



MOSQUITO CONTROL DISTRICT

Board of Trustees

Tuesday, May 10, 2022, 7:00 pm

Meeting will be held via Microsoft Teams. To join, please visit <https://teams.microsoft.com/l/meetup-join/CCMCDBoardMeeting>
Public comments may be emailed prior and during the meeting to mosquito@clark.wa.gov

1. Opening of Meeting

1.1 Call to Order

Called to order at 7:03 by Trudy Linson: it was noted that a quorum was reached.

1.2 Roll Call

Board members present: Shauna Walters, Matthew McBride, Trudy Linson, Katie Lytle, Janice Killion and Marina Viray.

Others present: Mario Boisvert, Christy Gerhart, and Rebecca Baxter.

1.3 Review of February 15, 2022, minutes

Trudy asked that MCD be changed to CCMCD on the minutes and all documentation going forward.

Motion to approve the amended February 15, 2022, Board of Trustees meeting minutes was made by Shauna Walters, seconded by Matthew McBride; all approved, motion passed. Janice wants it noted that she wasn't present for the February 15th Board meeting.

1.4 Review / approval of agenda

Mario asked if we need to change the agenda because we made changes to the Resolutions being presented today. Trudy said those aren't changes to the agenda and we will discuss the changes when we discuss the Resolutions but will note that the Resolutions will be modified.

Mario notified the Board that Matt Cole has resigned his Board position. He was the Secretary/Treasurer so can we still have Resolutions signed since he is no longer on the board? Trudy wants to vote on a new Treasurer next meeting. Shauna asks if we are taking the Resolutions off the agenda today? Shauna asks if we can have an interim secretary? Janice asks if our Bylaws require both signatures? Trudy doesn't think the Bylaws require two signatures, but more research needs to be done. Trudy asks Shauna if she would be the Interim Secretary. Shauna asks if she is required to come in person to sign the Resolutions if she is the interim secretary. Christy informs the Board that CCMCD uses Adobe Acrobat to sign through email. Katie messaged to add 3.4 Matt Cole's resignation to the agenda. Trudy notes the following two changes to the agenda. 1) Add Interim Secretary to New Business. 2) Add 3.4 Matt Cole has resigned.

Motion to approve the May 10, 2022, amended agenda was made by Shauna Walters, motion seconded by Janice Killion; all approved, motion passed.

Trudy informs the group that we can use the chat box to agree, comment.

2. Recognition of Visitors/Others

- 2.1 Introduction of visitors, Rebecca Baxter is present.
- 2.2 Citizen Comments - No comments were received via email or phone.

3. Board Update

- 3.1 Resignation of Wade Holbrook, City of Vancouver. City of Vancouver has posted a notice for a new Board Member.
- 3.2 Appointment of Janice Killion, City of Washougal, she introduced herself. She brings experience as an attorney and is comfortable with parliamentary procedure and open meetings.
- 3.3 OPMA Training; three members still need to provide training certificate.
- 3.4 Matt Cole of Ridgefield resigned, effective as of 5/9/2022. Shauna asked if the City of Ridgefield will appoint someone new? Trudy confirmed, Ridgefield will appoint someone. Congrats to Matt on his new position.

4. Financial Report

4.1 1st Quarter 2022 Revenue and Expenditure Report

Mario received updated account information from CHAP (County Health Accounts Payable) today. His presentation numbers will be different than the numbers in the Board Packet.

CCMCD is at 50% of the revenue that we expect to have, which is on target. We have \$523,000 of Revenue. We had a loss of \$26,000 in our investment so technically we are at 47% right now. Expenditure total is \$164,000. For a positive amount of \$333,000. The current FUND balance is at \$948,000. Mario's more detailed (daily) report shows \$25,000 of additional expenditure.

