



MOSQUITO CONTROL DISTRICT

Board of Trustees

Tuesday, August 11, 2020, 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, Rian Davis, Joe Keller and Larry Lewton . A quorum was present.

Board members absent: Michelle Wagner, Shauna Walters and Herb Noble.

Others present: Mario Boisvert, John Jacobson, Rebecca Baxter and Jazette Johnson.

1.3. Review of May 12, 2020 minutes

Motion to approve the May 12, 2020 Board of Trustees minutes was made by Katie Lytle, seconded by Wade Holbrook; all approved, motion passed.

1.4. Review of June 16, 2020 minutes

Motion to approve the June 16, 2020 Board of Trustees minutes was made by Joe Keller, seconded by Larry Lewton; all approved, motion passed.

1.5. Review / approval of agenda

Motion to approve the August 11, 2020 Board of Trustees agenda with a request to add 7.2 For Trudy was made by Rian Davis, seconded by Katie Lytle; all approved, motion passed.

2. Recognition of Visitors/Others

2.1. Introduction of visitors – Mario Boisvert, incoming District Manager and Jazette Johnson, Records Coordinator from Clark County Public Health.

2.2. Citizen comments – None.

3. Board Update

3.1. Bylaws signed - Informational

3.2. Signed offer letter for District Manager position - Informational

4. Financial Report

4.1. 2nd Quarter 2020 Revenue and Expenditure Report

Reviewed the 2nd quarter 2020 Revenue and Expenditure report. A question was asked about the rise in the office supplies. John says this is likely due to setting up the new conference room. Earl noted the reserves were looking good.



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4.2. Approval of April – June 2020 Warrant Register

Reviewed April – June warrant register. Motion to approve the April – June 2020 warrant register in the amount of \$215,646.37 was made by Joe Keller, seconded by Wade Holbrook, all approved, motion passed. John pointed out that the building lease line on the warrant register is really a land lease.

5. Operations Manager Report

5.1. Updates

John discussed the two aerial treatments this year accounting for the \$25,000 in Professional Services. This has been one of the more significant years that the district has. Had fluctuating water levels this year resulting in flood water mosquitoes later into the year. Catch basin treatments didn't get started until later in the year than normal. We also experienced barriers in treating at the refuge. There were 150 service requests out of Ridgefield. When it started, Rick canvassed all of Ridgefield with traps. In the packet are maps of where the traps were placed and the count that they trapped. As you look at the maps over time, you can see the counts moving further inland into the neighborhoods. We started fogging once they came into the neighborhoods. They didn't fog around homes but in the uninhabited areas between the homes and the refuge. Repeated communications were sent to the refuge however response back was limited. One of the crew finally was able to track down the manager who discussed how his hands were tied. He is open to discussions in the future but would be a bigger conversation on what kind of additional access we can get. It has been awhile since we've had a year like this. Aerial treatments were done around the area where we could. The concern moving forward would be the acreage that is being added to Steigerwald in Washougal and the unknown of how it will act moving forward. Crews are just finishing the first round of catch basins. On street basins, completed about 38,000 and 13,00 off street drains and we're down one Go-4 due to the accident. Starting to see additional service requests in Battle Ground. They keep increasing each year. Discussed how the set-up on the truck for trapping/testing has been working out. Rick prepared a mid-year report. He has done 47 ramp tests for West Nile Virus and all have been negative. He's also set 193 traps this year. He has been translating the trapping work into mapping. Thanked Fred for handling the daily treatments and daily operational work.

Accident with Go-4 – One of the employees was treating catching basins in the second newest Go-4. While treating he was rear-ended by someone who was distracted. He was mostly off the side of the road. The car shoved him up onto the sidewalk. Luckily, the Go-4 stopped up against a bridge abutment that kept him from rolling down onto the freeway. Police report clearly reflects that all safety lights were functioning on our vehicle at the time of the accident. The Go-4 is totaled. The driver's insurance acknowledges that it was their fault. Waiting on replacement values or the ability to keep for salvage and spare parts. We have spent some time looking for surplus Go-4's and unfortunately, there are none available anywhere. Finding a replacement Go-4 will be one of the tasks that Mario will have to work on when he starts. There has been some significant time spent on getting the Workers' Comp claim to be made. Since they're not County employees, they didn't have access to the software to submit the accident.

John's hours at the Fire Department are not as flexible as he had hoped. Operationally we're doing ok however, John will need assistance in getting some of the other administrative duties completed.

