



MOSQUITO CONTROL DISTRICT

Board of Trustees Meeting Minutes

Tuesday, August 9, 2022, 7:00 PM

Meeting will be held via Microsoft Teams. To join, please visit <https://teams.microsoft.com/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

Meeting called to order at 7:00 PM by Board President, Trudy Linson: it was noted that a quorum was present via video/audio conferencing.

1.2 Roll Call

Board members present: Shauna Walters, Matthew McBride, Trudy Linson, Katie Lytle, Janice Killion, Rennie Kubik, Kevin Groshong and Marina Viray. Larry Lewton was absent.

Others present: Mario Boisvert and Christy Gerhart.

1.3 Review of May 10, 2022, minutes

Motion to approve the May 10, 2022, Board of Trustees meeting minutes as presented was made by Shauna Walters, seconded by Rennie Kubik; all approved, motion passed.

1.4 Review / approval of agenda

Shauna Walters made a motion to approve the agenda, Janice Killion seconded the motion. 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 Appointment of Kevin Groshong, City of Ridgefield. Welcome aboard!!

4. Financial Report

4.1 2nd Quarter 2022 Revenue and Expenditure Report.

Our revenue is currently \$561,910.81. We lost almost \$31,000 in investments. Salaries are at 36%. Temporary employment is for Christy's salary. Supplies are at 52%. Total services are at 33%. Total indirect at 22%. Total expenditure is at 35%. Our revenue minus expenditure is at \$195,484.28. We have about \$800,000 in the General Fund. By the end of the year, we will be on target for employee salaries. We are currently at 55% for employee salaries, this includes Christy's salary, per Mario's numbers. We have spent all our budget for pesticide chemicals, we think we have enough for this season. If we buy pesticides this fall, we will be over budget around \$25,000. This is because of having more mosquitoes than usual this season. Total supplies are at 84%. We have \$43,000 remaining for professional services. We signed a contract for the web site, and it was about \$20,000. We are still waiting for invoices from our

attorneys, but we are on target for professional services. Mario's numbers are current while the counties numbers are about a month behind. The big difference now is that the total expenditure is \$550,000 for a net of \$12,000 versus \$195,484. The fund balance is \$627,000 instead of \$800,000. Mario asked if there were any questions on the expenditure report. There were no questions.

4.2 Approval of April - June 2022 Warrant Register

Shauna asked about the county indirect, what specifically does it provide? Indirect services are IT service and Treasurer services which are separate from the county provided administrative and accounting support. Trudy asked if there were any other questions. There were not any questions. Motion to approve the Warrant Register as presented was made by Marina Viray, motion seconded by Katie Lytle. All approved, motion passed.

5. Operations Manager Report

5.1 District Manager Report – Budget 2022

Budget 2022: We had to fog for adult mosquitoes a lot more than what was planned, and we spent an extra \$20,000 on adulticides. We also spent more money on larvicides for catch basins.

Operations: We broke records for rain this spring which caused a huge mosquito habitat in Clark County. Due to all the rain, the Columbia River reached 16-foot flood stage. Last year the Columbia River was at 8 feet. We had one trap in the refuge with over 30,000 mosquitoes in one night. Mario has never seen that many mosquitoes in one trap in his 30 years of mosquito work. Due to this, we had to fog more than usual, and we have spent more than expected. Adulticide starts at 3am in the morning and again around 10pm in the evening. This season we have used the helicopter seven days to treat 1,600 flooded acres. We are unable to treat the Refuge. Data collected between June 20th and July 22nd, show a 10-fold increase in the number of mosquitoes compared to 2021. Since June 20, 2022, we have received close to 800 service requests. This is the most requests we have seen. 90% of the calls are from Ridgefield. We have been fogging twice a day for the last month to give the residents some relief.

By the end of June, 50% of staff were out with COVID. We are taking covid precautions, wearing masks during morning meeting. Kudos to all the employees for working when they could and following our Covid protocol.

This year we used 55 gallons and still counting, of adulticide. Previous year's show 12 gallons or less being used during the season. We had to skip a few days in July because both foggers were down. Our foggers are 15 and 20 years old. They are old, ill equipped and outdated. Next year Mario recommends purchasing two new foggers with GPS because we need reliable foggers, so we don't miss any days of spraying. The GPS can track where we are working and has variable flow. Variable flow automatically adjusts the flow being sprayed based on the speed being driven. This allows the correct amount of pesticide to be sprayed. Mario also recommends purchasing a small fogger to go on the ATV.