Some ledgers to watch are office expenses, repairs, PPE Supplies, TER&R. Some unexpected expenses this year were bringing utilities to the trailer. The money was budgeted for 2021 but the work took longer than expected and was paid in 2022. That took \$6,000 of our \$18,000 repair budget. CCMCD had to provide PPE for all new employees and new boots as the previous ones did not fit. CCMCD provides for Administrative Assistant tools, including a new printer and printer ink. TER&R isn't on this statement but is \$8,000 that wasn't planned for. Mario is watching these expenses extra close to make sure we stay under budget. We are still on budget for this year.

Trudy asked if there were any questions. There were not any questions.

4.2 Approval of January - March 2022 Warrant Register

Mario explained the red squares on the report are PERS contributions. Green is US Bank. The US Bank statements are provided (in the board packet) for more details. \$1,300 for the drone purchase. Kaiser Foundation is the health insurance. You will see this number fluctuate month to month on this report. Jesse was added to the insurance in February. There was a mistake on the invoice. Kaiser had to credit the CCMCD account. The real amount should be \$3,100 per month. Blue is for Rebecca and Arielle's services through the end of March. Our CCPH contract for Admin help is completed so we don't expect any more expenses. Thank you to Rebecca and Arielle for their help. They did a great job taking care of the admin work and providing training to Christy.

Shauna asked what are state of WA? Mario explains the red boxes are PERS, they occur every other week. PERS is the retirement contribution. NW Staffing is for Christy's payroll. Mobile Modular is the trailer, where Jesse and Rick have offices.

Motion to approve the Warrant Register made by Shauna Walter, motion seconded by Katie Lytle via chat. All approved, motion passed.

5. Operations Manager Report

5.1 District Manager Report

CCMCD has a full crew of staff this year. Last year was a struggle to get employees. All five new

employees passed their tests to work in the fields. We now have five certified technicians. Mario reached out to WSU and Clark College looking for a student for a paid internship. We have a student for the first time this year. Matthew Conrad will be back in two weeks to start his internship. He's coming from Colorado University back to Vancouver for the summer.

New products for the refuge have been approved, Bacillus sphaericus- based products. Now we have three different products approved with different modes of action. We can also trap year-round to learn about our local mosquitoes. They also gave permission to treat a small area at the southern part of the refuge where we were unable to treat before. Previously we only had one product we could use, Bti-based. Now we can use Bacillus sphaericus-based products, Bti, or any combination.

The new trailer is fully operational and right outside of "Ricks Corner." The Lab "Ricks corner" is in the NW corner of our main building with a cleaning station. All trucks are moved to the old building. In August, if we have an in-person meeting, we will have a tour of all these spaces.

Since Mid-March we have had our old building back. There is no running water in the building so we can't use it as a Lab. But we can use it for storage which is very helpful. Last year we could barely get into the pesticide room because of all the trucks. We have cleaned the old building, touched up the paint. We have five bays and have our logo on the door. Our boat, Argo, quads, GO-4, and trucks are stored in the old building.

Public Works are still working on the contract for us. They had an assessment and will tell us something soon. It will be more than \$1 per year but we don't have more info yet.

Drone surveillance- (two pictures of the Columbia River). We are mapping how many acres we should treat based on how much the water level changes. Jesse has been able to get pictures with the drone, that we could never get from the road. The pictures show how the water flows and how much standing water there is. The two pictures presented show the Columbia River at 5.8' and 9.2'. 3.5 feet of additional water makes a big difference. This is something we are going to treat, probably next week with the helicopter. We are getting way more info than we could by looking from the road. Jesse is doing a great job.

Event-Janice Killion sent us information about the Hello Spring, an event hosted in Washougal. Mario set up a booth with educational information. It was a successful event and Mario was asked lots of mosquito questions and questions about West Nile virus. He also had larvae and pupae in jars to show what they look like. The kids really liked seeing the jars. CCMCD usually go to the Home & Garden Show, but it has been closed for the last two years due to Covid.

