



MOSQUITO CONTROL DISTRICT

Board of Trustees

Tuesday, November 10, 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 7:01 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, Michelle Wagner, and Shauna Walters. A quorum was present.

Board members absent: Joe Keller, Rian Davis, Larry Lewton and Herb Noble.

Others present: Mario Boisvert and Rebecca Baxter.

1.3. Review of August 11, 2020 minutes

Motion to approve the August 11, 2020 Board of Trustees minutes was made by Shauna Walters, seconded by Wade Holbrook; all approved, motion passed.

1.4. Review / approval of agenda

Motion to approve the November 10, 2020 Board of Trustees agenda with a request to add 7.25 Compensation for acting District Manager was made by Shauna Walters, seconded by Katie Lytle; 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. Letters of appointment - Informational

3.2. District Manager hiring update

Earl updated the board briefly. Hiring process went smoothly, pool of candidates was great. Thank you to Katie and Trudy for helping with the interviews. The other part of the process of adding a full time employee was far more aggravating, involved and frustrating than anticipated. Virtually everything is in place for Mario and the last benefits are in their last steps which is for the long-term disability and life insurance. The only item left in the onboarding process is a minor no cost retirement option that Earl will discuss with Mario over the next couple of months. Earl extended his thanks to Trudy and Joe for their invaluable help. Earl extended his thanks and appreciation to



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Rebecca for her assistance in this process. Katie extended her thanks to Earl for his effort, time and leading the process.

4. Financial Report

4.1. 3rd Quarter 2020 Revenue and Expenditure Report

Discussed if there had been any impacts due to COVID-19 and if the district should tabulate their expenses related to COVID in case there are any CARES funding/grants available. To date there haven't been any impacts to the employees, just some extra PPE purchases. The PPE is what would be needed to perform the regular work, the district is just having to purchase more than normal.

4.2. Approval of July – September 2020 Warrant Register

Reviewed July – September warrant register. Motion to approve the July – September 2020 warrant register in the amount of \$160,027.02 was made by Katie Lytle, seconded by Wade Holbrook, all approved, motion passed.

5. District Manager Report

5.1. Updates

Mario reviewed briefly the District Manager report he created and sent out. He asked for the board to let him know if they have any formatting changes, other information and he will adjust. He will be sending out the report ahead of time along with an operational report. Mario let the board know to feel free to call, email or text any questions they may have.

Mario provided a Power Point presentation providing an introduction of himself, his background, education and experience. Initial priorities here at Clark County for operations included items such as installing new toolboxes on each pick-up truck so pesticides are secured, light bars on the truck and GO-4, improvements to the trapping truck to store items better. This winter they may look at writing a small article for Wing Beats about the storage they put together. Mario discussed the totaled GO-4 and that it has already been replaced. Looking forward to 2021 – looking at new training for the employees, cell phones for all employees and providing full PPE which would include pants. Would like to have a laptop and a TV available for morning meetings so Rick, Fred and Tim all can share what is going on – basically so Operations and Surveillance are on the same page. They will be looking at creating new zones based on activity and size.

In 2020 for the Lab: they are making our own mosquito species key. Mario is working on graphs of all the data to help determine the trends in different areas. Katie asked about making the data available in the future. Mario said yes, he would like to at some point get it out on the website. For 2021 for the Lab: one employee will be assigned to lab activities, help with trapping, add more trapping locations, test more pools for West Nile Virus, use a BG counter to test for abundance.

Mario reviewed short- and long-term plans – look into offering comp time instead of OT to bring time tracking into best practices. Reviewed pre-approvals for pesticide and GO-



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4 purchases. Will potentially be looking at satellite offices which was discussed earlier this year for outbreak response and because we are currently outgrowing the current building. May start looking at the possibility of a drone program and the impacts and costs associated with that. Earl commented on pre-approval and stated this should be already addressed in the purchasing policy. Mario needs to review the policies and bring any changes to the February or May meeting. Trudy mentioned that the purchase of products is covered in the policy. Mario has the policies but hasn't had a chance to review all of them yet.

