



## MOSQUITO CONTROL DISTRICT

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### Board of Trustees

**Tuesday, May 18, 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 7:04 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, Larry Lewton, Matt Cole, and Michelle Wagner. A quorum was present.

Board members absent: Katie Lytle and Shauna Walters.

Others present: Mario Boisvert and Kathryn Bump.

##### 1.3 Review of February 9, 2021 minutes

Motion to approve the February 9, 2021, Board of Trustees minutes was made by Matt Cole, seconded by Larry Lewton; all approved, motion passed.

##### 1.4 Review / approval of agenda

Motion to approve the May 18, 2021 Board of Trustees agenda with a request to move 7.3 and 7.4 to 7.2 and 7.3 and add item 7.7: Meeting in person was made by Earl Fleck, seconded by Matt Cole; 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 Board President requested status update on unfilled jurisdiction position. The City of Camas contacted CCMCD to notify that they have not selected a representative and will be posting the position again. The Town of Yacolt has not contacted CCMCD with any information on appointment or reappointment. The Board President requested that Mario Boisvert write a letter on CCMCD letterhead to be signed by Board President to the Town of Yacolt, reminding them their position on the board is vacant and we miss their participation.

There was a question about Amboy. Amboy is not a Town or City and is considered an area within Clark County at-large.

#### 4. Financial Report

##### 4.1 Final 2020 Expenditure Report

Reviewed Final 2020 Expenditure Report. CCMCD went over budget by ~\$92.6k. However, the board was aware of the budget deficit due to hiring the full time District Manager. They were over budget in employee benefits by 40% but under budget in total supplies and total services by 9% and 11% respectively. The District went over total budget by about 17%.



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There was a question about where the money to cover the budget deficit comes from. It comes from the Fund balance.

### 4.2 1<sup>st</sup> Quarter 2021 Revenue and Expenditure Report

Reviewed 1<sup>st</sup> Quarter 2021 Revenue and Expenditure Report. Mario explained that CCMCD was already over budget on Drugs & Chemical having spent ~\$112k due to the need to order for 3 rounds of catch basins and the second round would need to be a different product to reduce mosquitoes developing resistance. Also, more catch basins systems have been built in the county that need to be added to the treatment schedule.

### 4.3 Approval of January – March 2021 Warrant Register

Reviewed January – March 2021 Warrant Register. Mario explained State of Washington payments are for PERS; Clarke Mosquito Control was a trap they purchased; Kaiser Foundation Health Plan is Mario's Health Insurance; Banner Life Insurance Reimbursement was a reimbursement for Mario's life insurance; Payroll Account Fees are service charges from Bank of America. Mario also sent to the board a copy of the US Bank statements. Earl asked about an update on the credit limit increase request. Mario stated he had not heard back after they had sent the requested documentation. Earl asked Mario to contact them to renew the request since looking at the statement, there are a couple of time where we are bumping up near the credit limit. Matt asked if US Bank denied the request for a credit increase if we could look into requesting credit from another bank. CCMCD has a relationship with Bank of America now that they have their payroll account through them and could look into credit account with them. Michelle asked if Kaiser and Banner Life are monthly charges. Kaiser is a monthly and Banner is annual. Although, due to some bills being sent late, it looks like Kaiser is ~\$4400 a month but it is really ~\$2200 a month.

Motion to approve the January – March 2021 warrant register in the amount of \$60,118.69 was made by Matt Cole, seconded by Larry Lewton, all approved, motion passed.