Any questions? Great drone pics, and great use from the drone, very impressive, said Trudy. Trudy is glad we are already getting such good use out of the drone. Mario talked about how much more we can do now with the drone and google earth. Shauna liked the community outreach. Mario expressed he is open to more educational events. Janice said thanks for coming out to Hello Spring in the pouring rain. Trudy thanked Mario for educating our community about mosquitoes. Education is part of Mario's plan.

6. Continuing Business/ New Business

6.1 Interim Secretary to New Business. Janice made a motion to assign Shauna Walters as Interim Secretary. Katie seconded the motion via chat box. All approved, motion passed. Shauna accepted the role.

6.2 Asset Inventory

Mario presents this list once a year, as part of our Asset Policy. We list everything that is \$1,000 or more. Every year we review it and make a new list. Some of the items on the list are the trucks, Argo's, boat, Go-4, and computers. The report lists 'Estimated Replacement Value of Today,' 'Year of Purchase,' 'Estimated Useful Life,' 'Replacement Year of Asset,' 'Total Remaining Life,' 'Inflation

Factor,' 'Future Replacement Cost,' and 'Estimated Replacement Reserve.' The report lists 2% and 5% inflation rates. Estimated replacement reserve at 2% is \$325,000. Our budget has \$218,765 currently put away for equipment. Mario doesn't think we need this to be 100% fully funded because we shouldn't need to replace all our equipment at once. This was agreed on at the November budget board meeting. At 5% inflation, the amount is almost \$400,000 for replacement. For now, Mario thinks there is enough in the fund. If we need to move any money, we must let the Treasurer know.

Trudy asks if there are any questions? Trudy agrees with Mario that we don't need to fund at 100% either. Trudy reviewed our policy, and it doesn't require us to fund this at 100%.

6.3 Purchasing Policy Resolution

After many attempts with US Bank, we have an increase in our credit limit. Mario would like to increase our Purchasing Policy section 8.1 to \$13,000 as that's what our US Bank credit limit is, for operating expenses. At the beginning of the season, we need to buy a lot of supplies and equipment. We also have five employees with credit cards.

Katie found a typo on "finding" and noticed the "secretary signature line" needs to be updated to interim secretary.

Shauna, Janice, and Trudy ask about the Utility bills line. Are we only paying for the utilities? Mario explains, no, we aren't only paying utilities but we are now paying for utilities instead of the County. The board agreed to remove the line about utilities on the resolution.

Trudy recapped the three changes to resolution - typo on Findings, change secretary to Interim secretary, and change utilities line to operating expenses. No other comments.

Shauna makes a motion to pass the amended resolution 02-2022. Janice seconded. All agreed, none opposed. Resolution passed.

6.4 CCPH Contract with MCD

Since the end of March, CCPH is no longer doing administration work for CCMCD. Rebecca and Arielle provided excellent training for Christy.

Mario met with CCPH and the Treasurer's office to get a list of specific tasks they do for CCMCD. Mario needs this information to add to the RFP he is working on for accounting/financial services that will go out to bid soon. Currently CCPH is handling our financial reporting, bookkeeping, and payables. ADP is running our payroll.

Mario has contacted two accounting firms so far to find a good fit for CCMCD. We have until December 31, 2022, to transition. Mario would like an accounting firm that can handle all our needs, including payroll. Mario will have more details at the next Board meeting.

6.5 Signature Authorization Resolution

The Board is required to sign for everything currently and would like to allow Mario to be an Authorized Officer. The Executive Committee has had to sign a lot of documents recently, partially because of having full time staff. The Bylaws allow the Board to assign an agent to act on their behalf. Trudy reads the updated policy to the Board while it's being shared. Regarding "Approval of contracts over \$10,000..." Janice has not seen such broad delegation in spending. Mario explains the money has already been approved in the budget and Mario always informs the Executive Committee. Trudy suggests a cost range. Janice would like a stated limit. Trudy asks what an appropriate limit would be. Janice isn't sure but has only seen large amounts in risk management. Mario reminds the Board how stuck we have been waiting for signatures for employee health benefits and payroll. Janice isn't comfortable without a cap or limit on spending. Matthew McBride had to leave the meeting and we lost our quorum. Shauna would like to have more information about how many contracts are signed and for

what amount. Trudy will re-write the dollar amount to have a dollar range. Trudy needs to modify the business license since Matt Cole has resigned. It would be nice if Mario could sign in these situations. This will be ongoing business next meeting.

