



# MOSQUITO CONTROL DISTRICT

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## Board of Trustees

**Tuesday, February 15, 2022, 7:00 pm**

Meeting will be held via Webex. To join, please visit

<https://www.clark.wa.gov/public-health/mosquito-control-district-board-trustees>

Public comments may be emailed prior and during the meeting to [mosquito@clark.wa.gov](mailto:mosquito@clark.wa.gov)

### 1. Opening of Meeting

#### 1.1 Call to Order:

Called to order at 7:01 by Trudy Linson: it was noted that a quorum was reached.

#### 1.2 Roll Call

Board members present: Shauna Walters, Matthew McBride, Trudy Linson, Katherine Lytle, Matt Cole, and Marina Viray. Rennie Kubik, and Wade Holbrook joined in a few minutes later due to connectivity issues.

Others present: Mario Boisvert, Christy Gerhart, Heather Hunt, Rebecca Baxter, Arielle Alford, Jazette Johnson

#### 1.3 Review of November 9, 2021, minutes

Motion to approve the November 9, 2021, Board of Trustees meeting minutes was made by Matt Cole, seconded by Shauna Walters; all approved, motion passed.

#### 1.4 Review / approval of agenda

Motion to approve the February 15, 2022, agenda was made by Shauna Walters, motion seconded by Katie Lytle; all approved, motion passed.

### 2. Recognition of Visitors/Others

#### 2.1 Introduction of visitors

Heather Hunt, Rebecca Baxter, and Jazette Johnson from Clark County Public Health.

#### 2.2 Citizen Comments

No comments were received via email or phone.

### 3. Board Update

#### 3.1 Reappointment of Trudy Linson, Clark County

#### 3.2 Reappointment of Wade Holbrook, City of Vancouver

#### 3.3 Reappointment of Larry Lewton, City of LaCenter

#### 3.4 Appointment of Matthew McBride, City of Camas

#### 3.5 Appointment of Rennie Kubik, Clark County

#### 3.6 Appointment status for Washougal

We have not heard back on appointment after multiple attempts at contact. Hoping to hear soon and will continue to reach out.



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Trudy mentioned the Open Meeting Training needing to be done within 90 days of appointment. Christy will email the training links to new members.

### 4. Financial Report

#### 4.1 4<sup>th</sup> Quarter 2021 Revenue and Expenditure Report

Mario welcomed new members and new employees and thanked CCPH for all their help over the years and for the excellent training program they set up for Christy.

CCMCD received 100% of expected Revenue plus \$300. We lost \$12,000 in investments unfortunately, bringing our total revenue to \$662,454.71. We are currently \$10k over budget which is better than the \$28,000 we expected to be behind. Total supplies were 12% over budget because we had to purchase more pesticides than planned. Total services were only 58% of planned, CCMCD saved almost \$59,000 because we only had one flight with the helicopter instead of the 2-3 flights that were budgeted. The AMCA meeting was cancelled due to covid, so we saved money on that as well as getting our Continuing Education Units (CEU) for attending remotely. We are not going in person to the AMCA in Jacksonville again this year. For a small fee we can remotely watch the recorded sessions and still receive our CEUs for attending. AMCA is expecting 40-50% less attendees than previous years due to covid.

Indirect costs were thousands less than expected. For Capital Expenditure, CCMCD planned to purchase one pick-up truck around \$40,000 and one Go-4, brand new about \$35,000. We didn't buy the pickup and found a used Go-4 for \$25,000. CCMCD had some savings from that. Overall, \$2,400 was used from the fund balance to cover expenses. Originally, we budgeted \$75,000 that could be used from the fund balance. We spent \$84,000 less than budgeted because of only one flight with the helicopter, we didn't buy a new pickup truck and saved on AMCA travel and expenses. Compared to 2020 we are under budget \$84,392.75 which will roll over to 2022. These are the final number from Chris Jenks. We will start 2022 with \$1.13 million.

There were no questions, so Mario moved onto 2022 Revenue and Expenditure, first quarter. No revenue yet, a few expenses on investments and salaries.

A few costs came up that Mario was unaware of and wants to share with the Board. As we were unable to hire an Administrative Assistant directly and we went through NW Staffing. We added a Temporary Employment line for NW Staffing to cover the wages for Christy. However, we are saving about \$35,000 in the Salary line.

Mario was unaware "rent copier" from the county is Technology Equipment and Repair and Replace (TER&R). It costs about \$8,000 per year. We must pay for this IT support to stay connected to the county network. Mario was not expecting this but has now added it to our expenses and removed the replacement cost for computer repair and replacement in our Asset inventory.