On May 7th Steigerwald Refuge was opened. We did not see an overwhelming number of mosquitoes like the Ridgefield Refuge. We still had a lot of mosquitoes in the Camas/Washougal area, but they weren't coming from Steigerwald. Prevailing wind blew everything, including mosquitoes, from Government Island across the Columbia River to Camas and Washougal.

We found out this year we have a lot of organic farms in our county. We had to postpone some treatments because we had to purchase new product designed for organic farms. We didn't have any data on our local beekeepers. We had to find out quickly where they were, how many hives they had because we didn't want to fog the bees. We had no data on this and were

starting from scratch. Compiling that data in a few weeks' time was a lot of work but we did it. Next year we will have this information ready for our season.

Even though we were so busy treating for adult mosquitoes, we had to keep up with our catch basins. Fifty thousand (50,000) catch basins were scheduled to be treated (three times) this year. We are on our second round. We have never had any human or bird cases of West Nile virus in Clark County and we don't want any. As of August 5th, we have tested more than 570 pools of mosquitoes and so far, no sign of West Nile. There have been only three positive cases in the whole state of Washington. Usually, we see West Nile by mid-July (east of Cascade Mountains) because West Nile is endemic to Washington state.

We have two BG counters set up again this year, one in North Ridgefield and one in Camas. It's a trap that counts mosquitoes. We can monitor the mosquitoes peak times, being 6am and 10pm. Peaks of activity are usually showing about 30 minutes before sunrise and 30 minutes after sunset.

Event:

Last weekend Mario and Rick went to an event out in Ridgefield. We purchased a canopy and portable tables. Now we have the supplies for more community education. Everyone was nice and had the same question, "when will the mosquitoes end? It's been two months!" Some areas are impacted more than others. We can't go outside to garden, or go to the park, downtown Ridgefield has been swarmed. Mario and Rick answered lots of good questions about mosquitoes, their habitat and how to protect ourselves from them. They also gave away Deet to help.

Kevin asked for information on the contract with the Ridgefield Refuge. Mario can share the contract from the refuge with Kevin. Every year we ask for a permit from the refuge for areas we can treat. We are limited by what they allow us to do. We can't spray adulticide in the Refuge. Mario has a meeting with them next week to help prevent so many mosquitoes. Most of the mosquitoes come from the Refuge but we can't fog there. We spray every day in Ridgefield, but the refuge is the source of mosquitoes so everyday there are more mosquitoes all over Ridgefield.

At Steigerwald Lake in Camas, they can't give us a permit. This decision was made before Mario was here and he doesn't know why we don't have a permit for Steigerwald Lake. Katie asked if Steigerwald Lake is managed by the same group as the Ridgefield Refuge. Mario said yes. Janice said there are a lot of mosquitoes in the morning and evenings at Steigerwald Lake and that the City of Camas is getting complaints. Mario explained that we have a trap at Steigerwald Lake and there were barely any mosquitoes in it during the season. Most of the mosquitoes in the Camas/Washougal area seem to be caused by a combination of local water sources from greenways, creeks, and ponds and the Government Island.

6. Continuing Business/ New Business

6.1 Purchasing Policy Update

Changes have been made and are being consolidated. It will be ready next meeting. No one had questions.

6.2 Public Works Contract with CCMCD

The County is working on the second version of our contract; they haven't gotten back to us with a new lease yet. Mario hasn't had any news for several months and will call them soon. Previous years lease was \$1 a year.

6.3 Fiscal Policy Update

Discussed last meeting. We don't have one, we need to create one. Janice points out that in an audit, we will be asked "what are your policies" and "did you follow your policies." Trudy

mentions the library policy is four pages and we can borrow from that. As we move away from Public Health, we must set our own policies. November 1st we will be under contract with Ms. Johnson and Mario can work with Ms. Johnson to make a fiscal policy. Until the end of the year we are using the counties policies.

6.4 RFP for Web Page Update

Beginning August 1, we are working with NW Media Collective for Web design. Mario and Christy will meet with them on Monday to start working on our new website. Mario is confident the website will be ready by the end of the year. Shauna questions who will maintain the site after it's built? What kind of support package do we have with NW Media Collective? Mario informs that the RFP states Mario and Christy will receive training by NW Media Collective to manage the daily updates. Daily updates include fogging locations, as well as any other changes. The first 30 days all our questions, calls and emails are free. After that it depends on the issue. NW Media Collective will host our site and be responsible for keeping it online. It is in our contract that our website is expected to be online and operational 99% of the time and NW Media Collective does the monitoring and testing. Mario is confident we will have a good working relationship with NW Media Collective.

