



# MOSQUITO CONTROL DISTRICT

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## Board of Trustees

**Tuesday, May 12, 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](mailto:mosquito@clark.wa.gov)

### 1. Opening of Meeting

#### 1. Call to Order

Meeting was called to order at 7:00pm by board President, Earl Fleck and noted that a quorum was present via video/audio conferencing.

#### 2. Roll Call

Board Members present: Earl Fleck, Wade Holbrook, Michelle Wagner, Katherine Lytle, Rian Davis, Joe Keller and Shauna Walters

Board Members absent: Trudy Linson, Larry Lewton and Herb Noble

Others present: John Jacobson and Rebecca Baxter

#### 3. Review of February 11, 2020 minutes.

Motion to approve the February 11, 2020 Board of Trustees minutes was made by Shauna Walters, seconded by Michelle Wagner; all approved, motion passed.

#### 4. Review of March 3, 2020 minutes

Motion to approve the March 3, 2020 minutes Board of Trustees minutes was made by Joe Keller, seconded by Shauna Walters; all approved, motion passed.

#### 5. Review / approval of agenda

Motion to approve the agenda with the following requested changes: add 6.4 Benefits for full time District Manager, add 6.5 Initial Interview Process, add 6.6 In Person or Virtual Interview of finalist(s), add 6.7 Final Selection and change 7.1 to Review Candidates and help the interviewers was made by Earl Fleck, seconded by Shauna Walters; 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 Public Health Memo regarding financial questions from board

Board reviewed and no questions were presented

### 4. Financial Report

#### 4.1 1<sup>st</sup> Quarter 2020 Revenue and Expenditure Report

John mentioned that the district will be receiving a partial refund for the expenditures under education for the cancelled conference. The board briefly discussed the delayed deadline to pay property taxes and possible impact to the incoming revenue. Rebecca informed the board



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that the latest numbers pulled for the expenditure report show that there hasn't been a noticeable impact to the revenue expected in April.

### 4.2 Approval of January – March 2020 Warrant Register

There was a question regarding Atmosera. This is the old internet provider that still provides the district's CCMCD email. Motion was made to approve the 1<sup>st</sup> Quarter Warrant Register in the amount of \$51,049.61 by Joe Keller, seconded by Wade Holbrook; all approved, motion passed.

## 5. Operations Manager Report

### 5.1 Updates

Conference room project is finished and under budget. Job posting was posted on a couple of association websites and our own. We were originally going to use the regional meeting as a main marketing tool. We have requested a refund for our registrations. There won't be a refund for the memberships only the attendance for the conference. The Clark County Home and Garden show was cancelled.

We petitioned to the state to be included as an essential business. We were directed by the state to the local public health department. We contacted Dr. Melnick on March 25<sup>th</sup>. We provided our operational plan that we would be implementing to keep employees safe and received a letter back the next day designating CCMCD as an essential service. There have been challenges getting cleaning supplies and PPE. There have been workshops cancelled that we attend for pesticide recertification. One will be rescheduled as a virtual class and have provided in house training and submitting it for CEU for crews.

Crews started coming back last week in March and service requests started right away. Didn't start finding flood water mosquitoes until last week. We intended to fly on Monday and ended up flying Tuesday. Treated along the Columbia and around Vancouver Lake with about 5200 lbs.

Started deploying tablets and started mapping sites and treatments. It's a little bit of slow work since they need to create the sites and remove some that were imported in. Doing cleanup of data from GIS specifically the catch basin data. It is looking very promising and next year should be all on the tablets and more accurate than the paper tracking.

Thanks to Fred. He has been really handling things with John out a lot at the Fire department. Thanks to Rebecca as well for her work on setting up the virtual meeting. Earl asked about status of Government Island, is the Port treating it? They didn't have to fly it yet and they removed a water control device which has helped with mosquito breeding sites but its opened up continuous fluctuations of the river water level. Michelle asked about the altitude we fly at, if they avoid people and if we treat Cottonwood Beach? John said that they do avoid people and mostly, treat around the edges. Not sure what altitude they fly at. Sometimes they fly it and treat the west end and along the trail. Tends to happen at certain water level. Fairly low altitude, mostly so the bucket can clear the trees. Katie asked about larval levels. It is significantly less than last year. Something to consider for next year: two of the districts, Cowlitz and Columbia Drainage - are using a drone with a product that is smaller product but you treat at half the rate. There's less refill time. We're trying a few bags of the product this year to see how it works. Product has BTI and a growth inhibitor. Wade asked if it is a sand base with Charcoal and darker in color. It is and is called Vectoprime.