## 5. Operations Manager Report

### 5.1 Updates

Mario explained that the season has started. The team is treating catch basins and head boxes. He showed a picture of a head box with retention pond. Also, discussed the larvicide aerial contract with Western Helicopter. In the past the contract has been with Multnomah County with a line that includes the possibility of treating in Clark, Columbia, and Cowlitz Counties. Mario asked if the pilot was licensed in WA. They have a pilot for WA. Mario worked with Western Helicopter to have CCMCD added to their liability insurance to make sure that if there was an accident in Clark County, that was covered. This has been done this way as a cost savings due to the acreage. Matt asked if CCMCD should have an attorney look at the contract that Multnomah County has to make sure that there are no concerns for us. Mario said we could do that. Trudy asked if Multnomah County would have to cover any accidents since it is their contract. Mario stated he wasn't sure, but that it was possible they could say that if an accident occurred in Vancouver, that the work was being completed for CCMCD not them and they are not responsible. Earl asked if in the next six months CCMCD could look into their own contract. Mario said he could do that, even though having the helicopter come to the four counties at the same time make sense because the mosquitoes are hatching at the same time and it is good information sharing. He is not comfortable not being on the contract. Matt asked what other counties in WA are doing, are they doing a cooperative treatment or are they by themselves? Mario said he wasn't sure, but could ask. He also said that if you look at the map that the cooperative way we have been doing it makes sense, since the counties are so close and with the Columbia River running through them, when it floods, the mosquitoes all hatch at the same time and instead of competing for the helicopter we are cooperating. He was uncomfortable with the potential implications if there was an accident. Matt wanted to



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know if this would need to be opened up for RFP. Yes, however Western Helicopter might be the only provider in the area.

Mario discussed the new storage unit in Camas for the Mosquito Control Vehicles. The Go-4's cannot go onto I-205 or Highway 14 and the technicians have to take the back roads to get to east county which can take an hour and a half of drive time out of their treatment time. They rented a storage unit in Camas to store one GO-4 and have increased productivity. They are working with the storage location to possibly get a unit that has electricity so that they could also store tablets there overnight to charge and turn it into a small satellite office. They have also added a rail system for the TV in the breakroom of the main building.

Mario also had a discussion with WA Department of Health. They told him that they had some extra money they could use for mosquito control trapping. Mario had Rick send an email explaining our situation with the RAMP testing requesting dry ice or other components. They received an email last week stating the DOH would give CCMCD 200 cartridges with equals out to about \$4000.

The team also got new uniforms. They are khaki pants with a beige shirt that has the logo and their name.

### 6. Continuing Business

#### 6.1 Resolution – 01-2021 – Unpaid PERS Contributions

Motion to approve Resolution 01-2021 Unpaid PERS Contributions with change to payment amount from \$5500.91 to \$1539.91 made by Matt Cole, seconded by Michelle Wagner; all approved, motion passed.

#### 6.2 Resolution – 02-2021 – Increasing payroll processing reserve amount

Motion to approve Resolution 02-2021 Increasing payroll processing reserve amount with change to remove typos increaser and institute made by Wade Holbrook, seconded by Michelle Wagner; all approved, motion passed.

### 7. New Business

#### 7.1 New Aerial Contract

Motion to approve VDCI aerial contract with change removing second paragraph under section I made by Matt Cole, seconded by Michelle Wagner; Wade removed himself from the vote as he was involved with the creation of this company and just wants to make sure there is no conflict of interest; all approved, motion passed.

Mario negotiated a change in the contract to remove the limitation of liability clause. He is not an attorney though. Mario was uncomfortable with this language because the contract is for \$10,000 and was worried that if there was an accident for \$10 million that it wouldn't be covered. He spoke with VDCI and they agreed to remove this language from the contract. This is an as-needed contract in case of need for adulticide treatment.

#### 7.2 Completion of Annual Inventory

Trudy and Mario completed the Annual Inventory as required by the Asset Management Policy. They did not find anything missing. According to the replacement schedule, \$126,954 will need to be spent in 2022 to replace vehicles.

#### 7.3 Review Emergency and Equipment Replacement Reserve Funds

Jeff Harbison from Clark County Public Health emailed CCMCD about Emergency and



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Equipment Replacement Reserve Funds. Per Trudy and Earl's understanding, he explained that they should have a line item (replenishment of ERR) in our annual budget. When equipment needs to be replaced, they are paid for out of that fund. In the past they have just been taking the funds out of the reserve because they have the extra money there. Mario understood it as there was a resolution that there should be \$400,000 in ERR Fund and this fund should be used to purchase equipment. When the following year's budget is created there should be a line item (replenishment of ERR) that is for the amount to put the fund back to \$400,000. Jeff had done an adjustment for the amount spent over the last couple of years and the new ERR is \$243,825. Trudy requested a separate meeting to discuss this topic in more detail. Trudy and Mario will meet before the August meeting to discuss what the reserve should be and present during the August Meeting. Matt requested a written brief of this before the next meeting.