The Repairs & Maintenance line planned for the new trailer to connect electricity, phone line and internet. This work was expected to be finished by the end 2021. Surprisingly, the quote came in over \$3,000. According to our Bylaws and expenditure policy, if the expense is \$3,000 or over, we must ask for more than one quote. Now the job is almost done but it's now 2022, the money that was supposed to be spent last year will be spent this year. The cost was about \$6,000 to connect to the trailer. This was not budgeted for this year and leaves us with only



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\$12,000 for Repairs & Maintenance for this year. Hopefully we won't have any break downs or major repairs.

Mario was unaware of where the indirect costs from the county were coming from. Jeff informed Mario of the Central Service Cost Allocation Plan for this year will be \$20,573. We planned \$17,500 like last year. Now that Mario knows about the Technology Equipment and Repair and the Central Service Cost Allocation Plan, he will know to budget for those lines next year.

There were no questions.

### 4.2 Approval of October – December 2021 Warrant Register

Mario showed the report and highlighted numbers he thought the board would be interested in. ERP numbers are for PERS, Public employee's retirement system. Our Dept of Ecology permit must be renewed every year for us to operate. Enduris is our insurance company, we have three expenses lines. One was to add the Go-4 to our insurance, we also paid out \$228 for a claim that was settled after two years and \$202 is the cost to insure the trailer. The rest of the expenses are payroll, vehicle maintenance, and regular business expenses. There were no questions or comments on the warrant register.

Motion to approve October – December 2021 Warrant Register in the amount of \$91,911.10 made by Shauna Walters; motion seconded by Wade Holbrook. All approved, motion passed.

## 5. Operations Manager Report

### 5.1 District Manager Report

Mario spoke with Mrs. Haney from Public Works. They agreed to let us have the old Mosquito District building to expand our operations. We will use it to store equipment, and some of the bays will be used for the lab and our new drone program. We will run all the RAMP tests in the old building because we can't run those tests in the trailer.

We wanted to expand and set up the trailer where Jesse and Rick will have their offices as well as a lab.

Jesse will oversee our new drone program. He passed his certification with flying colors to be a certified pilot. We ordered one drone. We are waiting on the serial number so we can get insurance. Now having Jesse, a full-time biologist, we will trap year-round to learn more about the mosquito species we have in Clark County. Previously our season was May-September. Jesse is currently looking for *Aedes increpitus*. Multnomah county has found these as early as February. Jesse has found one mosquito in one of our traps. It's a *Culiseta*. We have many midges already in our traps.

We had our first service request of the year. The request was to report the presence of mosquitoes, but we found out they were midges. Mosquitoes and midges can look very similar. Mosquitoes have a proboscis, and the wings are longer than their body. Midges don't have a proboscis and the wings are shorter than the body. A few 60-degree days can bring some mosquitoes out. That's why it's important we trap year-round to know species are present in Clark County. Rennie asked which Mosquito traps we are currently using. Mario said EVS trap for this time of year.

Christy's office used to be the lab. Once we moved the lab to the trailer, we purchased a new



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desk, laptop, monitors, printer, and various office supplies.

We have asked to be able to use more products at the Ridgefield Refuge. Only Bti-based products are listed so far, and we want to add other products with different modes of action and different residual activities. This will give us more flexibility with the products used and avoid resistance. We are waiting to hear back from the Refuge.

### **6. Continuing Business/ New Business**

#### 6.1 Election of Officer – Secretary/Treasurer

Motion for Matt Cole for Secretary/Treasurer was made by Shauna Walters, seconded by Larry Lewton. There were no other nominations; all approved.

#### 6.2 CCPH Contract with CCMCD

Administrative support from CCPH will end March 31, 2022. Huge thanks to Public Health for the years of administrative support and the fantastic training program that Rebecca and Arielle put together. Christy Gerhart started as our Administration Assistant on January 10<sup>th</sup>.

Support from CCPH for financial tasks will end December 31, 2022. The District will need a new company providing accounting services before the end of the year. We need payroll, payables, tax services, audit, etc. We need to put an RFP (Request for Proposals) together that will describe the Districts' needs and go out to bid. Currently ADP is doing our payroll and doing great, but Mario would prefer one company to do all our accounting needs. Mario will talk with Jeff and Chris about describing our needs in the RFP.

