



MOSQUITO CONTROL DISTRICT

Board of Trustees

Tuesday, June 16, 2020, 7:00 pm

Meeting held via Webex. To join, please visit

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

Public comment may be emailed prior and during the meeting to mosquito@clark.wa.gov

1. Opening of Meeting

1.1 Call to Order

Meeting was called to order at 7:02pm by board President, Earl Fleck and noted that a quorum was present via video/audio conferencing.

1.2 Roll Call

Board Members present: Trudy Linson, Earl Fleck, Wade Holbrook, Michelle Wagner, Katherine Lytle, Rian Davis, Joe Keller, Herb Noble and Shauna Walters

Board Members absent: Larry Lewton

Others present: John Jacobson and Rebecca Baxter

1.3 Review / approval of agenda

Motion to approve the agenda with the following requested changes: modify 3.1 to Next Step instead of Appointment of Steven Phelps and add 5.5 Electronic Signature Authorization was made by Katie Lytle, seconded by Trudy Linson; 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 Next Step

Board discussed what it means to take the district to the next step. This process started with determining if we needed to hire someone with advanced credentials and how it would impact the budget. Going to the next step is a two-part step: part 1) going from part time manager to full time manager and part 2) getting a fully trained epidemiologist, entomologist, vector control expert or someone who has training or experience in the field. This will impact the budget. In Earl's view this next step will impact the budget, maybe not as much this year but over time it will. Would the board like to discuss or is everyone in agreement? Wade could see in 3-5 years a significant increase based on the next steps as laid out and beyond that. Trudy thought about it – asking if that is where we need to go. She thinks we've probably been lucky thus far on avoiding the risks associated with mosquitos. Rian wouldn't be surprise about the budget increasing but we should still be cautious in the protection of citizens. It is worth it to increase investments in preparation. Joe stated that the whole search for someone is acknowledgement of the need to take the next step. Joe expects that the budget will go up although Wade's number was a little scary. Trudy mentioned that it isn't about what we want but what we need. Wade's number comes from the thought that in the future there will need to be a satellite office in North County, that if we were to have an outbreak, we'd be scrambling to react from Vancouver. John doesn't currently see the need for a satellite yet but also thinks the



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manager should be advocating to the board about what is needed. We need to prioritize our strategies. He does agree that we've been lucky right now with no disease impacts. We are seeing changes and we'll eventually see change. Rian – to wrap it up, if there's better ways for us to invest in being better prepared and not be caught if something happens, just wants to make sure that we're being mindful as we're going to next step. Wants to be strategic. Earl says everyone is saying the same thing that we're ready to move to the next step, doesn't envision doubling the budget but could see a 20% - 30% increase for the next several years. Rian – wondering if the candidate is in line with what the board is looking for, other questions he had. Earl mentioned that the board can discuss that in executive session, he just wanted to ensure the board is in agreement and on the same page.

Motion to move to executive sessions to review the qualifications of candidates for the District Manager position was made by Joe Keller, seconded by Wade Holbrook; all approved, motion passed.

4. New Business – Executive Session

4.1 Discussed candidate qualifications for District Manager position

Motion to exit executive session was made by Joe Keller, seconded by Shauna Walters; all approved, motion passed.

5. New Business – Open Session

5.1 Board vote on selecting the full-time district manager

Motion to extend an offer of employment to Mario Boisvert for the District Manager position was made by Katie Lytle, seconded Rian Davis; no discussion, all approved, motion passed.

5.2 Site visit of district manager candidate

There was an earlier discussion that Mario would like to have a site visit. He could help defray some of the cost since he still has an airline ticket for the March meeting that was cancelled. Earl estimates that a site visit could run about \$1,000 to \$1,200. Earl would like the board to approve that he makes the arrangements for a site visit. Motion to allow Earl to arrange site visit for Mario Boisvert if needed was made by Joe Keller, seconded by Wade Holbrook; all approved, motion passed.

5.3 Benefits update for full-time district manager

Joe provided an update to the board on the aspects of benefits for the district manager position. During the process, it was determined that the county would not set up a benefits package through payroll/HR nor include this position in an existing package with the county. From that, the solution we have landed on is using ADP to process payroll. The cost would run around \$260.00 a month. Rian inquired as to what is different between paying John and the new position that makes the county unable to do this work? Joe mentioned that the benefits are the barrier. The biggest downside is that the district would need a bank account for ADP to withdraw the payroll from. Rebecca provided an update that it should be possible to set one up through the Treasure's office. She is waiting for additional information on timelines and any costs that will be passed onto the district. Joe and Earl say that a motion or resolution will need to be made by the board. Essentially the resolution would say that the board authorizes the establishment of a bank account for the purposes of providing money for payroll processing. Earl has past experience with ADP and has heard great things.

