



# MOSQUITO CONTROL DISTRICT

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## Board of Trustees

**Tuesday, August 10, 2021, 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 comment 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

Meeting called to order at 7:03 PM by Board President, Earl Fleck; it was noted that a quorum was present via video/audio conferencing.

#### 1.2 Roll Call

Board members present: Shauna Walters, Katie Lytle, Earl Fleck, Larry Lewton, Matt Cole, Wade Holbrook, Marina Viray. A quorum was present.

Board members absent: Trudy Linson, Michelle Wagner

Others present: Mario Boisvert, Arielle Alford, Rebecca Baxter, Heather Hunt, Brian Schlottman

#### 1.3 Review of May 18, 2021 minutes

Motion to approve the May 18, 2021, Board of Trustees minutes was made by Larry Lewton, seconded by Shauna Walters; all approved, motion passed.

#### 1.4 Review / approval of agenda

Motion to approve the August 10, 2021 Board of Trustees agenda with a request to amend item 6.3 to add "Relationship to Clark County Public Health" and add item 7.5: Elections was made by Shauna Walters, seconded by Matt Cole; all approved, motion passed.

### 2. Recognition of Visitors/Others

#### 2.1 Introduction of visitors

Heather Hunt, Brian Schlottmann – representing Clark County Environmental Public Health

#### 2.2 Citizen Comments – None.

### 3. Board Update

#### 3.1 Camas Vacancies Update

Board President requested status update on unfilled jurisdiction position. Rebecca reached out to Bernie Bacon at City of Camas for an update prior to the meeting but we have not received a response.

#### 3.2 Yacolt Appointment Update

Marina Viray was appointed to the Board of Trustees to fill the Town of Yacolt position on July 27, 2021.

### 4. Financial Report

#### 4.1 2<sup>nd</sup> Quarter 2021 Revenue and Expenditure Report

Reviewed 2<sup>nd</sup> Quarter 2021 Revenue and Expenditure Report. Mario explained that CCMCD has received about half of their yearly revenue so far (57%); he further mentioned that



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CCMCD is already over budget on Drugs and Chemicals having spent ~\$112k – this was mentioned and explained at the last meeting. Based on the report from the County CCMCD is net ~\$60k for the year so far. Based on Mario's own reporting with numbers that the County does not yet have/taking into account, CCMCD is ~\$70k in the red, but he notes they will be receiving more revenue, likely in October based on his conversations with County finance. He mentioned currently salaries are on budget but may end up going over budget by the end of year. Earl explained for new members and visitors that CCMCD receives their assessed revenue from the County in two lump sums – half in the first quarter and the second half usually in October – so for a good part of the year it will look like the district is running a deficit but is usually not anything to worry about unless there are spend categories that are way over like the ones already noted by Mario.

### 4.2 Approval of April – June 2021 Warrant Register

Reviewed April – June 2021 Warrant Register. Mario explained that everything on the register starting with ERP is for PERS; anything that says US Bank would have a further breakdown on the credit card/bank statement. Most of the items are payroll and larger amounts (with Target Specialty, Adapco, or Clarke as the suppliers) are pesticide purchases; other than that, there are some other items such as cell phone plan payments, fuel purchase, in minor amounts. Motion made to approve the April – June 2021 warrant register in the amount of \$241,986.55 was made by Shauna Walters, seconded by Larry Lewton; all approved, motion passed.

## 5. Operations Manager Report

### 5.1 Updates

Mario discussed how the season has been going so far, noting that the weather has been helpful; it has been so hot and dry that there has been little mosquito activity in the river areas, meaning there have been less service requests than normal. Mario noted it was fascinating to see how the number of mosquitoes caught decreased compared to previous years but also that the peak of activity has shifted compared to previous years. Since most river sources are dry, the main activity has been treating the catch basins. They have already treated more than 100,000 catch basins so far this season. It has been an unusual season – there has been barely any rain since April.

## 6. Continuing Business

### 6.1 Western Helicopter aerial contract with Multnomah County

Mario mentioned this was discussed in the last meeting and whether CCMCD would like to eventually have their own individual contract; there are pros and cons to that. The contract includes four counties – Multnomah, Clark, Cowlitz and Columbia. The issue Mario ran into was that CCMCD was not specifically mentioned in the contract, and he has worked to get CCMCD added to the liability insurance to make sure that if there is an accident in WA that they would be covered. The contract being between four counties means that it is a better price for the district – to get a solo contract would be more expensive. Mario confirmed the pilot is also certified to operate in WA state. So now that CCMCD has been added as an additional insured Mario thinks the current contract setup is OK.

