



MOSQUITO CONTROL DISTRICT

Board of Trustees Meeting Minutes

Tuesday, November 8, 2022, 7:00 pm

Mosquito Control Building – Conference Room 8115 NE St. Johns Road, Vancouver, WA.

Public comments may be emailed prior and during the meeting to mosquito@clark.wa.gov

Or you may join us on Teams [Click here to join the meeting](#)

1. Opening of Meeting

1.1 Call to Order

Meeting called to order at 7:02 PM by Board President, Trudy Linson; it was noted that a quorum was present via in person and video/audio conferencing.

1.2 Roll Call

Board members present in person: Shauna Walters, Trudy Linson, Katherine Lytle, Rennie Kubik, Kevin Groshong, and Kayla D'Ambrosi. Board members present via Teams meetings: Janice Killion joined at 7:06 PM. Larry Lewton joined in at 7:24 PM via Teams. Board members absent: Matthew McBride and Marina Viray.

Others present: Mario Boisvert and Christy Cobh

1.3 Review of August 9, 2022, minutes

Motion to approve the August 9, 2022, Board of Trustees meeting minutes, as presented, was made by Shauna Walters, seconded by Katherine Lytle, all approved, motion passed.

1.4 Review / approval of agenda

Motion to approve the November 8, 2022, agenda, as presented, was made by Rennie Kubik, 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 Executive Committee Elections – These are two-year terms.

President – Katherine Lytle nominates Trudy Linson to continue as President, seconded by Shauna Walters. There were no other nominations. All approved. Trudy Linson will continue as President.

Vice President – Shauna Walters nominates Katherine Lytle to continue as Vice – President, seconded by Kevin Groshong. There were no other nominations. All approved. Katherine Lytle will continue as our Vice – President.

Secretary/Treasurer – Shauna Walters volunteers to continue as Secretary/Treasurer. There were no other nominations. All approved. Shauna Walters will continue as our Secretary/Treasurer.

3.2 Letters of Appointment - informational

4. Financial Report

4.1 3rd Quarter 2022 Revenue and Expenditure Report

Mario reviewed the 3rd Quarter 2022 Revenue and Expenditure report. Details are in the Board Packet. There were no questions.

4.2 Approval of July - September 2022 Warrant Register

Mario reviewed the July – September 2022 Warrant Register. Details are in the Board Packet. There were no questions. Kayla D’Ambrosi made a motion to approve the July – September 2022 Warrant Register, as presented. All approved.

5. Operations Manager Report

5.1 District Manager Report

Mario and the Board welcome our new Board Member Kayla D’Ambrosi. We have new binders for all our Board Members now that we are meeting in person.

The District Manager report is in the Board Packet. A few key points are:

No update on our lease with Public Works. The District has been waiting for almost a year. Mario has followed up several times. Our current lease ended in 2020.

Our new website and new email addresses will be ready by years end. Emails sent to our old email addresses will be forwarded to our new email addresses. Our old website will be set up to redirect to our new site.

As of November 1, 2022, we are working with TDJ CPA. TDJ CPA uses Workday for other clients and is familiar with County policies. Mario wants to continue using Workday, so we don’t lose our IT services or vehicle Maintenance services through the County. If Workday isn’t beneficial to us moving forward, TDJ CPA recommends QuickBooks. Our need of a Fiscal Policy was brought up. Mario’s main concern is ensuring the bills are paid on time moving forward. It’s agreed to continue using Workday and re-evaluate if issues arise.

We met with Environmental Outreach, Science and Policy Department. This is a new department here with public health. We had a great meeting and look forward to working together in the future. We may coordinate educational programs and have presentations at local schools. This is an exciting opportunity for us to partner together to share knowledge and experience.

There were no other questions or comments.

5.2 2023 Budget Presentation

The 2023 Budget is in the Board Packet. A few key points are:

With the possible addition of 600 acres to treat in the refuge and a fall study in the refuge, Mario would like one full time technician and one technician for 9 months of the year. This will add \$20,000 to the budget. This full-time technician will also be our back up person to learn our operations and cover for our full-time employees’ time off and train our seasonal technicians next year.

If we treat the extra 600 acres in the refuge Mario would like to take \$60,000 out of the Reserve for Emergency treatment for the purchase of pesticides.

This is in addition to the Budget presented in August which covered:

2 new employees working 9 months, with 3 months of furlough and health coverage for 9 months.

Drone program and van

Remodeling old shop

Purchase of new foggers

Mario wants to switch to the PCR for triplex testing. It is affordable technology. We could run 48

tests at a time. Out of the equipment replacement fund.

6. Continuing Business/ New Business

6.1 Resolution 06-2022 Approval of Updated Salary and Pay Scale for Employees
Shauna Walters makes a motion to approve Resolution 06-2022 Approval of Updated Salary and Pay Scale for Employees, seconded by Katherine Lytle. All approved.

6.2 Resolution 05-2022 Approval of Per Parcel Assessment
Katherine Lytle makes a motion to approve Resolution 05-2022, striking the GIS study, Approval of Per Parcel Assessment, seconded by Kevin Groshong. All approved.

6.3 Resolution 04-2022 Approval of Budget 2023
Shauna Walters makes a motion to approve Resolution 04-2022 Approval of Budget 2023, for \$1,299,500.00, seconded by Kevin Groshong. All approved.

6.4 Resolution 07-2022 Approval of Purchasing Policy - Opposed

6.5 Public Works Contract with CCMCD
No update on our lease with Public Works. The District has been waiting for almost a year. Mario has followed up several times. Our current lease ended in 2020.

6.6 Closed Session
The Board went to a closed session at 8:48 PM to discuss the benefit package for the Administrative Assistant position since no benefits have ever been defined for that position in the Personnel Policy. Mario elected to have this as a closed meeting because Christy Cobh is the current Administrative Assistant and also the recorder of the board meetings. The closed session lasted until Trudy Linson adjourned the meeting at 9:02PM. Nothing to report from the closed session.

Adjourn 9:02 PM

Next meeting: February 7, 2023, 7:00 p.m., Mosquito Control District Meeting Room

Respectfully submitted,

Christy Cobh, Recorder


Shauna Walters, Secretary - Treasurer