Board of Trustees

Tuesday, November 19, 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 7:00
   Meeting called to order at 7:00 pm by Board President, Earl Fleck.

   1.2 Roll Call
   Board Members present: Joe Keller, Trudy Linson, Katherine Lytle, Larry Lewton,
   Steven Phelps, Earl Fleck, Herb Noble, Wade Holbrook, and Michelle Wagner. A
   quorum was present.

   Board members absent: Rian Davis
   Others present: John Jacobson, Fred Bartow, and Kathryn Bump

   1.3 Review of August 13, 2019 minutes
   Motion to approve the August 13, 2019 Board of Trustees minutes was made by Larry
   Lewton, seconded by Wade Holbrook; all approved, motion passed.

   1.4 Review / approval of agenda
   Add 4.3 – Audit Result Briefing. Motion to approve agenda was made by Larry Lewton,
   seconded by Michelle Wagner; 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 None

   4.1 3rd Quarter 2019 Revenue and Expenditure Report
   There was a question about the second half tax assessment coming in. John will look
   into when this should be showing on the reports. There was a question about why the
   cell phones line was a zero dollar amount. With the new accounting system in the
   county, some departments are behind in their billing. We expect these charges to
   come through before 12/31. There was a request to add an agenda item to the
   February meeting on any carryover from 2019 being placed in the reserve fund.

   4.2 Approval of July – September 2019 Warrant Register
   Reviewed July – September 2019 Warrant Register. There are a few new board
members. Earl requested an explanation of who Adapco is. Adapco is pesticide supplier; Clarke is also a pesticide supplier. Airgas is dry ice supplier. They offer the dry ice in pellets which seems to work better in the traps. There was a request to sort by Payment Reference. There was a large expense from Alan Webb which was the new trucks that were purchased. Motion to approve July – September 2019 Warrant Register was made by Wade Holbrook, seconded by Michelle Wagner, all approved, motion passed.

4.3 Audit Briefing
Trudy and John updated board on results from 2016-2018 State Auditors audit that was completed in October. They looked at our purchasing, accounts payable, pay roll, and board meeting minutes. They also looked at the purchasing policy that was approved this year. There were no recommendations or no findings. Auditor appreciated the cooperation from CCPH. Audit report was emailed out to board from Micah Elliot.

5. Operations Manager Report
5.1 Updates
The team stopped treating catch basins in Mid-September when the heavy rains came in. From that point the team focused on spot checks and winterizing for last couple weeks of the season. John has noticed a trend of treating almost a month earlier than we did 10-15 years ago. Trapping was also down as the season ended. They didn’t find any new species this year. They purchased a couple of new sentinel traps.

John included state 2019 West Nile Virus information. It was a quiet year based on past years. We may want to track these year by year to see any trends. There is only one county between us and West Nile Virus. That county does have a significant geologic change in elevation; however there has been talk that bird migration patterns might be changing as well as climate change.

The 2020 AMCA meeting will be held in Portland. John will check into if we will need to get memberships for all attendees or if we can include the Board members as guests. Earl Fleck, Larry Lewton, Trudy Linson, and Michelle Wagner expressed interest in attending. John will send out agenda when they make it available.

We applied and were approved for coverage under the state ecology’s Aquatic Mosquito Control General Permit. This is for 5 years. After reading through the permit, John is going to revisit some of our procedure and verify they are compliant with this permit.

Our 2019 service request total was 79. The last one was received on August 9th. It is unusual for it to taper off the way it did, however the weather this season may have contributed to the total requests received.

The NWMVCA conference was in Boise this October. A team of 5 and Joe Keller attended. Joe recommends everyone from the board to go to the meeting at least once. It was very informational and he felt like the information he learned will help him
John created a quote sheet template for when multiple quotes are required for purchases. It is a cover sheet that can be placed at the front of the quote packet when they are filed. A quote sheet for the purchase of the 2019 trucks was distributed as an example. A local dealership was selected based on quote that matched specification requested, price and delivery date.