6.5 RFP for Accountant Update

August 2, 2022, Mario met with Ms. Johnson from TDJ CPA Inc to finalize an agreement that will lead to a new contract. Mario has been working with our attorney to have a contract that will work. This should be finished in the next week or so. This contract will start November 1st to have time to transition from the county to Ms. Johnson. She has worked with the county previously and is confident the transition will be seamless. The contract is for one year.

6.6 Election of Secretary/Treasurer

Shauna has been our interim Secretary/Treasurer and continues to be so until December. Our next Board meeting will be held in November, and we will vote for a new Secretary/Treasurer. Janice made a motion, Katie seconded. All approved.

6.7 Salary and Pay Scale for Employees 2023 – Compensation comparisons

This is the last chance to talk about salaries and pay scale before our November budget meeting. Salaries and pay scales must be reviewed because there isn't enough difference between technicians and supervisors. Mario used a 2017 salary survey made by Benton Co and sent to 129 agencies and 54 provided responses. These job descriptions match with our job descriptions. When Mario started working here at CCMCD, there were 3 supervisors but there were no job descriptions. Mario would like to adjust salaries now that he can see what tasks our supervisors are doing, to reflect the responsibilities.

A resolution will have to be made in November to adjust pay scale. Tonight, Mario would like to inform the Board about the changes. The proposal is to have a rate of pay for seasonal vector employees, certified seasonal vector employees, supervisors and biologist. The County gives 2.5% increases based upon years of service. It's up to the Board to decide where to set step increases. Mario has seen the step up increase up to 5% each step.

Mario reached out to many people, including the HR director, to learn what COLA rate is being used. He was unable to get any information. It is up to the Board to decide what percentage of COLA to give. The average since January 2022 is 8.54%. The California Union offers between 2-5%. Trudy asks for comments. Matt suggests comparing COLA for the cities in our county. Mario likes that idea for future data collection. Shauna suggests using [fsa.gov](https://www.fsa.gov) to get accurate information. They have a formula set up already. Shauna says Social Security CPI is 5.9%. Janice recommends googling the CPI for Washington. Mario informs it's 8.54%. Kevin suggests that we have a subcommittee to help Mario with research next year. Kevin informs the group represented employees got around 3-3.25% and thinks 3% COLA is fair especially as this is an adjustment. Mario is happy to have a subcommittee to help in the future. Shauna asks this to be

added to May's Agenda. Mario's pay scale, 2.5% step up, and 3% COLA is agreed upon for next year. Next year we will have a subcommittee to help Mario research.

6.9 Updated Budget 2023

Updated budget increase for salaries in 2023. Last year Mario had a 5-year budget. This needs to be adjusted for salaries. Employees will work full time for approximately 9 months. We lose technicians each season and need an incentive to keep employees through the season and have them return next year. Janice believes it's illegal as a public agency to offer incentives. It would be a gift of public funds to pay health insurance for employees working less than 30 hours a week. Mario is proposing we pay health benefits for two employees during the nine months of the year they work full time for us. The real cost is an increase between \$67,759 - \$74,871. We need a plan to make it appealing to work here and return each season. We can only pay the health insurance when employees work over 30 hours a week. There is no opposition to providing health insurance for two full time employees for nine months. Agreed upon by board and Mario will run it by our attorneys.

The updated Budget Mario is proposing is \$1,249,175.00 the original budget was \$1,047,777.73. The increase is \$201,397.27. Last year, on our forecast we were planning to have \$1,168,487. Which makes the difference \$80,708. This increase is the salary of the new employees. Where we can cut the budget to save money would be -\$25,000 for remodeling the old shop. The District needs \$70,000 more for the Drone Program and \$45,000 of that for a van. The district also needs three new foggers costing \$40,000. If we cut out remodeling the old shop, from the budget, the real difference would be an increase of \$55,000 rather than \$80,000. The Board supports putting the drone program in the budget, as well as remodeling the old shop, and purchasing three new foggers.

6.10 Closed Session

Went to closed session at 9:17 PM. Returned at 9:30 PM. Nothing to report.

Adjourn 9:30 PM

Next meeting: November 8, 2022, 7:00 PM, Mosquito Control District Meeting Room

Respectfully submitted,


Christy Cobb, Recorder


Shauna Walters, Secretary-Treasurer