



CLARK COUNTY MOSQUITO CONTROL DISTRICT

Meeting Minutes

Board of Trustees Quarterly Meeting

Tuesday, August 8, 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 to and during the meeting to mosquito@CCMCD.org

1. Opening of Meeting

1.1 Call to Order

Meeting was called to order at 7:03 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: Tricia Davis, Trudy Linson, Stephen Mullinax, and Kayla D’Ambrosi. Board Members present via Teams meeting: Matthew McBride, Katherine Lytle, Rennie Kubik, Janice Killion, and Marina Viray. Larry Lewton was absent.

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

1.3 Review of May 9, 2023, minutes

Motion to approve the May 9, 2023, Board of Trustees meeting minutes, as presented, was made by Kayla D’Ambrosi, and seconded by Stephen Mullinax, all approved, motion passed.

1.4 Review / approval of agenda

The following changes were made to the agenda:

- Remove 6.2 ‘Discussion/Presentation of the Employee Handbook’.

Motion to approve the August 8, 2023, agenda, as modified, was made by Katherine Lytle, seconded by Stephen Mullinax, 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 Board Election for Secretary/Treasurer

Appointment of Stephen Mullinax for CCMCD Board of Trustees Secretary/Treasurer.

4. Financial Report

4.1 2nd Quarter 2023 Revenue and Expenditure Report

Mario reviewed the 2nd Quarter Revenue and Expenditure report. Details are in the board



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packet.

4.2 CCPH invoice of \$20,000 – Budget line

Catrina Galicz and Mario worked together to make a budget line for 2022's expense of \$20,000 that was billed in 2023, as per the agreement of the Board.

4.3 Approval of April - June 2023 Warrant Register

Mario reviewed the April - June 2023 warrant register. Details are in the Board Packet. A motion to approve the April - June 2023 Warrant Register, as presented, was made by Kayla D'Ambrosi, and seconded by Tricia Davis, all approved, motion passed.

4.4 US Bank Statements - are in the Board Packet.

5. Operations Manager Report

5.1 District Manager Report – The District Managers' report is in the board packet. A few key points are:

- We had 40,000 mosquitoes (in one night) in our trap this year. This breaks our record of 30,000 mosquitoes in one trap last year. Less than 1,000 mosquitoes (in a trap in one night) is enough for residents to be affected by mosquitoes.
- Mario met with the Refuge to discuss the yearly mosquito nuisance in Ridgefield, and now Camas and Washougal, and how we can treat it. The Refuge is reviewing their IMM program to determine how to best manage mosquitoes. Usually, this process takes over a year to complete. If it takes that long, Clark County will have another bad mosquito season.
- Trudy Linson mentioned CCMCD should have an annual safety report including vehicle accidents and shop incidents.

6. Continuing Business / New Business

6.1 Public Works Contract with CCMCD

They are working on our contract. We don't know if the new contract will be ready for our November budget.

6.2 Budget 2024 – Draft

- CCMCD needs a field supervisor with mosquito control experience. This will require a new trailer for office space and lab space.
- CCMCD will need a larger pesticide budget if we are allowed to treat the two refuges.
- County costs are going up. Mario reviewed the charges and was able to discontinue many services we don't use. Mail and printing services are \$16,000, CCMCD doesn't use



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those services. It cost CCMCD \$27,000 to use Workday this year. CCMCD is considering switching from Workday with the County to Quick books with TDJ CPA. The transition cost will be \$12,000. The county is two years behind so if we stop working with them now, we still must pay for 2022 and 2023. In three years, our financial services will cost less than they do now. Trudy Linson wants to further discuss risks of leaving the county.

- Trudy Linson asked if the Board agrees with Mario making a new budget at \$1.68 million. The Board agrees to \$1.68 million budget next year but wants to further discuss hiring a supervisor and getting a new trailer. Line items can be discussed and modified at the November budget meeting.
- Katherine Lytle reminded us we need a GIS map to include in our Parcel count for our November meeting.

Adjourn 9:15 pm

Next Meeting: November 7, 2023, 7:00 pm, Mosquito Control District Meeting Room



Mario Boisvert, Recorder



Stephen Mullinax, Secretary-Treasurer