There are some items that need to go through the surplus process. John recommends JJ Kane Auctioneers. That is who the county, Wastewater district and PUD use for surplus items. They only charge 3% to the district to auction items. JJ Kane will need to put a notice in the newspaper before the auction happened. The Maruyama back pack blower will need a document stating that is was used for replacement parts and will be disposed of. John request that the 1998 LECO to be donated to Skamania County Mosquito Control. The 2006 Argo doesn’t have title. Wade explained that he purchased an Argo-type vehicle from a district before and they didn’t have a title either. John said that he will look into this, however he doesn’t believe that we received a title for the new Argo that was purchased recently. A motion to approve the Declaration of Surplus Assets was made by Joe Keller, seconded by Wade Holbrook, all approved, motion passed.

John announced that he will be stepping down from position at CCMCD. He is looking at changing his position at City of Vancouver Fire. He has not set his last day and will stay with CCMCD to complete some projects and to find and train his replacement. Cowlitz and Clark counties are only districts in the area that have a part time operations manager position. John recommends moving to a full time manager based on need and advancements in industry technology. A motion to form a sub-committee to analyze if the district should continue with a part time operations manager or transition to full time, including Larry Lewton, Katherine Lylte, and Joe Keller was made by Trudy Linson, seconded by Wade Holbrook, all approved, motion passed. The sub-committee will meet with John to review options for part time or full time positions including what the cost for a full time position is. They will present options and recommendation at the February 2020 meeting.

5.2 2020 Budget
Reviewed 2020 Budget recommendation. The Services under 2019 to-date is low. There were quite a few expenses that hadn’t hit the books at the time this report was run. This budget recommendation does not include a full time operations manager. John recommends using reserve fund if the decision to hire a full time operations manager is made. We might be a little over budget on salaries as there is still some work that needs to be completed before the end of the year. The Capital Outlay is for $10,500 to replace an ATV & $22,000 for conference room remodel. John explained conference room remodel. A motion to approve the 2020 Budget was made by Joe Keller, seconded by Larry Lewton, all approved, motion passed.
6. Continuing Business

6.1 Bylaws Review
Reviewed Bylaws. Suggested change Article III. Section 1. B to Three (3) members at large shall be appointed by the Clark County Board of Councilors. Article III. Section 4. C delete this line. Throughout update Secretary to Secretary/Treasurer. All in favor of changes. Bylaws will be updated and brought to February 2020 meeting for signature.

6.2 Asset Replacement List
On the Asset Replacement list hand out, new items and items of note are in yellow. New trucks are 0 under Estimated Replacement Reserved Needed because this number will grow as the items age. There are two Go-4’s, the first one to break down will be used for parts. The 2019 agro is also new. The 2009 KAW Quad will be surplus in 2020, as well as one London Fog hand fogger.

6.3 Open Meeting Training
All board members need to complete open meeting training within 90 days of appointment. Kathryn will send information out to board on how and where to complete this training. Earl requested to move this topic to February 2020 Meeting. It was suggested that this requirement be added to bylaws. Earl will write section for bylaws and present it at February 2020 meeting. It was suggested that this requirement be included in the new board member welcome packet that is sent out.

7. New Business

7.1 Resolution 01-2020, Adoption of 2020 Budget
Motion to approve Resolution 01-2020, Adoption of 2020 Budget was made by Joe Keller, seconded by Larry Lewton, all approved, motion passed.

7.2 Resolution 02-2020, Approval of Per Parcel Assessment
Motion to approve Resolution 02-2020, Approval of Per Parcel Assessment was made by Trudy Linson, seconded by Wade Holbrook, all approved, motion passed.

Meeting adjourned by Earl Fleck at 8:54pm.

Next meeting: February 11, 2020, 7:00 p.m., Mosquito Control District Meeting Room

Respectfully submitted,

Kathryn Bump, Recorder

Trudy Linson, Secretary-Treasurer