5.2. 2021 Budget

Earl introduced the budget information. The board discussed that some of our employees could end up on PERS based on the requirements that were set up. The status quo and PERS budgets are very similar. Mario discussed the details of when a position is eligible for PERS. Some of the employees are borderline right now such as Fred and Rick. By definition, supervisor and the lab positions are eligible. Trudy asked when estimated, how many employees would be included. There are a lot of calculations and moving parts regarding PERS and the employees we have. Trudy asked about the percentage we contribute versus what the employee contributes. Earl mentioned that Mario shared this info with him. The way Earl understands it, we've been out of compliance for years with PERS. The highest budget option is if everyone opts to join PERS. Earl recommended if we want to set the budget on the basis that everyone will opt in. Mario thinks going for worst case option for 2021 is the best choice. Michelle asked if the trigger is 70 hours for 5 months, if so, can we stay under that limit for 2021? She wondered if in the current climate of COVID and such, it may be too much to go forward with the high budget option. Mario said that if we tried to keep under the hours, you would be looking at going with a second crew at the end of June and it might be difficult to get more people. To make the business run properly, they need 8 people a day working. Katie asked whether with the current system, we have holes in coverage and that the workforce at the district will change over the next couple of years. Mario agreed that this was correct. Katie posed the question would the district be paying more money long term by running an inefficient system versus ending up paying into PERS. Katie agrees that there are compliance issues and doesn't think we should just see how it goes in 2021. We shouldn't deny benefits to people who deserve it. Michelle asked for clarification on the comparison chart regarding the title of the last column. The status quo option isn't an optimal choice, it puts the district out of compliance. Wade summed up and boiled down: to be in compliance is only a \$12,000 difference and we'd be more efficient. Trudy thinks they should budget to the blue column. Earl asked if there are other parts of the budget to discuss. Wade asked about cell phone increase, do we plan on buying additional cell phones? Mario said that the employees shouldn't have to use their own phone. Katie asked about some of it being a onetime purchase. Katie also asked about the \$11,000 change on trapping supplies. Mario said it is BG and RAMP test supplies. Trudy suggested that the capital outlay be funded out of the fund balance instead of the assessment. Michelle asked what the \$0.75 fee was. Earl explained that it was an administrative fee set by the Treasurer's office.

Motion to approve the Mosquito Control District 2021 budget in the amount of



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\$674,266.38 and fund capital outlay from the fund reserves was made by Trudy Linson, seconded by Katie Lytle; all approved, motion passed.

5.3. Lease renewal

Rebecca provided update on the lease renewal. It had not arrived prior to the meeting and would most likely be available for review and signing later this week. Historically the lease was reviewed and signed by the district manager.

Motion to have the executive committee evaluate the lease and approve it when it comes in was made by Shauna Walters, seconded by Wade Holbrook; all approved, motion passed.

6. Continuing Business

6.1. Resolution 06-2020 - informational

7. New Business

7.1. Resolution 01-2021 Adoption of the 2021 Budget

Discussed the current numbering of these resolutions. Wade provided historical context as to why the district went this route originally. Board decided to have them be numbered in order with the year that they are written. Resolution 01-2021 was renumbered to 07-2020 and updated with the approved 2021 budget number.

Motion to approve resolution 07-2020 Adoption of the 2021 budget was made by Michelle Wagner, seconded by Katie Lytle; all approved, motion passed.

7.2. Resolution 02-2021 Approval of the Per Parcel Assessment

Per the discussion under 7.1, this resolution was changed to Resolution 08-2020 Approval of the Per Parcel Assessment and was updated to the most current parcel count and per parcel assessment calculation.

Motion to approve Resolution 08-2020 Approval of the Per Parcel Assessment was made by Shauna Walters, seconded by Katie Lytle; all approved, motion passed.

7.25 Compensation for acting District Manager

Mario provided the board with information on Fred Bartow filling in as district manager during the transition and typically, if it is for a period of time longer than a week, some sort of compensation or bonus would be provided. Earl mentioned how the county has an out-of-work classification policy to provide a 5% increase in pay during that time.

Motion to authorize that Fred Bartow receives \$886.50 as a bonus for his additional duties as acting district manager during the transition from May 1 to September 12, 2020. The board recognizes that Fred Bartow assumed significant additional responsibilities as acting district manager during this period but was not compensated for these additional duties was made by Trudy Linson, seconded by Shauna Walters; all approved, motion passed.



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7.3 CCPH Contract with MCD

Earl expressed concern that the contract was received only a week prior to the board meeting and didn't allow adequate time for the board to review the contract and ask questions on changes and that was concerned about how the contract was written however, the district was between a rock and a hard place. Some discussion between Earl and CCPH happened upon receipt of the contract and Jeff at CCPH assured Earl that the support wouldn't change. Katie asked if it would be best to assign this to the executive committee to evaluate and if appropriate, approve.

Motion to refer contract HDC.1552 to the executive committee for review, and if appropriate, approval was made by Katie Lytle, seconded by Shauna Walters; all approved, motion passed.

7.4 Election of Officers

President – motion for Earl Fleck for President was made by Katie Lytle, seconded by Michelle Wagner; all approved, motion passed.

Vice-President – Wade has termed out. Motion to nominate Katie Lytle for Vice President was made by Trudy Linson, seconded by Michelle Wagner; all approved, motion passed.

Secretary/Treasurer – Motion to nominate Trudy Linson for Secretary/Treasurer was made by Michelle Wagner, seconded by Shauna Walters; all approved, motion passed.

Final thoughts: The executive committee would follow up on reviewing the contract over the next couple of weeks. Michelle Wagner thanked Mario for transitioning into this position during troubled times. The district is in good hands.

Meeting adjourned at 9:22 pm by Earl Fleck

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

Respectfully submitted,

Rebecca Baxter

Rebecca Baxter, Recorder

Trudy Linson

Trudy Linson, Secretary-Treasurer