



MOSQUITO CONTROL DISTRICT

Board of Trustees

Tuesday, November 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 7:00 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, Trudy Linson, Katie Lytle, Earl Fleck, Larry Lewton, Matt Cole, Michelle Wagner, Marina Viray, Wade Holbrook (note Wade Holbrook was not present during roll call but joined meeting shortly after due to connectivity issues).

Others present: Mario Boisvert, Heather Hunt, Rebecca Baxter, Arielle Alford, Rennie Kubik

1.3 Review of August 10, 2021 minutes

Motion to approve the August 10, 2021 Board of Trustees meeting minutes was made by Shauna Walters, seconded by Matt Cole; all approved, motion passed.

1.4 Review / approval of agenda

Request from Earl Fleck to modify the agenda so that discussion for items 7.1 and 7.2 will occur after item 5.3 (by moving discussion of new business to come before discussion of continuing business); hearing no objections the chair ordered the modification to the agenda.

2. Recognition of Visitors/Others

2.1 Introduction of visitors – Rennie Kubik

2.2 Citizen Comments – None

3. Board Update

3.1 Letters of appointment

Letters were sent to all jurisdictions with positions expiring at the end of 2021 in the first week of October, reminding them about the positions with terms expiring and requesting they make plans to appoint or reappoint a member (for this year, that is two Clark County positions, LaCenter, Vancouver, Washougal). Still no update from Camas.

4. Financial Report

4.1 3rd Quarter 2021 Revenue and Expenditure Report

Per the County's reporting - MCD is still waiting for another \$270,000 from the county so operating at about 50% of the budget we are supposed to have for the year; for total personnel budget we are at 83% so still have about \$61k remaining, total supplies we are overbudget due to having to purchase more pesticides earlier this year (discussed at previous meetings). Overall, the district is in a good position with having spent 74% of total budget, and still having \$192,369.09 available for the remaining of the season. Per Mario's reporting that is more current, for personnel/salary they are at 96% of total budget, he anticipates by the end of December they will be at 102%, going over budget as discussed at previous meetings. Overall



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looks to be \$214k overbudget currently but it is not considering the ~\$270k still to come from the County. Trudy noted that the County has not yet taken their \$10k fee per the contract; Mario said that typically happens at the end of the year.

4.2 Approval of July – September 2021 Warrant Register

Reviewed July – September 2021 Warrant Register. Earl inquired what the 'Best Line Equipment' line at \$23k was for – Mario explained it was the new Go-4. Mario highlighted a few to review/explain – ERP is for PERs retirement fund, the \$8k from Western Helicopter was for when the District sprayed, County indirects, the US Bank statement charges are detailed in the statements Mario sent out, Adapco charge is for two RAMP kits purchased at \$2k each, Target Specialty charge is for pesticides, Kaiser is employee insurance for Mario and Enduris is the insurance policy for MCD. He also notes that because tax wasn't paid on the Go-4 at time of purchase there is a line item for tax on that as well from the WA DOL. Shauna asked about the Ident-go charge on the Us Bank statement; Mario explained that is a charge for the registration for the Port of Vancouver. Katie asked about 'Hour 6 Consulting' on the second page; Mario explained that this was the software they use out in the field.

Motion made to approve the July – September 2021 warrant register in the amount of \$226,045.87 was made by Shauna Walters, seconded by Katie Lytle; all approved, motion passed.

5. Operations Manager Report

5.1 Updates

Mario touched on the district manager's report and lab surveillance report provided in the board packet. Much of the updates will also relate to future expansion plans. Mario did want to touch on a few items in the operations and lab – over the past year they have done a lot of new things in terms of operations and surveillance. The morning meetings were a great help and there was more discussion and planning about what to do in the field and the types of treatments, mode of action, different species and peaks of activity. The team made a lot of strides and Mario wanted to give kudos to the employees for great participation and effort to improve the district. The number of traps and number of RAMP tests increased greatly from 2020 to 2021 (344 to 706 for traps, 70 to 483 for RAMP tests); a total of 743 pools were tested. Mario is hoping these numbers will be the new normal for the district – and notes that despite the increase in testing, no positive pool was found for West Nile Virus.