### 7.4 Future District Administrative personnel

This topic combined in discussion with 7.5.

### 7.5 Building Construction

Earl explained the history of the current building. This building was paid for by the District, but was built on County property. CCMCD pays a land use lease annually to the county of \$1. Seven or eight years ago the county was in talks to sell the property the building is sitting on. This sale didn't happen. The last two managers expressed that they were running out of space in the current building. John, our previous manager, expressed that the District may need 2 or 3 full time employees as well as administrative staff to do book keeping and other tasks to free up the manager. In the past the mosquito control employees have been firefighters, who hold some of the licenses needed to do mosquito control work. When Mario came on board, he discovered some procedures that needed to be fixed. When the Board hired Mario, it was with the understanding that he would bring the District up professionally and that could mean growth.

Michelle wanted to know if the building was purchased from the county. CCMCD built the building using District funds that were set aside specifically for the building. She also asked if the building could be moved. No, this building is not moveable. She asked about how many employees we have now. Mario stated there are 1 full time employee and 8-12 seasonal part-time employees. Mario explained that he was only able to hire 3 new people and that a lot of the returning employees are retired or have a second job and they have requested limited hours. However, they are understaffed. The county sent a map layer that showed water areas and a very small percentage has been visited by CCMCD at this time. Mario stated that he could have 20 full time seasonal people and have plenty of work for them.

Mario discussed the need for more employees. Trudy disagreed stating that we don't have West Nile and that she hasn't be bitten by a mosquito in years and that they need to set a goal. Mario explained that the amount of testing done in the full season last year should have been what was done in a couple of weeks. He explained that West Nile is only a few hours away in nearby counties. Also, the Zika carrying mosquitoes are only a few hours away in Shasta, CA.

Mario talked about some ideas for expanding the personnel for CCMCD. This could include a drone program that would need at least 2 full time employees, Biologist, full time seasonal technicians, trapping technicians year round, bigger lab for testing and the equipment & space to house the expansion of personnel & equipment. There was discussion of types of buildings



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including additions to the current building, portable units behind the current building, leasing space, lease to own space, mortgaging a building, and putting money into a fund to purchase another building. Trudy requested Mario put together a formal business case for expansion plans. Michelle requested a priority list for expansion.

Several of the board members were worried about a possible situation where if they expanded the current building and the county decided to sell the land, that the District would lose their investment. Earl requested that Kathryn get him the contact information from Dr. Melnick's assistant to see if he could set up a time to talk with him about the relationship between CCMCD and CCPH. Earl has always gotten the sense that CCPH wants to have a good relationship with CCMCD. Earl requested Mario put together the priority list for the August meeting so that they can make some decisions before the November budget meeting.

### 7.6 Signature Authorization

Mario expressed that before he was hired there wasn't a full time employee and the Board was required to sign for everything. They recently hired an employee that lives in OR and Mario came across a problem when trying to complete his new hire paperwork where it asked if he was an approved signer for the District. He is requesting to be an approved signer for only certain situations such as this so that there isn't a delay. Earl requested that Mario look into the policies and the Bylaws and make some suggested changes to address this for the August meeting.

### 7.7 Meeting in person

Earl stated that the next meeting will be in person unless something comes up that prevents in person meetings.

Meeting adjourned at 9:39pm by Earl Fleck.

**Next meeting: August 10, 2021, 7:00 p.m., Mosquito Control District Meeting Room**

Respectfully submitted,

*Kathryn Bump*

on behalf of

Kathryn Bump, Recorder

*Trudy Linson*

Trudy Linson, Secretary-Treasurer