For healthcare benefits, we can get a Kaiser plan as a small group that would mirror the



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county's plan. We would want to do it as a group since it is significantly less expensive than purchasing an individual plan. The downside is that the board would need to set the threshold that an employee would qualify for coverage and the pro-rated portion of the plan. The threshold that is set could open the healthcare to more employees that they would be currently planning for. The advantage is that the rates will be significantly lower. When discussing the threshold with John, they determined that an employee would need to work more than 30 hours a week for 6 months of each year to be eligible for pro-rated coverage. Wade asked about a 2nd option like the county has. The broker wasn't able to get Regence to bid at this size of group. John also mentioned that the individual plans were not as comprehensive as one in the group plan.

John got the information for joining PERS, and again we'd need to specify the limit for qualifying to join PERS. Costs for employer are 8-11% of the employee's salary and the employee would pay 4-6.5%. Percentages are set by state legislature, Rates posted through 2025 and are fairly consistent at those ranges for the foreseeable future. The board would need to vote on this, and a resolution is included to join PERS. If approved, then we would need to work through the social security piece. We would need to go back to Jeff and the county and ask for some guidance on the social security. Earl asked about ADP, that this would be for all the employees. If that is correct, then we would only need to talk to the county about social security so we could mirror it. Board reviewed the resolution, made corrections to all the "Whereas" and "hereby" in the last paragraph.

Motion to approve resolution 04-2020 Washington Public Employees' Retirement System was made by Shauna Walters, seconded by Rian Davis; all approved, motion passed. Need to find the information on the bank account and make a resolution.

The issues surrounding the benefits package for a full-time manager appears to be mostly resolved; we appear to have a clear path to complete it. If there were stumbling blocks still, we wouldn't want to make an offer yet. We will need a motion to set up a bank account. The process will probably look like an automatic transfer to the bank account and a full-time for the manager to ensure that they account is always fully funded.

5.4 Authorization for President to negotiate with candidate for salary and benefits
Earl would like authorizations from the board to engage in negotiations with Mario using original salary range. Earl would like to stick within that range. Would the board authorize an additional \$1,000 to \$2,000 in case he needs it? Wade asked if we know what his current salary is. Earl said no, he does not know. Earl is looking for a little bit of flexibility. Joe thinks that keeping in mind the difficulty in finding a candidate that allowing a little bit of flexibility isn't out of line. No one objected.

Moving expenses- in the private sector, Earl always had moving expenses available. Would the board approve a \$10,000 limit towards moving expenses? Wade mentioned that when he's been moved it was either move no matter the cost or a flat rate. Earl isn't comfortable with an open-ended amount and would prefer a set amount reimbursable based off of receipts. Rian would like to determine what a reasonable estimate would be. For example, set a \$7,000 amount but leave it open on our end to \$10,000 in case there is an aspect we're not thinking of. Earl needs to have the board's approval to do the negotiations then the board needs to be clear that it would be \$7,000, \$10,000 or \$7,000 with wiggle room. Joe's experience that it is typically 10-20% of salary so the \$10,000 seems normal. Rian doesn't have an issue with the \$10,000. No one opposed using \$10,000 in negotiations.



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There are a whole range of background checks that we could do. Earl can see that we would do a vehicle check. Joe asked if there was anything about checking on EPA violations or licensing violations. Shauna said that should be an easy look up that we could do ourselves online. Wade mentioned that in the industry there is usually something about DUI's. Earl mentioned bankruptcies that show up will be a red flag. Wade mentioned that besides the DUI's, he talked about being bonded. Earl asked if we were bonded now. John said we were but doesn't remember the dollar amounts. Joe asked if the organization was bonded or were individuals. If the organization was bonded, then there wouldn't be an issue in hiring but if it is individual then there could be. Rebecca would need to check with the insurance company to see if it is actually a bond or covered under insurance. Michelle asked about I-9 form and E-Verify. Rebecca mentioned that the I-9 would be filled out at hire and John mentioned that E-Verify would be a part of the background check. John asked about drug testing. Earl asked about the cost. The whole thing would be around \$300.00.

5.5 Electronic Signature Authorization

Over the past year or so, we have been using electronic signatures to speed up the operations. It has been really convenient. Rebecca recently discovered that we were out of compliance and should have a resolution approving that. Resolution 03-2020 is put forth for consideration.

Motion to approve resolution 03-2020 Electronic Signature Authorization was made by Rian Davis, seconded by Shauna Walters; all approved, motion passed.

That concludes the agenda. Earl will call Mario Boisvert to set up an appointment and extend an offer and offer the opportunity for a site visit. Once there is acceptance of the offer, all other applicants will be notified. If the offer isn't accepted, Earl will get back to the board to reevaluate. Michelle asked about termination conditions in the offer letter. Earl asked what the conditions are in the county. Rebecca mentioned that this would be in the HR policy and the offer letter talks about a probation period. Earl will include language in the appointment letter about being aligned with the policies of Clark County. Rebecca stated that it would be best to reference the district's personnel policy instead of Clark County's HR policy.

Meeting adjourned at 8:40 pm by Earl Fleck

Rebecca Baxter

Rebecca Baxter, Recorder

Trudy Linson

Trudy Linson, Secretary-Treasurer

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