6.6 Fiscal Policy

Trudy said we should have a Fiscal policy and mentions a fiscal policy is statement of work for your vendors.

6.7 Clarification on Quorum: Number of members NOT seats filled... must have six people.

6.8 RFP for Web Page

Mario has written an RFP for CCMCD's new web page and Trudy has reviewed it. Mario was going to ask Matt Cole to review the RFP also, but Matt is no longer a board member. Mario plans to finish the RFP in the next week and send it, to at least five companies. Based on what Matt said it could take up to 6 months to build a website, so we want to start soon. This year, we want our current website moved to another host, so we don't have to extend our county contract again. Next year we want to expand the website. Trudy agreed with Mario going ahead with the RFP and not conferring with Matt. The RFP might not be perfect or technical but it's good for bid.

6.9 RFP for Accountant

Trudy mentioned the purchasing policy, that we can't buy any services that the county is providing. To ensure we aren't conflicting with policy. Mario brought up that we are already working with ADP. As employees had to be paid, Mario had to set up payroll services. Before hiring a CPA firm, we must investigate the policy and make sure we are following policy. Shauna is concerned with the timeline, as is Mario. If we wait till our August meeting to get started, the earliest the policy could be done would be the following meeting in November. That puts us very close to our contract ending with CCPH. Will we have enough time to get set up with a new accounting firm? Mario is unsure if he can get three bids because accountant firms are so busy. Shauna recommends checking with Moss Adams. Trudy mentioned she will check on who the library is using for accounting. Mario has a meeting on Friday with an accounting firm. Janice asks who approves the contract for a new web designer or accounting firm? Trudy says our purchasing policy says anything over \$10,000 needs to be signed by the board. Janice asked if we could call a special meeting? Shauna said we usually don't because of quorum issues. Trudy reads the purchasing policy that a \$10,000 or greater contract must be approved by a member of the Executive Committee. Email approval is acceptable. The Executive Committee is President, Vice President and Secretary/Treasurer.

The policy says we can't contract outside of CCPH if CCPH is providing those services. Mario asks should we change the policy? With three months it doesn't seem like enough time. We are working on it, but it all takes more time than we think. Each meeting is quarterly. Unless CCMCD extends for additional time with the county. Janice mentions the Executive Committee can approve so we don't have to wait till August for approval. Mario can send the contract to the Executive Committee for approval. Trudy said we can update the purchasing policy by August. Trudy will redraft the purchasing policy for the August meeting. Shauna and Janice will work with Trudy over the next month.

Mario said two meetings ago we discussed needing to update our other policies. Possibly having a finance committee and a policy committee. Shauna asks if these are administrative tasks. Trudy thinks the Board should write up these policies. Mario is writing a lot of these policies and would like a committee to review the policy before sending it to an attorney. It will be challenging to get feedback from all Board members on so many documents. Mario suggests we have committees to write/review these policies and make a goal to review/update one or two policies a year.

Trudy says, our priority is purchasing policy, fiscal policy then personnel policy. The asset management policy does not need to be reviewed until May 2024. Trudy fills us in on the history of CCMCD's employment of part time seasonal employees to full time employees. Trudy would like the Board to

write up a benefit package for our employees now that we have full time employees and don't have the county's policies to use.

Adjourn 8:59pm

Next meeting: August 9, 2022, 7:00 p.m., Mosquito Control District Meeting Room

Respectfully submitted,

X Christy Gerhart Digitally signed by Christy Gerhart
Date: 2022.08.01 13:26:38 -07'00'
Christy Gerhart, Recorder

X 
Shauna Walters, Interim Secretary/Treasurer