry Lewton; all approved, motion passed.

2.0 – RECOGNITION OF VISITORS/OTHERS

2.1 Introduction of visitors –Hazel Fleck

2.2 Citizen comments – None.

3.0 – BOARD UPDATE

3.1 Mentioned the possibility that the Camas position may be opening up in the next quarter.

4.0 – BOARD CORRESPONDENCE

4.1 No new correspondence

5.0 – FINANCIAL REPORT

5.1 Second Quarter 2017 Revenue and Expenditure Report – Reviewed Second Quarter 2017 Expenditure Report. Earl pointed out the updated reserve funds on the 2nd page and we are keeping up to date. Rebecca pointed out the two charges from Public Health for indirect charges. These entries are the charge that was missed for 2016 and the charge for 2017 that normally happens in the

fourth quarter. Rian Davis inquired as to what the amounts in 311100 were and if there is any concern as to being behind compared to the budget. Earl mentioned being ahead on the interest income and how the reserve fund policies mention that the interest should go back into the reserve fund. Board will look at removing that piece in 8.2. Earl asked John if there were any issues or red flags that the board should be aware of and there wasn't anything that hadn't already been discussed.

- 5.2 Approval of April – June 2017 warrant register** – Reviewed April – June warrant register. Discussed what ADAPCO was, Earl's reimbursement for traveling, Clarke Mosquito Control and if all of the US Bank charges were the VISA. Motion to approve the April – June 2017 warrant register in the amount of \$45,417.98 by Mark Rohr, seconded by Wade Holbrook, all approved, motion passed.

6.0 – OPERATIONS MANAGER REPORT

- 6.1 Updates** – John reported on the year to date. With the river levels at flood stage for as long as they were, it provided an opportunity for less of a mosquito population. We did have an aerial treatment of approximately 576 acres that covered Salmon Creek, parts of Felida, some of the wetlands around Vancouver Lake and Reed Island in Camas/Washougal. Due to the limited need for aerial treatments we have a good inventory of BTI. Crew just finished round 1 of treating the drainage catch basins of which there are between 35-40,000. Mark Rohr asked about the search for reporting systems and John briefly discussed his continuing investigations and the hidden costs associated with some of the available programs. To date there have been about 75 service requests so it is a below average year. The question was raised about the Bee Keepers Association; John has not heard back from them. John thinks that after their initial visit to the board meeting and gathering information on our practices, there isn't a high level of concern anymore.

Rick Westre has been working full time and has increased our trapping this season. In addition, he has participated in some trainings in Olympia and looked into various microscopes for the lab. He also has visited other districts to look into their procedures. To date he has done 29 hanging traps, 59 sentinal traps and some ovitraps. We are currently trapping at the Port, tire stores and nurseries, they then get sent to Olympia and have not discovered any species with the potential to carry the Zika virus. We've trapped 6,000, identified 4,000 and have been performing 62 West Nile Virus tests. We had one high ramp test which resulted in some additional education on cross contamination and updating of lab procedures. If a ramp test is high, it will be driven to Oregon for testing instead of being shipped. John reviewed the most recent West Nile Virus numbers on Washington DOH. Yakima County has 9 positive pools in East side of the county and Benton has 1 and 1 total human case that was travel acquired. Oregon has 7 positive pools. Idaho has 1 human case and 41 positive pools. California has 6 human cases and 1100 pools across 25 counties.

Insurance Claim: We had one accident and resulting insurance claim this year. A truck was damaged while backing out of a retention area. No damage was done to post. Received 4 quotes for repairs and submitted a claim through Enduris. Final bill came to about \$3,500.00 and the deductible was \$250.00. Enduris said

that the rates won't go up due to the accident. This incident provided an opportunity for driver training and reminder's to everyone working.

Since we're due to replace a Go-4 soon, John has been researching alternatives. They did a demo of a GEM by Solaris. They start at about \$8,995.00 however once you start adding everything you need on it, he got up to about \$28,000.00. The crew has concerns about the safety of these vehicles when on the road and having traffic zipping by them. We contacted Seattle Fleet Services to see what they are using and they haven't found anything other than the Go-4 that works for them. Mark asked about John's research into other options and he's looked at Gator, Cushman, etc. Mark also asked about the possibility of piggy backing off of Seattle's contract when they are buying new to get better pricing.

We purchased a microscope for better identification of mosquitos. We have 30 days to try it out. The magnification on this is better than what we've had. Rick hadn't had a chance to try it yet since he's been out sick. Larry Lewton mentioned that he would like to come in and shadow some time.

John and Rick will be traveling this week to a meeting in Benton County. There is a resistance testing class that is primarily for resistance to adulticide. There will also be a working lunch meeting with SAO regarding classification and assessments. John is also doing a presentation on 8/21 for the Town of Yacolt.