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### 6. New Business

#### 6.1 COVID-19 response plan

We implemented our response plan in March 18 and follows CDC guidelines. The plan includes purchasing a non-contact thermometer, crews taking temperature daily, if anyone presents with a temperature they would go home; follow social distancing guidelines and daily disinfecting surfaces; we've split crews up with one per vehicle; when we have to double up, crews are wearing masks; when they need assist to treat, they take separate vehicles; have assigned vehicles and are disinfecting them daily; re-using N95 masks until we can replenish our supplies; we are getting Fit tested for other masks on hand to use when N95 masks need to be disposed of; using exam gloves as well; encourage crews to stay home when sick and stay home until symptom free for 72 hours. If someone came down sick, Public Health would be notified, and we'd follow all closures and guidelines. If you are exposed or presumptive, stay home and isolate. We've purchased cloth masks and given all crew members 4 to cycle through, if multiple staff are in the conference room, they need to be wearing masks. Basically, if you can't maintain 6' social distancing they should be wearing a mask. Rian asked about crew being dynamic, how many of those cases of staff being quarantined would it take to impact operations? If 2 or 3 would slow down operations but they would still be able to continue. It helps that we don't have as many of the crew that are also active duty firefighters. Additionally, Fred has the field work dialed and knows what the priorities are to get done in the event the firefighters on staff were unable to attend. Wade asked what the plan was if John and Fred were sick. There are other guys that could step up and fill in the roles such as Rick and Hans. We could possibly bring back a couple of past employees and they would be willing to come back in a pinch.

#### 6.2 Final 2019 Expenditure Report

Informational. A question was asked about the Fund Balance line in the Revenue section. This is to show the offset to Capital Outlay so that it isn't included in the assessment and to balance the budget.

#### 6.3 Asset sales monies to go back to Equipment reserve fund

Information. Sales of assets will be noted as going back into the Equipment Reserve and Replacement fund.

#### 6.4 Benefits

Earl provided a statement regarding the current world view and the impact it has had on the plan for hiring this position. We've received applications, however before we start talking to people, we need to have the benefits issue resolved. Candidates are going to ask about this. John has done research and has provided options. The first impression is that we should stick with what Clark County does. What does the rest of the board think? Shauna agrees, it is very comprehensive plan. Joe agrees and that it would be better to match other county employees. Michelle had the same thought, life insurance popped out as maybe not necessary. Katie agrees especially considering the struggle to get this in place, mimicking something already in place in the county makes the most sense. Earl mentioned vacation, we displayed the options. Everyone agrees that we be consistent within the county. Wade asked about the pharmaceutical for non-county. Rebecca mentioned that pharmaceutical in the county is included in the medical plans. John mentioned that we can't get on the county plan, but we could see about buying from the same broker. Similar process could happen for the retirement plan. Earl stated that when candidates ask about benefits, we could say that we plan on following county benefit plan however as a board, how are we going to get this completed? Who is going to take the lead to get this done? Who is going to get the resolutions together?



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Can we rely on HR? John said no, HR will not be a resource. It is something we'll have to do but that we could get assistance with things like accruals. John said he'd need help with someone from the board. Earl asked if there was anyone on the board to volunteer. Michelle asked about consultant companies. John has found that they don't really deal with government. Joe suggested that we set up a meeting with the county HR person so we can get all the information in one place, then make the resolutions. Once we have the names, it's all about the paperwork. Joe will work with John to get this going. Policies will need to be defined as well. Michelle asked if any line item would be more difficult to get together, could some be dropped. Joe said set up time with HR benefits manager, come back to board with list of easiest to hardest and go from there. Earl asked about meeting with Jeff first to help us get this going. Get a meeting set up with Jeff to go over needs and get his help with other county departments. Draft resolutions and policies need to be going in sync with manager screening process. Michelle would also expect to see cost ahead of time. There was a brief discussion regarding relocation costs. It was decided to hold off on this topic until we had the candidates narrowed down and then if needed, we could negotiate a lump sum reimbursement for relocating if necessary.

### 6.5 Initial Interview Process

We should have been at the point of doing the initial interviews. Felt could not proceed so temporarily stalled out the interview process. Letter was sent out to all the candidates letting them know that due to the COVID-19 situation we were delaying this process for a month. We've received responses back from 5 of them. Earl asked if everyone received the copy of the proposed screening questions. There were no questions or comments against the list. Wade asked about if he should stay or not. Wade exited the meeting and a quorum was still maintained. Michelle asked about calling references. Shauna says they could split up the calling of the references. Earl wants to keep it as simple as possible. There was discussion about what the initial plan was for this process. Continuity should be maintained with the 3 board members that have been working on this. Discussion started to include candidate information. Motion was made to move to Executive Session by Joe Keller, seconded by Shauna Walters; all approved, motion passed. John Jacobson and Rebecca Baxter were invited to the Executive Session for administrative purposes.

### 6.6 In Person or Virtual Interview

### 6.7 Final Selection Process

## 7. Continuing Business – EXECUTIVE SESSION

7.1 CCMCD District Manager position – review candidates and determine support for interviewers.

Meeting adjourned at 9:10 pm by Earl Fleck

*Rebecca Baxter*

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Rebecca Baxter, Recorder

*JW Linson*

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Trudy Linson, Secretary-Treasurer



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**Next meeting: Special Session: To be determined**  
**Quarterly Board Meeting: August 11, 2020, 7:00 p.m., Mosquito Control District Meeting Room**