

Benton County Mosquito Control District

Meeting Minutes Regular Board Meeting January 25, 2021

I. Call to order:

Trustee Richard Bloom called to order the meeting of the Benton County Mosquito Control Board at 7:03 pm on January 25, 2021 by means of teleconference.

II. Roll call:

The following persons were present: Richard Bloom, Bill McKay, Bill Moore, Marianne Boring, Jake Mokler and Tom Groom. Cynthia Gray was excused.

III. Approval of Minutes:

Tom Groom moved that the Regular Meeting Minutes from October 26, 2020 be approved as written. Motion was seconded by Bill McKay. Motion carried unanimously.

IV. Guest Agenda Items:

There were no guest agenda items to discuss.

V. Financial Report:

The Manager presented the year-to-date financial report and Treasurer's statements.

VI. Correspondence:

- a. Letter from Kenneth Spencer, Benton County Treasurer regarding unclaimed warrants.
- b. Letter from Clarke Mosquito Control regarding the shelving of Anvil 10 + 10 containers due to PFAS (per- and polyfluoroalkyl substances) contamination.

VII. Manager's Report:

- a. 2017-2019 Accountability Audit – The Manager recounted notes from the recent accountability audit, which suggested the District add a policy for electronic funds transfers (EFTs). Bill McKay asked why we don't use electronic funds transfers and that transfers may be more secure than sending checks through the mail. Richard Bloom mentioned regular payments, such as utility bills, could be set up



as automated payments, reducing the number of checks issued. Angela Beehler responded that we do not have a policy on EFTs, because only federal tax payments and direct deposits are paid by EFT. All transactions are processed through the Treasurer's office. Our current approach allows for an extra level of oversight to make sure the payments are correct.

- b. Planning for 2021 – Manager covered multiple items for the upcoming 2021 season. The Tire Drive is planned for April 17th. We are planning on hiring new positions to operate the drones and the Polymerase Chain Reaction equipment in the lab. As far as COVID-19 social distancing, the District will operate in a similar way as 2020.
 - i. Richard Bloom asked about the Outreach Coordinator position; specifically, if we were not going to have that position this year. Manager stated that due to COVID-19, we don't plan on having many outreach events, and we want to reallocate the funds to disease surveillance.
 - ii. Richard Bloom asked about social distancing for lab personnel. Manager explained how we will space out all the workers, using the Classroom which has 3 individual air returns and plenty of space to give the workers 20+ feet between work stations, and that we are following guidance on workplace settings.
 - iii. New Equipment – Manager discussed that the District is getting an Unmanned Aircraft System (UAS, or “drone”) and will be using this in operations this 2021 season. Manager also discussed that the Benton County Conservation District received funding to purchase an Eco Harvester to combat stargrass in the Yakima River, so one will be purchased and used in 2021. Tom Groom asked about the cost/use scenario with this equipment. Manager explained that there should not be any additional costs, beyond what was projected, to the District and that we would be helping with maintenance and possibly storage. Richard Bloom clarified that the purchase is being covered by State funds and that the District is not paying for any of the purchase costs.
- c. American Mosquito Control Association (AMCA) Annual Meeting – Manager encouraged Board Members to attend the virtual AMCA Annual Meeting on March 2-5, 2021.

VII. Old Business:

- a. Board Member Reappointments – Tom Groom, and Bill Moore were reappointed for two-year terms. Kevin Christensen's appointment is on the Benton County

Commissioner's upcoming agenda.

VIII. New Business:

- a. Proposed Handbook changes – The Manager review potential changes to the vacation and comp. time policies suggested during the recent audit. Richard Bloom asked whether or not the workers should be allowed to accrue hours above the maximum amount (10 days greater than their annual leave). Then Manager states that the system, with the proposed changes and combined with other types of leave, should work well and provide clarity on the policy. Tom Groom moved to accept the changes to Policy 8.30. Marianne Boring seconded. Bill McKay offered a friendly amendment to the motion to include 8.31. Amended motion was made by Bill McKay. Tom Groom seconded. The motion passed unanimously.
- b. Board Officers – Richard Bloom, after discussion by the Board, tabled this item until the next meeting so that the current President and Secretary could be present.
- c. Warrant signers; currently Cynthia Gray, Richard Bloom, and Kevin Christensen – Marianne Boring moved to retain the current signers on accounts. Bill Moore seconded the motion. The motion passed unanimously.
- d. Employee Relations Committee; currently Kevin Christensen, Richard Bloom, and Bill McKay – Tom Groom moved to reappoint the members of the Employee Relations Committee. Marianne Boring seconded. The motion passed unanimously.
- e. Resolution 1-21; Adding funds to the 2021 budget - Bill McKay moved to adopt Resolution 1-21. Bill Moore seconded. The motion passed with the following roll call vote:

B. McKay - Aye / B. Moore – Aye / R. Bloom – Aye / T. Groom —Aye / Marianne Boring – Aye (Note: Jake Mokler left the meeting)
- f. Resolution 2-21; a resolution canceling stale-dated warrant number No. 8165 – Tom Groom moved to adopt Resolution 2-21. Marianne Boring seconded. The motion passed with the following roll call vote:

B. McKay - Aye / B. Moore – Aye / R. Bloom – Aye / T. Groom —Aye /
Marianne Boring – Aye

g. Vehicle for drone operators – The Manager proposed purchasing an additional pickup off the 2021 vehicle bids. The cost of an additional vehicle would not exceed the total amount budgeted for Capital Purchases. T. Groom asked for clarification on the need for the truck. The Manager stated that it was needed due to the extra positions required to operate and monitor the drone program, and because of the specialized equipment that would need to be transported (drone, batteries, generator, etc.)

Bill Moore moved to approve an additional vehicle for the 2021 season. Bill McKay seconded. Motion passed with the following roll call vote:

B. McKay - Aye / B. Moore – Aye / R. Bloom – Aye / T. Groom —Aye /
Marianne Boring – Aye

h. Surplus sentinel chicken coops and the oil storage container –

The Manager explained that the chicken coops were used in the sentinel chicken surveillance program for West Nile virus, but have not been used in years, nor does the District plan on using them. The space in covered parking is needed for equipment.

Marianne Boring moved to surplus five sentinel chicken coops to be listed for sale. Tom Groom seconded. The motion passed unanimously.

There was discussion about specifications on the oil storage container. The Manager stated that the District used it in the past to store larviciding oil (mineral oil), but oil is now purchased in 275-gallon totes. District staff will gage interest on the item to determine a starting price, but the purchaser must agree to move the tank on his/her own and the tank would be sold as-is.

Marianne Boring moved to surplus the oil storage container. Bill Moore seconded. The motion passed unanimously.

X. Payment of Bills and Signing of the Documents: After review by the Board, Tom Groom moved to approve warrant numbers 8780 through 8857, direct deposits and

tax payments in the amount of \$232,089.46. Bill McKay seconded. The motion passed with the following roll call vote:

B. McKay - Aye / B. Moore – Aye / R. Bloom – Aye / T. Groom —Aye / Marianne Boring – Aye

The Manager asked that the Board Members, at their convenience, come to the District Office and sign appropriate documents.

XI. Adjournment – With no further business to come before the Board, Richard Bloom adjourned the meeting at 8:25 PM.

Respectfully Submitted:



Angela Beehler
District Manager



ATTEST: Richard Bloom
Trustee



ATTEST: Tom Groom
Secretary