



CLARK COUNTY MOSQUITO CONTROL DISTRICT

Board of Trustees Meeting Minutes

Tuesday, February 7, 2023, 7:00 pm

Mosquito Control Building – Conference Room

8115 NE St. Johns Road, Building “P”, Vancouver, WA. 98665

Public comments may be emailed prior and during the meeting to mosquito@CCMCD.org

1. Opening of Meeting

1.1 Call to Order

Meeting called to order at 7:05pm 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: Trudy Linson, Rennie Kubik, Kayla D’Ambrosi, and Stephen Mullinax. Board members present via Teams meeting: Larry Lewton, Matthew McBride, Katie Lytle, Shauna Walters, Janice Killion, and Marina Viray.

Others present: Mario Boisvert, Christy Cobh, and Catrina Galicz.

1.3 Review of November 8, 2022, minutes

Motion to approve the November 8, 2022, Board of Trustees meeting minutes, as presented, was made by Rennie Kubik, and seconded by Kayla D’Ambrosi, all approved, motion passed.

1.4 Review / Approval of Agenda

Motion to approve the February 7, 2023, Agenda, as presented, was made by Kayla D’Ambrosi, seconded by Larry Lewton, all approved, motion passed.

2. Recognition of Visitors/Others

2.1 Introduction of visitors – Catrina Galicz from TDJ CPA

2.2 Citizen Comments – None

3. Board Update

3.1 Kevin Groshong Resignation

We are sad to lose Kevin and wish him well in his future volunteering.

3.2 Stephen Mullinax Appointment

We are happy to have Stephen join our Board and look forward to working together.

4. Financial Report

4.1 4th Quarter 2022 Revenue and Expenditure Report

Mario reviewed the 4th Quarter 2022 Revenue and Expenditure report. Details are in the board packet.

4.2 Approval of October - December 2022 Warrant Register

Mario reviewed the October – December 2022 warrant register. Details are in the Board Packet. A motion to approve the October – December 2022 Warrant Register, as presented, was made by Kayla D’Ambrosi, and seconded by Shauna Walters, all approved, motion passed.

This is our first Board meeting after switching to our new CPA. There is an extra section that has been added to our Warrant Register called the Expense Report total. Catrina from CDP TDJ explained the difference between Cash and Accrual accounting. The Expense Report total shows that both documents, Expense Report and Warrant Register, are complete and accurate.

4.3 US Bank Statements – They are in the Board Packet.

5. Operations Manager Report

5.1 District Manager Report - The District Manager’s report is in the Board Packet. A few key points are:

- We have a new website, www.CCMCD.org.
- TDJ CPA is taking care of our payables and reports.
- We have new contracts with the County Treasurer: New Memorandum of Understanding (MOU) and new agreement for Investment Services.
- January 1, 2023, we hired our first full time Vector Control Technician. Welcome Madison Azevedo.
- We ordered two new foggers.
- We received our drone and attended a drone meeting in Pasco, WA.,
- We are going to AMCA at the end of February.
- We have posted for field technicians for this summer season.
- We are meeting with the Refuge in February to discuss last year’s mosquitoes.
- We are sending mosquitoes to Rutgers University to study the hybrid mosquitoes that we unexpectedly found in our catch basins.
- Training – Madison has created videos and handouts for training our seasonal employees. This is the best training materials we have had. Big thanks to Madison.

6. Continuing Business/ New Business

6.1 Purchasing Policy – A motion to approve the Purchasing policy, as presented, was made by Rennie Kubik and seconded by Stephen Mullinax. All approved, none opposed.

6.2 Signature Authorization Resolution – A motion to approve, with the addition of “in accordance with our Purchasing Policy,” was made by Shauna Walters and seconded by Kayla D’Ambrosi, all approved, none opposed.

6.3 CCMCD Life insurance for Permanent full-time employee (personnel policy). Kayla D’Ambrosi made a motion to approve the purchase of Life Insurance (up to \$50,000) for our permanent Full-time employees. Shawna Walters seconded the motion. All approved, none opposed.

6.4 CCMCD Audit Report - State Auditor’s Office: CCMCD was audited from January 1, 2019 – December 31, 2021. The results show “In the selected areas, District operations complied, in all respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources”. They provided us with some recommendations for managements considerations. These aren’t referenced in the report but are: Open Meeting compliance – executive sessions, EFT – changes to direct deposit information, Credit Card usage and Payroll overtime.

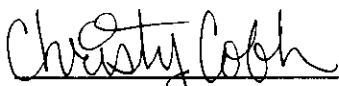
6.5 Public Works Contract with CCMCD - Public works has a new Director. We don’t have a new contract.


6.6 Discussion/Presentation of the Employee handbook (personnel policy).

6.7 Drug Test – CCMCD currently requires Pre-employment Drug Testing. Should CCMCD continue with this policy? It was unanimously decided to stop doing pre-employment drug testing.

Adjourn 9:09pm

Next meeting: May 9, 2023, 7:00 p.m., Mosquito Control District Meeting Room


Christy Cobb, Recorder


Shauna Walters, Secretary - Treasurer