5.2 Improvements and long-term plans

With the hiring of a new full-time District Manager, the idea was to set the goals needed for a long-term plan for the district, with main goals to be protect public health and reduce the nuisance of mosquitoes. To look at what improvements were needed, Mario wanted to look at a survey provided by the National Association of County & City Health Officials (NACCHO) to see where the district is at in terms of standards for competencies developed and promoted by the CDC and AMCA – looking at where the district is lacking will also inform/justify much of the budget and plans moving forward. There are three types of vector control associations – fully capable (where all core and supplemental competencies are met), competent (where all core competencies are met), or needs improvement (failure to perform one of more core competencies). CCMCD currently meets 4 of 5 core competencies (missing 'pesticide resistance testing' and Mario notes there could be improvement on 'treatment decisions using surveillance data' and 'routine vector control activities') and 3 of 5 supplemental competencies (missing 'vector control activities other than chemical control', and Mario notes there could be improvement on 'community outreach and education campaigns' and that 'regular



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communication with location health departments regarding surveillance and epidemiology' was N/A at this time) – so the district falls under the 'needs improvement' category. However, Mario notes that 65% of Mosquito Control Districts need improvement – so it is not only us. Since Mario's arrival the district has worked to resolve some immediate issues: work is being done to address a lack of deeper knowledge on items like rotation of product, mode of action of product, data accrued over the years, rules and regulations, and biology/behavior of different species (including information on abundance, periods of activity, and peaks of activity). Improving these items all have a cost to them – more time, supplies, research. Another area for improvement is a proper plan for West Nile Virus (including improved trapping and testing) and detection of invasive species.

Mario's goal overall is to make CCMCD a 5-star program. This will be done through two major components. First is surveillance, planning to improve with more trapping, more locations for trapping (may require a second truck), special traps for invasive species, collaborating with other districts (Skamania County, for example) for better surveillance, and gather more data on the species in the area – all these items have an associated cost. To improve the CCMCD surveillance program, a bigger and better lab will be needed that uses PCR technology instead of the RAMP technology currently used – it is a more accurate technology that can test for multiple viruses at the same time. Moving towards this technology will be more expensive initially but will save money over time. Mario notes that if invasive species are found and become established in our county, the surveillance and control programs will change significantly – costs will go up and those costs will recur every year unless they can be eradicated. Improvements in operations would be continuing to improve treatments – treating more catch basins so there are less gaps between treatments, rotation of products in the catch basins and field, using better management to treat catch basins (reducing frequency and treatments where able to save \$), more adulticide treatments to reduce nuisance and maximize impact on future populations, and the addition of the drone program for surveillance and treatments. Mario reviewed how collecting these data can improve treatments with the catch basin treatments in 2021 as an example. By observing the real residual activity in the field, the team was able to determine the treatments were not being effective for as long as the label on the product indicated – meaning there were gaps in treatments they did not realize previously.

Long-term plans with location/building, our status with Public Works has been changed. They are no longer planning to move to another site. There were a few potential options for District expansion that still had the district staying with Public Works; of those options one is still viable, and that is to get access to the former MCD building and build a canopy/awning for the trucks that will allow us to expand the pesticides room and/or remodel the interior of the current building. We cannot use the lot north of the building or the bus parking lot, and this option would mean needing more space for employee's personal vehicles. The land around the current building's parking lot is a bioswale so cannot be expanded into. However, some changes have been conditionally approved, with promise to receive a letter from Public Works indicating the changes to the lease that have been approved – that we can put a trailer in the CCMCD parking lot and regain access to the old CCMCD building once the equipment currently in the building is moved. Public Works is also working to address the parking problem – so they are working with us. This means that with this option from Public Works we can make expansion work temporarily or permanently, however Mario points out that in the future if more space is needed, another option is still to purchase a 2-acre lot, sell the current building to Public Works and build a new building entirely. He is not sure how feasible of an option it is but wanted to put it out there.



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5.3 2022 Budget

Many of the long-term improvement items are reflected in the 2022 budget. A brief overview of the bigger items being proposed: the addition of two employees – a full-time biologist (+\$96k cost including benefits) and a part-time administrative assistant to take on the administrative duties currently performed through the contract with Clark County (+\$30k cost, ~\$43k if hired through an agency); implementing the drone program (starting with surveillance only at a cost of \$3k); having current employees work more hours (getting them up to 40 hr/week from 32) at a cost of \$84k; renting a modular unit for office space at a cost of about \$12k; Mario also notes that looking into relocating or remodeling for 2023-2024 and reviewing the pay scale are both needs that should be addressed.

