



## MOSQUITO CONTROL DISTRICT

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### Board of Trustees

**Tuesday, March 3, 2020, 7:00 pm**

Mosquito Control Building – Conference Room  
8115 NE St. Johns Road, Vancouver, Washington  
(360) 397-8241

#### **1. Opening of Special Called Meeting**

1. Call to Order 7:02

Meeting called to order at 7:02pm by Board President, Earl Fleck. Quorum present.

2. Review / approval of agenda

An agenda was not created prior to meeting. Agenda for this meeting will be 3.1 Job Description and Announcement; 3.2 Timeline to implement; 3.3 Supervisor and Lab Technician pay increase.

3. Roll Call

Board Members present: Shauna Walters, Joe Keller, Trudy Linson, Katherine Lytle, Earl Fleck, Michelle Wagner. A quorum was present.

Board members absent: Wade Holbrook, Larry Lewton, Herb Noble and Rian Davis  
Others present: John Jacobson, Fred Bartow, and Kathryn Bump

#### **2. Recognition of Visitors/Others**

2.1 Introduction of visitors - None

2.2 Citizen Comments - None

#### **3. Continuing Business**

3.1 Job Description & Announcement

Board discussed changes to the job description that included grammar, punctuation and word smithing by Earl; changes in the initial bullet point to say establish and execute goals of the district; reviewed items captured from John Jacobson on administrative and management tasks. A board member had vetted the description by an HR professional and they had recommended adding language regarding combination of experience and education demonstrating knowledge and background would be considered. Having some catch all language will provide opportunities to still consider exceptional candidates that don't have exactly the educational and experience required. Ideally, the job description would be completed to have available at the conference. Katie has done an amazing job getting everything together in one document. Motion to approve the job description as amended and spell checked made by Joe Keller, seconded by Michelle Wagner; all approved, motion passed.

Vacancy Announcement

The board discussed if there was a standard way that the county writes



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announcements and how they are posted. Kathryn commented that she was not sure if the district would be able to post via Workday since we don't currently recruit and hire that way. Earl wouldn't expect to just have the job posted on Workday but in other locations. Prefer to stay away from websites like Monster but stick with journals and associations. John mentioned the conference, the AMCA website, the NWMVC association, California vector control association. The salary range needs to be included on the job description. There was discussion regarding paying for relocation and if there was capacity in the budget to do so. A limit would need to be established on paying for relocation. Discussed paying for the cost of interviews. Look at options of using Skype for initial interviews and look at paying travel expenses when down to final candidates. Application deadline was discussed. Ideas included "until full", pick a date, application deadline is specific date or until full. Briefly discussed the timing between having a candidate start and John's last date. John's exit date isn't set in stone and he wants to work towards what is best for the district. Starting salary range is what will be posted on the job announcement. A plan would need to be created later for step increases. Starting salary range was already established at \$81,000 to \$90,000. Also needs to have a due date for applications. Discussed research into benefits. The county isn't currently offering benefits to affiliate agencies other than normal tax deductions. John has started research into retirement through DRS and medical insurance. We can use a local broker for the insurance. John will be contacting Franklin County to see how they have benefits set up. John will also be looking into 401K options or deferred comp. Benefits needs to be ironed out before they get to the interview portion since that is going to be a top question from applicants. Since these items are not finalized, put competitive benefits on announcement. Evaluation of applications starts 4/24/2020. Goal is to have this all published by 3/16/2020. Board will allow executive committee minus Wade to make additional minor changes so that the announcement and description can be finalized quickly. John to put together a list of perspective people to send the announcement and description to by 3/9 or 3/10. Send letter examples to Earl to create a cover letter.

### 3.2 Timeline to implement

Review of applications by April 24, 2020. The board discussed options for initial screening of applications, processes for background checks, drug screening and what happens in the county when someone tests positive for Marijuana when it is legal in Washington State. The May board meeting will be an executive session since they will be reviewing candidates. As applications come in, Earl will do an initial review, then to Katherine for phone interview. Top 5-6 candidates will go to the board meeting on May 12<sup>th</sup>. After the board meeting decisions, Skype interviews will be scheduled to narrow down to 1-2 candidates to come in for onsite interviews. Onsite interviews will be with a subset of the board (executive committee and 2 others). Wade will be excused from the meetings to account for ethical considerations.

Discussed briefly the tracts of the conference that the board members wanted to attend.



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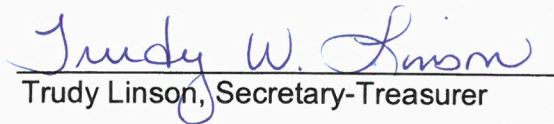
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### 3.3 Supervisor and Lab Technician pay increase

Trudy recapped discussion from the February board meeting regarding how the district has implemented salary increases in the past. Trudy found that last time it was approved via the budget approval process. It was decided a simple motion to approve the salary increase would suffice as long as there was a justification for the need to do so. John had assessed the changes in the work that the supervisors and lab technician are performing and will be with the new monitoring system. Being only 5% above the Field Technicians wasn't enough of an increase considering the responsibility that the 2 positions have. At the last meeting it was also discussed that the salaries for these positions were originally based on the Weed Control District's wages. Upon comparing to Weed District and other districts salaries, we are lower for the salaries plus there are no benefits. John recommended that the new District Manager perform a salary survey early in his/her tenure. A request was made to add the additional job duties to the existing job descriptions so that they are reflected. Motion to approve pay increase for Supervisor position and step 4 for Lab Technician position by 10% over Step 4 of the Field Technician position was made by Joe Keller, seconded by Trudy Linson; all approved, motion passed.

Meeting adjourned at 8:11 by Earl Fleck.

  
Kathryn Bump, Recorder

  
Trudy Linson, Secretary-Treasurer