### 6.2 Review Emergency and Equipment Replacement Reserve Funds

Mario noted that the balances of each reserve could be found on the expenditure report. The Emergency Treatment Reserve (ETR) was voted on by a resolution of the board and is money available for expenses related to West Nile virus or any other outbreaks and invasive species; the ETR has a balance of \$300,000. The Equipment Replacement Reserve (ERR) was also voted on by a resolution of the board and is money available to replace equipment (mainly the



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fleet of vehicles) based on their annual depreciation. The current balance of the ERR is \$243,825.00. Mario explains that they heard from Jeff Harbison at Clark County Public Health a few months ago that the ERR should have a balance of \$400,000. Mario understands that this amount was decided on by resolution. Mario notes if the ERR balance is meant to be \$400,000 it will need to be replenished each year. Mario and Trudy met and determined that the total reserve needed for 2021, based on vehicle depreciation, was \$368,371; that would mean the amount to be replenished is \$124,546 – but if the real ERR balance needed is \$400,000, it would be bit more. There is a question of where that money will come from: the general reserve fund or the assessment. Mario notes if it comes from the general reserve fund, eventually that fund will have to be replenished as well. Mario and Trudy also discussed if \$400,000 as the ERR balance was necessary or if it could be a lower amount, like \$100,000 to be kept as a buffer in case something happens. Any budgeted or planned purchases be taken from the assessment; that way a portion of the ERR could be transferred back into the general reserve fund and used elsewhere. Mario explained that currently when purchasing equipment, the money should be taken from the ERR but that hasn't always been done in the past, which led to the ERR balance not being reflected accurately until Jeff adjusted it.

Earl is the one who set up the reserve funds initially. He believes each year there should be a line in the MCD budget to transfer funds from operating fund into reserve. This is what happens with other reserve funds he has managed. He also mentions that in his experience, few reserve funds ever operate at 100% full funding, usually more like 80-85% is considered "A1". Based on that, the reserve amount of \$368k is not as far off as it seems, though some money may need to be transferred over. He does not think dropping the reserve fund amount to something as low as \$100k is a good idea. Mario points out that based on his projections with the life expectancy of the equipment, \$126,954 will be needed in 2022 to replace vehicles; he reiterated that CCMCD could propose that needed amount coming out of the assessment since it is a known amount. He still thinks the \$400k amount is too high, but it is a balancing act between the reserve fund and the operating fund.

Earl and Wade were the ones who met with the Clark County auditor to create the reserve funds years ago; the reasoning behind the auditor's request was that there was too much money in the operating fund, and by designating the reserve funds it would improve transparency for citizens in understanding the use of funds. Earl says they have worked for 7 or 8 years to build up the fund from a very small amount with the goal being to match the incumbrance every year. He reiterates that there needs to be a line in the budget that takes the average amount to be expended over the years from the operating fund to the ERR, and that will keep the ERR funded. If Mario's calculations are correct and the total estimated replacement reserve needed for 2021 based on the value of the asset inventory is \$368,371, Earl is not sure where Jeff is getting the \$400k number. Earl recommends that when Mario creates the budget to add a line for ERR fund allocation based on the average estimated useful life. Other than that, Earl is not sure that any board action is needed.

Shauna asked about the unexpected costs during the hiring of the Operations Manager that put CCMCD over-budget, and if those costs incurred are expected to continue year over year, or will the budget get back to where it was previously. Earl says that would be impossible with a full-time employee due to salary, health insurance, life insurance, etc. Shauna meant specifically incidentals like purchasing of cell phones, and other one-time purchases that won't be recurring. Earl says that those won't recur, but those costs are trivial compared to the ongoing costs of a full-time employee. Mario mentioned this would be touched on later in the meeting as the budget is likely going to look very different from previous years based on the



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goals the district has. Wade noted that when he first joined the board they did not have quads or Go-4s so if they had had an equipment reserve fund it would have looked very different, and if we do have drones in the future it will look very different again. The Board needs to keep an open mind on the numbers.

### 6.3 Relationship to Clark County Public Health & CCMCD Future Expansion

Earl reviewed the history of relationship between Clark County & CCMCD; he mentioned they are fortunate to have had the support of Clark County through the years via leasing of land, and administrative support through the contract. Earl and Mario met with Dr. Melnick and Jeff Harbison of Clark County to discuss the future of the relationship between Clark County and CCMCD and CCMCD's hopes for future expansion. Dr. Melnick was enthusiastic about the trajectory and that the district now has a full-time professional and looks forward to working with the district over the years on mosquito and other vector controls. Dr. Melnick and Jeff listened to ideas for expansion on the current CCMCD site but made clear that any changes or expansions of the district office location would go through Clark County Public Works as that is who controls the site. Dr. Melnick recommended contacting Amhad Qayoumi, the Clark County Director of Public Works. Mario and Earl met with Mr. Qayoumi and learned that Clark County will be starting a study on moving the yard in the near future – meaning the land the CCMCD office is built on could be sold. This leads back to a question asked at a previous meeting as to why CCMCD would invest in expanding a building or site on land the district doesn't own.