The biologist would perform a variety of tasks including continuing to work in operations (catch basins + fields), supervising and leading the drone program (including training/certification/paperwork as well as flying the drones for surveillance and treatment), data system management (operate and troubleshoot software, enter data and generate reports/graphs/tables as needed), utilize GIS/maps as needed, supervise research projects, assist in the surveillance program, and help to develop and update the annual training and educational material for outreach. There is also an increase in hours for employees compared to last year – this is needed for the season and will have employees increase from 32 to 40 hours during the season (unless otherwise requested by the employee). There is also a salary increase of 2.5% - there was no salary increase last year so this will mainly account for cost-of-living increase. These increases along with the cost of the new biologist and administrative assistant positions lead to a 2022 personnel budget of \$577,273.81 (~\$212k more than 2021 budget). The total supplies budget for 2022 is projected at \$164,728.92, ~\$22k more than last year; increases being noted for more equipment (new microscope, seat for Go-4, drone), more chemicals (to treat more catch basins, more adulticide), more computer supplies (new laptops/tablets for new employees and Go-4s), and more trapping supplies (batteries, dry ice, CO2, BGs annual fees). Budget for services is projected to be \$141,275.00, ~\$2k more than last year. Areas of increase here include cell phones (changing our plan to include tablets/smart phones – this is still being considered), land/building rental (lease changes, storage unit, office trailer), machinery/equipment rental (equipment to make/maintain trails). There is also a \$20k increase in the budget compared to last year for the contract with Clark County, which is now \$30k. A budgeted \$75k capital outlay includes purchasing a Go-4 and a truck. Mario was also able to get an estimate on a website if CCMCD chose to host their own website instead of having it on the county website, budgeting \$30k for that. The total proposed budget for 2022 is \$1,047,777.73; with an estimated parcel count of 153,290, that would be a projected \$6.84 fee per parcel, or \$7.59 when including the \$0.75 admin fee. Mario notes that in the 2022 budget breakdown, 56% of the budget is dedicated to salaries which from his research is not far off the average of 50% in other Mosquito Control Districts. By Mario's projections the operating fund balance at the start of 2022 will be \$753,288, after taking out the \$300k emergency treatment reserve and the \$100k equipment replacement reserve. There were no questions on the 2022 budget proposal – Wade wanted to thank everyone for working on this and thank Mario for moving forward on the goals they set.

5.4 Long-term budgets

Budget has increased over the past few years as goals to meet higher standards have been set (from \$475k in 2020, to \$750k in 2021, to just over \$1 million for 2022). This upward trend will continue into 2023 with a projected budget of ~\$1.17 million, with increases in salary, pesticides purchases, professionals (attorneys, consultants if needed), continued improvements to the drone program, and funds to contract with an accounting firm. 2024 will



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see increases in salaries and costs associated with remodeling and decreases in the budget from no longer needing a consultant, trailer, and no upfront costs for the drone program - overall taking the projected budget to ~\$1.23 million for 2024. 2025 would see a small dip back down to a projected budget of ~\$1.17 despite increases in salary and a new PCR freezer – because the cost budgeted in 2024 for remodeling would not be budgeted for in 2025. The projected budget for 2026 will dip further, accounting for increased salaries but not including any other projects (remodeling, freezer purchase, etc.). So overall the budget is trending upward compared to years past and will peak in 2023 – 2024 as the district begins and works on specific projects to improve – but as the projects and improvements are initiated and the initial cost is no longer needed, the budget will plateau for the next few years moving forward, although he notes that there are some variables to be aware of for the future, such as salaries, potentially moving (buying land and building a new building), upgrading the lab, and timelines for these various projects and ideas.