CCPH confirmed that the Districts' web pages will not be supported past this year, December 31, 2022. Mario needs an RFP for this and would like help from the Board deciding how to go about getting this RFP written. Mario asked the Board if Matt Cole can help with this process. Mario shared the bylaws and asked if this is a conflict of interest for Matt Cole. Mario needs an RFP in the next 4-6 weeks to transition away from the County's website. Matt said it can take 4-6 months to get a website built. Trudy asked if we need anything more than what the county is providing. Mario explained we need a much larger website. We can start small and build the website over time. He would like educational information on the lifecycle of mosquitoes and information posted when we treat areas. Mario suggested looking at Benton Co and Placer Co websites for guidance of our needs. Rennie suggested budgeting \$8,000-\$12,000 for a website build, based on his experience. Matt Cole added that training comes with website development usually. This should allow Christy to make small updates and changes to our future website. Mario asked the Board if we can pay Matt to help write the RFP. Rebecca Baxter advised we should email the State Auditor Office and ask if working with Matt Cole on the RFP is a conflict of interest, and kindly provided an email address as well. The Board decided it is too involved of a process for Matt Cole to assist and will discuss other outside options at the next meeting.

We have a new PO Box and are contacting vendors to update our billing address. It's trickier than expected with banks and state agencies.

No change for IT support. We are paying TER&R every year. We can keep our phones and email address in 2022. We may change our email addresses when we get a new website.

The Board has decided we need our own Fiscal Policy as we move on from CCPH support.



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### 6.3 Improvements and long-term plans.

The trailer is set up now for more office space. Now that we have our old building back, we can move some items for storage. Mario suggests we rent this trailer for one year to see how it works for us then we can decide if it's worth buying a trailer. We are not allowed to test for West Nile Virus in the trailer per the rental agreement. We will have to test in the old building. The old building has not been maintained. Before we can use it, we need to pressure wash and paint, then remodel the inside. Budget for 2023 could include hiring a consultant to remodel the buildings (current and old ones) and planning to remodel in 2024.

### 6.4 Signature Authorization

Mario filled out the form to establish himself as the new authorized officer for their US Bank card account – this was authorized by the Board. He can now access monthly statements directly from US Bank. This should make processing quicker and avoid late fees. Mario asked for an increase on the credit-line, but it was declined. He has not gotten the letter yet stating why but once he does, he will let the Board know.

As we are updating our Billing address to our new PO Box, we are getting push back from banks and from state agencies. As the District Manager can Mario be a District Officer? Mario is now the Authorized Officer for US Bank but not for Bank of America.

Mario was not able to sign for Jesse's health insurance, nor Jesse's payroll which almost impacted Jesse receiving his paycheck. Dr. Fleck was out of town, but Trudy was able to come in at the last minute and sign for Jesse. Mario also has had to call Trudy to come in multiple times this week to sign documents.

Matt Cole asked if the Board could set a monetary limit for Mario to spend without seeking Board approval? Currently the financial policy is \$10,000 without seeking Board approval. Matthew McBride suggested the Board create a subcommittee to look at the existing policy and make a recommendation. Wade mentioned this is something we should ask the auditor about. Wade also mentioned that decisions could be reached quicker if we had more meetings per year. Mario agreed and stated previous districts he's worked with have more meetings per year. However, we must be able to have a quorum to do that.

Trudy - we can appoint an agent to act on our behalf. A draft of a resolution allowing Mario Delegation of Authority for Mario to act on behalf of the Board will be proposed at the next meeting.

It was determined we need to contact MRSC to determine if the quorum is based on Members or seats.

### 6.5 Lease with Public Works

Mario has concerns with the lease from Public Works. Mario talked to Ms. Haney, Clark County Director of Public Works by interim to update the lease. They submitted a first draft of a new lease but there were many things that had to be changed to reflect our current situation with Public Works. Mario reminded them that we own our actual building and only lease the land we occupy, and this must be reflected in the lease if eventually we had to move somewhere else. There is no eviction clause or clear understanding of what happens if the lease is terminated early. Would CCMCD lose the value of their building? Would Public Works buy it? They are working on a second draft of a lease that would also include the addition of



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the old Mosquito District building. We are still waiting for that new lease agreement. The current lease is for \$1/year for the land the building sits on and cannot be sustained for that amount. Market research is being done by Public Works to determine fair market value. The new lease will be for 20 years.

Trudy hopes to have an in person meeting in May. Mario thanks Wade for his time in case this is his last meeting as a Board Member.

**Adjourn – Meeting adjourned by Trudy Linson at 8:52pm.**

**Next meeting: May 10, 2022, 7:00 p.m., Mosquito Control District Meeting Room**

Respectfully submitted,

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Christy Gerhart, Recorder

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Shauna Walters, Interim Secretary/Treasurer