This weekend, Earl received an email from Dr. Melnick informing him of expected amendments to the contract between CCPH and CCMCD upon its expiration on December 31, 2021, and changes that would take effect in the subsequent contract beginning January 1, 2022; this letter was then sent to the Board by Mario. There are three major changes to note: the administrative support outlined in section 1.3 of the contract will end on December 31, 2021; the administrative tasks listed in section 1.2 of the contract will end on December 31, 2022; and the annual contract cost will increase from the current \$10,000 to \$20,000. Earl understands and appreciates the difficulties in providing these services but between the contract revisions and the potential land sale, he points out CCMCD will soon need to function much more independently like other Mosquito Control Districts. Mario mentions that during their talk with Mr. Qayoumi the possibility of CCMCD moving with Clark County Public Works should they sell the yard site was mentioned – which if it happened he estimated would occur in 5-10 years; Mario points out that whether they move with Public Works or go out on their own, CCMCD will likely be building a new office/site sometime in the future.

Mario spoke with a real estate agent and reviewed the District's needs. Currently the CCMCD office is 5500 sq. ft.; the agent recommended for the expansion plans including a larger lab, more office space, etc. to double that to 10,000 sq. ft.; pricing is generally around \$175 per square foot, making the cost \$1.75 million, or more for a larger building. The agent said buildings fitting those needs come up for sale 2-3 times a year, sellers prefer buyers who have the money immediately available. Buying the land and building is also an option, but there is a timeframe of about two years for that, one year to get the permits and one year to build. As the District does not currently have the money, Mario plans to contact Jeff and see what the options are for getting the funds – whether it is a loan or other options. Although the need to relocate is not immediate, Mario would rather be proactive in looking at options. Mario also noted that due to the financial disbursements of CCMCD funds by the county and the ongoing communication needed for news releases and in case of any mosquito-borne disease outbreaks, there will always be some relationship between Clark County and CCMCD. There



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are some items in the contract Mario needs to touch base with Jeff on to learn more, like the website hosting and service request line. The administrative tasks ending in 2021 will include the administrative tasks currently carried out to facilitate the Board meetings, and by 2022 the District will also need an accounting firm, Mario has started making calls to get information on that.

Wade inquired what as to what acreage the District would be looking for in terms of buying a plot of land to build on. Mario thought it would be a few acres at least if they plan to build a 10,000 sq. ft. site. Mario saw a piece of land in Battle Ground that was 5 acres for about half a million dollars; it would be possible to get something less expensive further out but it is a balance between cost and being in a good location for all of the sites they have to treat. Matt asked if leasing another building is an option until the money to buy is available in the budget – Mario said that could be an option, but he would want to minimize the amount of moving from site to site. Wade asked what the existing building is valued at and if there was any possibility the County would be interested in buying it from them and working with CCMCD to forward them the money from the purchase while still allowing CCMCD to stay in the building until the District finds another location. Mario is unsure of the value now and how that value would go into the sale of the yard or a sale in general. He notes since the County owns the land, either the County would have to buy the building, or the building will be part of the deal when the whole yard is sold. Earl mentioned that according to the RCW, CCMCD is able to get a loan so he is unsure of it the County would provide any sort of loan or money upfront.

Earl believes the immediate need is for Mario to investigate and put into the budget for next year what the cost will be to assume the administrative duties that the County will no longer be providing at the end of this year, and to coordinate with the County on what to do about the website and any associated costs based on that conversation. This all needs to be built into the budget. Mario has contacted a staffing agency and gotten a quote that for an employee provided by the agency three days a week, 52 weeks a year would be \$45k/year. In this instance the District would not pay any benefits, the agency takes care of that; Mario believes currently there is not enough work to warrant a full-time administrative assistant which is why he worries about the ability to hire someone part-time on his own. A drawback of using an agency is that there is no guarantee that it would be the same employee each week, so there is concern about someone not knowing the specific processes for CCMCD. Mario notes that staffing agencies do take a markup on anyone employed through their agency, and that they will not have the same historical knowledge of CCMCD as those from the County who provided administrative services in the past.