Floor is open to questions on the budget and long-term plans. Michelle asks if a full-time biologist is needed or if a part-time biologist would suffice? Mario said having the biologist here year-round will allow them to do some trapping in winter to collect data and prepare for the next season among the other tasks for the job, that part-time would not be able to make the impact and help with work that is needed. Larry asked if the district is utilizing drone technology now. Mario said no, the plan is to start next year with a small drone to do surveillance – they want to start slow since someone will need to get certified, but the goal would be to use the drone to treat by 2023. Larry was wondering if the van needed for the drone is a special or specific type. Mario said no, it could be a pickup truck with a top, but he thinks a van would be best as it could provide room for the techs – but that it will be a vehicle specifically assigned to the drone. Katie mentioned that when Mario started, he realized the district was under-serving parts of the county – how does this year's budget address and improve on that? Mario mentions that the increase in hours will allow for the district to trap and treat in more areas, and that working to gather more data will help in justifying where the district treats and when to make sure no area is being under-served. Michelle had a question on the parcel fees – there is no distinguishing between single or multi-family homes, or a business for the fee, it is just a flat fee per parcel? Earl explained that when the creation of the district was approved via vote in Clark County, the voters did not approve a per parcel ad valorem tax, so all the district is able to do is to assess a flat fee, and this is a legal ruling the district must adhere to. This may be something the Board wants to look at in the future – trying to distinguish where there are areas that are more susceptible to mosquitoes than other areas, and have a differential fee based on that. However, Earl notes there is no easy mechanism to put different fees in different areas so it will be a challenge to accomplish and there is no data to support it. Right now, there is a justification for the flat fee because mosquitoes roam throughout the County. Earl mentioned in the future the Board may want to go back to the voters and try to get an ad valorem tax approved, but that would require a political campaign and might be a challenge to accomplish. Michelle asks if there are restrictions on raising the fee as needed each year; Earl said no, aside from backlash from residents – for example if the fee tripled residents may notice and complain to their elected officials. Earl notes that the board has been very careful over the years as to how the flat fee increases – he notes that although the fee is increasing by 40% this year, that it is going from \$4.96 to \$7.59 which is a small change in terms of dollars. Mario notes that the next lowest fee on his property tax was about \$16. Overall it is not a large fee. Michelle wonders how our fee compares to other districts – Earl notes that each county district has a different history; for example, Grant and Benton County voters approved an ad valorem tax so it is difficult to compare. Earl notes there are large groups of parcels that don't get taxed at all – senior exemptions, schools, churches,



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etc. This fee falls only on private parcel owners. Earl and Wade note that the board previously voted on the justification for the flat fee – using a study that showed all properties were within flying range of the species of mosquitoes in the County at the time. Katie notes right now we don't have the data to support differential fees. Earl thinks this is an important topic but not something the board can address now – it should be discussed at a later meeting. Michelle would like to have a cost comparison for next year, if possible, to see where the district is with fees in comparison to other counties.

5.5 Lease Renewal

The lease proposed in 2020 has a duration of ten years – the signing process is not complete on the County's part but has been signed by the CCMCD Board President. The district does need approval to change the lease – this approval is necessary to add the trailer to the parking lot as is the current expansion plan. Mario has received email confirmation that they will get formal approval soon. Earl recommends this be followed up on at the next meeting and mentions the old MCD building should be addressed as he believes the district built that building; Mario has gotten some information on this and his understanding is that the old building was built in two phases – the first phase when the district was still part of Public Health, the second phase when the district was formed separately; so, there is a question of who paid for what. This matter will be put on the next meeting agenda to follow-up on.

6. New Business

6.1 Resolution 04-2021 Adoption of 2022 Budget

It was noted the resolution sent with the board packets in the mail had a typo on the proposed budget number; a revision was sent to members via email before the meeting and the official board packet was updated; noted that members were looking at the correct proposed budget number of \$1,047,777,73.

Motion to approve resolution 04-2021 Adoption of the 2022 Budget was made by Matt Cole, seconded by Larry Lewton; all approved, motion passed.

6.2 Resolution 05-2021 Approval of Per Parcel Assessment

It was noted the typo issue on the previous resolution did not impact the accuracy of this resolution; noted that members were considering the correct per parcel assessment numbers of \$6.84 with a \$0.75 administrative fee for a total fee of \$7.59.

Motion to approve resolution 05-2021 Approval of the Per Parcel Assessment was made by Wade Holbrook, seconded by Larry Lewton; all approved, motion passed.