John presented a power point presentation of the district's annual maintenance of vehicles, larger equipment and the building. All of our vehicles are gas. There is an initial startup check. They then get rotated through the county shop for complete inspection and annual service. Most repairs are done through the county shops. They are detailed at the end of the year and winterized. They perform weekly checks for fluids, pressure and truck inventories. The Go-4's are run through similar maintenance routine. The Argo's and ATV's are put through a similar routine. The crew performs most of the repairs for these. They maintain service logs and perform a variety of preventative maintenance. The boat has a similar process. The crew will perform minor repairs and anything major will go to Pacific Boat. For the Mozzies, they are numbered and calibrated at the beginning of the season and then they are partially disassembled at the end of the season and we perform all our own maintenance on these. The foggers are calibrated at the regional workshop. We perform minor repairs and anything major is sent to the manufacturer. For the backpack sprayers, all service repairs are done in house. For the facility, they perform seasonal checks which include a spring cleanup and then winterizing at the end of the season. Nothing major has been needed but if there is it can be sent to the county Facilities department or we can hire someone. Essentially, they try to address problems when they are small. The board asked how long the post activities usually takes and what we do in house and expressed their appreciation in the great use of resources.

7.0 – CONTINUING BUSINESS

- 7.1 Equipment Purchasing Policy** – Reviewed the draft equipment policy with Vince Myers' suggested changes. Motion was made to approve the policy with changes by Mark Rohr, seconded by Larry Lewton, all approved, motion passed.

7.2 Resolution 04-2017 Appointment of Claims Agent – Informational only.

8.0 – NEW BUSINESS

8.1 Administrative Assistant Position – John presented to the board Public Health's need to find a new option for providing administrative support to the board. This would be for all services that Public Health is charging direct support for, not the work that is included in the contract with Public Health. The option preferred by Jeff at Public Health is to hire a temp to work limited hours each week. The other option available is for Public Health to hire a part-time position that would be housed at the shop and their work mostly directed by John. This isn't an ideal option for John at this time. John has looked in to what other districts are doing and they have run the gamut of having full time administrative assistants and then moving to temp works to smaller districts that have no one at all. John's preference is to have whoever is hired housed at Public Health. Earl doesn't think that the district is big enough to have a full time assistant. The board expressed concerns that the lines of communication between the district and Public Health will be lost and the access to Public Health and other County departments will be curtailed. The board really values these connections and don't want to lose that. The next step is to establish a job description and go from there.

8.2 Emergency Treatment and ER&R Reserve Resolutions – Per the request of the board, Rebecca had looked through the records for the resolutions for the Emergency Treatment Reserve and the ER&R Reserve and discovered that there were no copies of signed resolutions despite having ratification in the February 2012 minutes. Since this is up before the board for review, Earl recommended that we implement some changes in the wording and process regarding these resolutions such as removing items 3 and 4 and edit the content on 7. Earl will bring them up to date and the board can review and/or approve them at the next meeting. These were originally set up like how an HOA would set them up. The following items were brought up by board members: how the reserve funds are delineated from the general fund, double checking the actual running balance of our reserves versus the expenditure report, and adding guidance regarding the amount to put in to the funds. Regarding the Emergency Treatment Fund, the board discussed what we're already doing to analyze the risk assessment and John will check with other counties that have done treatments and find out about the efficacy. Earl, Trudy, John and Rebecca will work on updating these and will add this back to the agenda for November. Rian suggested that we check with other counties to see if they have resolutions like this in place to help provide us with a basis of comparison.

8.3 MCD Assessment Methods – Earl updated the board regarding a meeting he requested with the Treasurer's department in response to the State Auditor's Office's assertion that we need to ensure that all properties are being assessed. We learned that the Treasurer's Office does not assess all properties, they leave off cemeteries, schools, senior exemptions, state department of transportation. The chief legal counsel says that isn't correct. Alishia Topper with the Treasurer's office has discussed this with their team and the PA and a follow up meeting with the Treasurer's office is scheduled for August 29th at 10:00am. One concern to find out about is if the Treasurer's office includes Forest lands, then our assessment map may change. Whichever way the county rules, it won't have

an effect on our budget. And if they say they are not going to assess certain properties then we need an official letter form them stating that. At this point we are covered with respect to the state auditor. There were 907 non-profits, 5,000 public, 589 full senior exemptions and 5,700 partial senior exemptions which totals 38,000 in assessment which won't impact our overall budget planning.

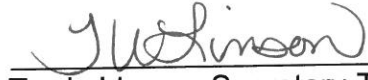
Adjourn

With no further business the Board President, Earl Fleck, adjourned the meeting at 8:45 p.m.

Respectfully submitted,



Rebecca Baxter, Recorder



Trudy Linson, Secretary-Treasurer