Mario also brought up the website; there are some web elements Mario would like to have on the website that aren't possible now that may be a possibility if the District has to host their own site, but he is unsure what the budget for building a website for CCMCD from scratch would be; service requests can also be submitted through the site. Matt mentioned he owns a design agency and does web design all the time; he said CCMCD would need to put together a Request For Proposal (RFP) to get a bid on the website, and he would be willing to help put together a scope of the website and would have an idea of what a fair price would be. Earl wonders if the website we have now through Clark County is portable or any part of it could be moved to a new host and improved over time or used in building the new site. Matt agrees that idea should be explored, it would not be as simple as copy/pasting but would be less expensive than building a new website from scratch. Mario will work with Jeff to figure out the particulars of the website and the Treasurers WebPortal; once more is known Matt will work with Mario on writing out a scope of the website while taking care to avoid any conflicts of



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interest.

Regarding the administrative assistant, Matt would encourage the Board to explore the idea of the District hiring the administrative assistant rather than working with a staffing agency as it would be less expensive and may have lower turnover. Earl mentioned they could budget for the agency for the upcoming year and take that time to investigate how best to hire an employee to fill the position the year after that. Shauna agrees that there may be better options than utilizing a staffing agency; she also notes that the Board needs to be mindful that they are using taxpayer money so they should try to find the lowest cost when they can moving forward. Mario does understand the concern with the cost of an agency but worries about being able to hire someone for only a few hours every other week. Mario will need to have a proposal for November on how to cover the administrative work.

Earl asked Rebecca if the County has any sort of training materials – there is a high-level administrative guidebook that reviews the administrative and financial functions, but Rebecca mentioned there are a lot of little pieces involved that the guidebook does not explicitly state that are done by the County now – she notes that there is likely more work than they realize for the administrative job. Earl thought that might be the case but believes the Board meeting is not the appropriate place to craft the job position/description, that would fall to Mario as his job to work with Rebecca, Arielle, and Heather to get the information needed. Heather reaffirmed CCPH is working to make sure CCMCD is supported and has the information needed moving forward, and that she agrees with Rebecca that all of the duties performed are not necessarily captured in the high level tasks outlined in the contract. CCPH is working to plan for what needs done before December and what items the administrative assistant would need to be trained on in order to facilitate a smooth transition. Heather recommended Mario reach out to Jeff to come up with a plan. Mario is prepared to create the job description and work to get the job filled but needs to know the scope of the tasks and has concerns about the timeline; but if there is more work included than what he thought it may be that it will be easier to craft a part or full-time position than he thought that they could more easily find someone to hire.

### 6.4 Signature Authorization

Mario does not have any update on this, he remembers Trudy mentioned the policy could be changed but doesn't have the details. Earl says this can be tabled until the February 2022 meeting as the November meeting will be very busy.

## 7. New Business

### 7.1 New Aerial Contract

A new aerial contract has been signed for adulticide in the case of an outbreak of West Nile or any other mosquito-borne disease. In the contract it is stipulated that CCMCD provides the product so there is the question of whether the District should add that to the budget and proactively purchase product and store it, or wait for the need to arise before ordering and utilizing the emergency fund. The product is priced at ~\$200 a gallon. Earl says that is the purpose of the Emergency Treatment Fund. Mario agrees but said money is not the only issue – he is concerned with potential delays in receiving the product if it is only ordered after an outbreak has started. Earl asked what the shelf life is for the product; Mario says it depends. It is not as short as 6 months but after 4-5 years you may want to test it before using and it may not be as effective at that point. Wade brought up the idea of purchasing the adulticide to have on-hand in case of an outbreak, and as the product gets further along in its shelf life, speak to other districts who might have need of it and offer to sell it to them for a portion of what we paid to recoup some of the cost. Earl says when the Emergency Treatment Fund was set up it



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was thought of only in terms of dollars, but it could be thought of as money + product; for example if you have \$375k in dollars in the fund itself and \$25k in product on-hand, that is \$400k in value for the fund.

### 7.2 Revise Resolution for Appointment of Claims Agent

Earl reviewed the resolution and asked if the agent should be named specifically rather than by title; Rebecca answered that either would work but in the original resolution the position title was used to avoid having to re-file the resolution if the person holding the position changed. Earl agreed that if that is the case, he is all right with it.

Motion to approve Resolution 03-2021 Claims Agent – RCW 4.96 made by Shauna Walters, seconded by Wade Holbrook; all approved, motion passed.