6.3 Motion to approve the salary line for Biologist position

Earl notes that once the budget is approved, the salary lines have been approved, but it was decided between he and Mario that it would be good for the board to explicitly approve the job description so that the board knows what is going on. The only note Earl had was adding the "Veterans are encouraged to apply" line that is present on the administrative assistant job description to the biologist job description. Katie wanted to know if the biologist position would do anything to improve community outreach which is one of the competencies the district is lacking in – if the biologist will not be doing that, will time be freed up for someone else to do so? Mario said he expects the biologist position will help with the educational and outreach aspects as well as training; Katie thinks it would be a good area for the district to improve and Mario agrees.



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Motion to approve the salary line for Biologist made by Shauna Walters, seconded by Trudy Linson; all approved, motion passed.

6.4 Motion to approve the salary line for the Administrative Assistant position Shauna asked if payroll or bookkeeping would be included in their duties as it was not explicitly stated; Mario said it is included but not anything extensive – opening and recording invoices but not anything that would require an accounting background.

Motion to approve the salary line for Administrative Assistant made by Shauna Walters, seconded by Trudy Linson; all approved, motion passed.

6.5 CCPH Contract with MCD

A new contract with CCPH was signed on 11/4/21 with changes as follows: the contract amount is increased from \$10k to \$30k for the year, the support of some administrative tasks (clerical) will end on March 31, 2022, and the support for some administrative tasks (financial) will end on December 31, 2022. The county will continue to host the CCMCD website for at least the duration of 2022 with the possibility to go beyond 2022. CCMCD will still have access to the county network in 2022 and possibly beyond 2022. There is no change in IT support for 2022, beyond 2022 unsure, and CCMCD can keep their phones and county email addresses in 2022, beyond 2022 is still unknown.

6.6 Election of Officers

Board needs a new president for one-year term starting January 1, 2022 as Earl's term expires at the end of December, in the middle of his presidential term, and he is not seeking re-appointment.

President – motion for Trudy Linson for President was made by Matt Cole. There were no other nominations; all approved, Trudy will step into the Presidency January 1, 2022.

Secretary/Treasurer – Earl opened the floor for nomination, decision was made to defer until February on election of Secretary-Treasurer due to expiring Board terms.

7. Continuing Business

7.1 Relationship to Clark County Public Health & CCMCD Future Expansion

In 2022, the district will need to find an accounting firm to take on the financial aspects of the CCMCD that the county will no longer perform after 12/31/2022. Mario is not sure when this transition will happen or how long it will take – how much lead time the new firm will need to get everything handed off from CCPH. His plan is to use the \$30k allocated to CCPH to pay for the new firm though he is not sure what the real cost will be. Trudy asks if the district is moving away from the County's financial system, does that mean the district will need a bank account, a different bank account for payroll. Earl wonders what happens to the district's funds – are they still held by the county? Mario believes they will be and will be dispersed by the Treasurer twice a year to the district – so the district might have to open a new account, he is not sure. Trudy asks if the new admin assistant will take on all the clerical roles the county will no longer take on after 3/31/22; Mario says that is the plan though they are still working out how some of those tasks will be passed on, using the service request line and website edits as an example. Mario notes that part of the reason the clerical duties in the contract were extended to March was to allow for the training of the new admin assistant on the duties for the Board meetings. Rebecca from CCPH gave an update – the contract does state the County will host the website for 2022 and she will be providing any updates for the website –



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the service requests via the website can be routed to the administrative assistant's email address once hired and any updates to the website will go through Rebecca. The county is also working to get the district an answer to other questions as soon as possible. Earl would like to reinforce Trudy's point that the board needs to be prepared for the district to be entirely independent from the County. Earl recommends the district should be prepared to build/host their own website as early as the end of 2022. Matt agrees especially if it has been budgeted for and if it will allow for easier editing of the website by the district. Earl believes this is a continuing discussion that the board will have to make decisions on these items early in the next year.

Final thoughts: Board members would like to thank Earl for his many years of contributions to the Board and CCMCD. His contributions and experience will be greatly missed next year.

Adjourn – meeting adjourned by Earl Fleck at 9:32 pm

Next meeting: February 8, 2022, 7:00 p.m., Mosquito Control District Meeting Room

Respectfully submitted,

Arielle Alford, Recorder

Matt Cole, Secretary/Treasurer