



MOSQUITO CONTROL DISTRICT

Board of Trustees

Tuesday, February 9, 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

1. Opening of Meeting

1.1. Call to Order

Meeting called to order at 7:02 pm 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, Katie Lytle, Matt Cole, and Shauna Walters. A quorum was present.

Board members absent: Larry Lewton and Michelle Wagner.

Others present: Mario Boisvert and Kathryn Bump.

1.3. Review of November 10, 2020 minutes

Motion to approve the November 10, 2020 Board of Trustees minutes was made by Shauna Walters, seconded by Katie Lytle; all approved, motion passed.

1.4. Review / approval of agenda

Motion to approve the February 9, 2021 Board of Trustees agenda with a request to add 7.2 Sick Leave Policy was made by Trudy Linson, seconded by Shauna Walters; 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 Reappointment of Katherine Lytle, Clark County

3.2 Appointment of Matt Cole, City of Ridgefield

Shauna Walters' appointment letter was received February 9th, 2021 morning. The City of Camas will be making their appointment on February 16th. The Town of Yacolt has not contacted CCMCD with any information on appointment or reappointment.

4. Financial Report

4.1 4th Quarter 2020 Revenue and Expenditure Report

Mosquito Control went over budget in 2020. However, the board was aware this would happen for salary since the budget that was approved in November 2019 did not include a full time District Director, which was approved in February 2020. Mario explained areas that



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were over budget. The season extended into mid-October due to a lack of personnel because of COVID-19. The team was behind schedule. They had to finish the second round of catch basin treatment. Some of the team was asked to stay on longer than normal to complete projects like toolboxes for storage of pesticides on vehicles, modifying the GO-4's, and trapping through the end of October. Fred, Tim, and Rick stayed on during November and December to finish vehicle maintenance and data entry into the new software program. Also, they worked with Mario to prepare a training with 25 different topics for the next season. The Health Department Indirect line items have not been charged yet on this report but should be available for the next meeting.

Mario explained how they will most likely go over the approved budget for 2021. He planned for 40 hours per week and more weeks, but accidentally used the net pay instead of gross pay. He will adjust to 32 hours per week which will still be about \$20k over budget. Also, since July 1, 2020 the District has been signed up for PERS. There are five employees who qualified for PERS, but their contributions were not paid due to an error made by the District. There is a total of about \$2000 owed by the employees and about \$3500 from the District. Board members decided that the District should pay the employees balance since it was an error on the District's part and some of the employees no longer work at the District. There will be a resolution at the May meeting to approve the PERS payment. For those still working, Mario Boisvert will have a conversation that is noted in the employee file explaining the 2020 error and that the employee would be responsible going forward to have their contribution taken out of their checks. There was also an increase for the Clark County Public Health employees that support the District that was forgotten in the original budget. In total there will be about \$38k over budget. Also, there is a product change required for this year that cost more as well as a planned three rounds of catch basin treatments. The lab will also perform more testing for West Nile Virus next season. There is adequate money in the operating fund balance to cover these overages.

4.2 Approval of October – December 2020 Warrant Register

There was a question about the US Bank transactions. These are the monthly credit card charges. A couple changes Mario wants to make is for him to be a "owner" of the account and to also increase the credit limit. He is working with the County to get the required financial documents. There was a request to have a detail report of credit card statement. There is a Bank of America account for pay roll pass though. Mario would like to increase the reserve from \$30k to \$60k for this Bank of America account. Requested a resolution to increase the reserve balance to cover two full pay periods for May meeting. There was a question about EJ equipment for \$31k. This was for a GO-4. There was a request to add a header to the warrant register going forward. Motion to approve the October – December 2020 warrant register in the amount of \$135,618.34 was made by Matt Cole, seconded by Wade Holbrook, all approved, motion passed.

5. Operations Manager Report

5.1 Updates

Mario indicated that most of his report was already discussed in the previous sections. The Board requested to have a 5-year projection in two parts. In depth 2-year plan for November 2021. Skeleton 5-year plan in February 2022. Mario requested sub-committees for Policies



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and Goals/Finance. Long-Range Goals committee will be Earl and Wade. Policies committee will be Trudy and Matt.

There was a question about the product that we were using for catch basins that is not allowed. There are pouches and bulk of the same type of product. However, the bulk product is not labeled to be used in catch basins.

6. Continuing Business

6.1 CCPH Contract with MCD

This has been signed and finalized. A copy of the finalized contract was sent to everyone on the board.

6.2 Asset List

Informational—Trudy and Mario will review the Asset Policy and complete an inventory.

6.3 Open Meeting Training

The Lesson 3 training video will be available after the meeting for those who have not completed this training. Mario will be keeping the records

7. New Business

7.1 Operation Manager Review of Purchasing Policy

Mario had a question about the bidding process. There is a company called SourceWell that does a national bidding process and they have a list of the winners. This will be reviewed with the Policies Committee. There was a request to get information from Clark County Public Health on their Purchasing Card policy.

7.2 Sick Leave Policy

This will be reviewed with the Policies Committee.

Meeting adjourned at 9:20 pm by Earl Fleck.

Next meeting: May 11, 2021, 7:00 p.m., Mosquito Control District Meeting Room

Respectfully submitted,

Kathryn Bump

Kathryn Bump, Recorder

Trudy Linson

Trudy Linson, Secretary-Treasurer