### 7.3 Discussion with Landerholm Law Firm for legal services

Mario believes CCMCD needs to have a firm on-hand for legal services; he ran into some questions when reviewing the aerial and plane contacts that would be best advised on by lawyers. He has contacted a few different firms and the Landerholm law firm was willing to work with CCMCD. Cost could be a lump sum amount, or anywhere from \$200 - \$400 an hour, depending on what the District needs from them. This would be particularly important to have someone review employee policies as CCMCD expands. Earl wants to know if there will be a contract signed or how it will work; Mario said they would want a contract but not until we have something to review. Earl has always thought there were things the district should have legal review on, including personnel policies to cover any potential issues or liabilities. There is no action needed at this time.

### 7.4 Budget 2022: Drone program and new full-time employee

Mario reviews his priorities for 2022 budget. A major point he makes again is that CCMCD needs more employees to do what they want to, including more trapping, gathering more data, more spraying/treatment, etc. This includes a new full-time employee. Mario imagines this position being a biologist who also functions at handling GIS and IT functions. Some of the tasks for this position would be supervising the potential new drone program, data system management, knowledge of GIS/maps, supervision of research projects, assisting with the surveillance program, and helping to develop training and educational material. The estimated salary for this position with benefits is \$95k. The administrative assistant position discussed earlier in the meeting is also noted at the rate he was quoted by the staffing agency, \$44k. He would also like to review the pay scale; he is worried new employees are earning too much compared to supervisors. In the next budget he added a 2.5% increase for employees which he worries will be under the cost of living.

The drone program that has been briefly mentioned at previous meetings, Mario has quoted a 'worst-case' number of \$50k for implementing the program – this number includes the training, buying the drones, certifications, everything. He believes the real cost may be closer to \$30k but wants to have that buffer just in case. Mario stresses that drone programs have been growing through the WA, ID, and MT areas with great results; he thinks this would be a great direction to move in as with the time and money saved it would eventually pay for itself. The next item returns to staffing; Mario would like to budget to allow people to work more hours. Mario reiterates they need more people working more hours. This leads to needing more office space to account for the new employees and longer hours – Mario proposes renting a modular unit for office and lab space, budgeting \$12k for that expense.

Taking these items into account, Mario has an estimated budget between \$1 - \$1.3 million



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depending on replenishing the ERR and Operational Funds. The largest increase compared to this year would be reflected in salaries, with the new employees and extended hours that increases by almost \$250k. He estimates spending about \$15k less on supplies this year as they will not need to purchase as much pesticide since not much has been used this year. Mario also looked into estimates costs for seasonal employees; he had difficulty in finding people to hire this year and so contacted an agency to get an idea of, worst case, what the cost would be if he had to go through them – through an agency, it would be ~\$160k for 5 seasonal employees working a combined 4,760 hours; if those same employees were hired by the district for the same amount of time, it would be ~\$140k. Mario would prefer to hire himself but wanted the number to be out there for using the agency as a worst-case scenario.

Mario mentions as CCMCD grows and expands the way they want to, increased costs are part of that; as they are able to gather new data, things might change like needing more treatments as they've found the treatments don't last as long as initially thought. The website is also something else to account for that Mario does not have a number on now but will present in November. Katie asked if that plan accounts for more treatments but also that they are treating everywhere in the County as Mario had mentioned that was not happening in the past; Mario confirmed covering the entire County is included in that plan. Matt would again like to see a comparison between the District hiring an administrative assistant compared to using a staffing agency, though he does recognize the difficulties in doing so but thinks it would be more cost effective. Since there were no other questions or comments, Earl said Mario will create a budget for the November meeting based on the priorities reviewed here and that the per parcel assessment will likely go up based on these numbers; if the budget is \$1 million the assessment may raise to \$6.80 per parcel, or a 39% increase from this year; for a \$1.3 million budget the assessment would increase to \$8.65 per parcel, a 77% increase. Mario notes that while the percentage increase seems like a lot, it is really going up by a few dollars.

### 7.5 Elections

Earl's term expires on 12/31/21 and he will not be staying on the board, so he will be relinquishing his duties as President at that time; Earl would urge the board to put an item on the agenda for the November meeting to elect a new President. He would confirm the bylaws but while his County appointment ends in December, he is only halfway through his presidential term, so he suspects whoever they elect would only serve as President for half a term. Earl would recommend looking at Trudy as a replacement as she has been involved with many of the functions and actions of the Board. Earl also notes he may or may not be able to attend the November meeting, but he will try and reminds everyone having a quorum for the November meeting is very important due to the timeline for the budget and assessment.

Meeting adjourned at 9:28pm by Earl Fleck.

**Next meeting: November 9, 2021, 7:00 p.m., Mosquito Control District Meeting Room**

Respectfully submitted,

*Arielle Alford*

Arielle Alford, Recorder

*Trudy Linson*

Trudy Linson, Secretary-Treasurer