Question asked if the insurance company had any concern about establishing a replacement value since it is such a unique vehicle. John reported that the insurance company did have a hard time finding anything comparable. The initial offer wasn't great, and we asked Enduris, our insurer, to



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reconsider an adjustment due to the low mileage of our vehicle.

5.2. Work Plan

John is holding off on the Work Plan until Mario starts. It will need to include a disease response plan which will require collaboration with Clark County Public Health.

6. Continuing Business

6.1. District Manager position benefits

Reviewed the task list of items to be completed to implement benefits for the district. Individual line items were delegated to board members to finalize. Joe Keller will be the primary person working on the retirement package. Discussed the options for participating in Social Security. It was determined that a motion in the minutes of the district's choice would suffice in lieu of a resolution. Mario to be assigned the training in ERA and the transmittal reports.

MOTION MADE: Motion was made for the retirement package, that Clark County Mosquito Control District pay social security directly and not through DRS was made by Joe Keller, seconded by Wade Holbrook; no discussion was needed, all approved, motion passed.

Discussed task items under health coverage. Determined a motion needed to be made to define the eligibility requirements. Once that is completed, it is just a matter of applying for the health care plan.

MOTION MADE: Motion was made that Clark County Mosquito Control District defines the eligibility requirement for the health care program as those workers that work more than 30 hours a week for 6 months of each year to be eligible for pro-rated coverage by Earl Fleck, seconded by Katie Lytle; board discussed the potential financial impacts and the number of employees that would apply for coverage, all approved, motion passed.

Further discussed remaining tasks to get the health care program started. Discussion took place regarding Mario's current coverage and when it would end and the possibility that he may need to pay COBRA to keep coverage. John proposed that if it came to the point where Mario needed to pay COBRA that the District pick up that cost. Joe will get the conversation started with the insurance agent regarding long-term disability and life insurance with the intention that Mario would be finalizing those plans.

Discussed the payroll provider section of the to do list. Joe indicated that all we need to do is respond to ADP's proposal to get that process initiated and that Rebecca has the proposal. Earl requested that Rebecca respond to ADP that the district accepts the proposal to start the process. Decided to focus on getting Mario in ADP and then transitioning the remaining employees. Discussion moved to agenda item 6.2 as it relates to the next tasks on the list.

6.2. Resolution 05-2020 Account for payroll processing

Motion to approve Resolution 05-2020 was made by Joe Keller, seconded by Larry Lewton; all approved, motion passed.

The board discussed banks. John talked about the banks with relationships with the county and that he had contact information with a representative at Bank of America. Earl proposed that individuals be identified as signatory authorities of the bank account. Wade proposed that it should be the executive committee and the district manager. Trudy recommended modifying the existing resolution to add a



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paragraph. Joe recommended a motion in the minutes.

MOTION MADE: Motion was made that the Clark County Mosquito Control Board set up a bank account at Bank of America with the following signatory authorities: Earl Fleck, President; Wade Holbrook, Vice-President; Trudy Linson, Secretary and Mario Boisvert, District Manager was made by Earl Fleck, Joe Keller seconded; all approved, motion passed.

John will continue setting up the L&I account. Earl and Rebecca will look into the Employment Security Account. Reviewed the remaining task categories and their completion status. Mario will send in his current relocation and travel receipts that need to be reimbursed and will submit the remaining after he starts. Earl proposed that a motion to allow the President, with the concurrence of the executive committee, to make necessary decisions concerning the completion of the benefits program. This will allow the executive committee to complete these tasks if something comes up without having a full board meeting. Discussed executive committee's availability. It was determined that as long as 2 out of 3 concurred, it would work.

MOTION MADE: Motion was made that the President with the concurrence of the Executive Committee to make necessary decisions concerning the completion of the benefits packages was made by Katie Lytle, seconded by Rian Davis; all approved, motion passed.

7. New Business

7.1. District Manager 2020/2021 Task List

Reviewed the start of the task list created by Earl and John of items and projects that need to be attended to over the next 12-15 months. Dates that are listed are estimations.

7.2. For Trudy

The board would like to acknowledge all the work that John has done for the District over the years. The board presented to John a gift certificate of their appreciation.

Earl requested a meeting with Dr. Melnick to introduce Mario during his first week of employment to establish that connection. Due to remote working this may need to be a virtual meeting.

Meeting adjourned at 9:07 pm by Earl Fleck

Next meeting: November 10, 2020, 7:00 p.m., Mosquito Control District Meeting Room

Respectfully submitted,

Rebecca Baxter

Rebecca Baxter, Recorder

Trudy Linson

Trudy Linson, Secretary-Treasurer