



## CLARK COUNTY MOSQUITO CONTROL DISTRICT

---

### Board of Trustees Meeting Minutes

Tuesday, May 9, 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](mailto:mosquito@CCMCD.org)

#### 1. Opening of Meeting

##### 1.1 Call to Order

Meeting called to order at 7:00 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: Trudy Linson, Rennie Kubik, Kayla D’Ambrosi, Stephen Mullinax, Shauna Walters. Board members present via Teams meeting: Matthew McBride, Janice Killion, and Marina Viray. Katherine Lytle and Larry Lewton were absent.

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

##### 1.3 Review of February 7, 2023, minutes

Motion to approve the February 7, 2023, 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

The following changes were made to the agenda:

- Inventory Asset was added to the agenda.
- Shauna Walters resignation was added to the agenda.
- Tricia Davis joining the Board of Trustees, representing Battle Ground, was added to the agenda.

Motion to approve the agenda, as modified, was made by Shauna Walters, seconded by Stephen Mullinax, all approved, motion passed.

#### 2. Recognition of Visitors/Others

##### 2.1 Introduction of visitors

• Catrina Galicz from TDJ CPA. Tricia Davis a future Board member.

##### 2.2 Citizen Comments – None

### **3. Board Update**

3.1 Shauna Waters resigns from the Board.

3.2 Tricia Davis joins the Board, representing Battle Ground, WA.

### **4. Financial Report**

#### 4.1 1<sup>st</sup> Quarter 2023 Revenue and Expenditure Report

Mario reviewed the 1<sup>st</sup> Quarter Revenue and Expenditure report. Details are in the board packet. Mario informed the Board, CCPH invoiced us \$20,000 for our contract in 2023 for 2022. Janice and Shauna would prefer to have a budget amendment to show the paper trail. Catrina will work with Mario to make this amendment.

#### 4.2 Approval of January – March 2023 Warrant Register

Mario reviewed the January – March 2023 warrant register. Details are in the Board Packet. A motion to approve the January – March 2023 Warrant Register, as presented, was made by Shauna Walters, and seconded by Rennie Kubik, all approved, motion passed.

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:

#### 5.2 State Audit Office

We have made completed all exit recommendations from the State Auditors Office.

#### 5.3 Operations

We filled the Vector Control Technician (9 months – 3 months) with Ms. Abby Knott. Many of our seasonal employees returned. However, we still struggled in filling all the positions.

#### 5.4 Inventory Asset

Mario discussed the new inventory asset list. Details are in the board packet.

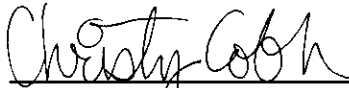
### **6. Continuing Business/ New Business**

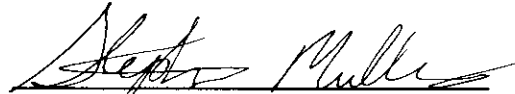
6.1 Public Works Contract with CCMCD - Public works has a new Director. We don't have a new contract.

6.2 Discussion/Presentation of the Employee handbook (personnel policy). This is an ongoing discussion and will be discussed at the next meeting.

**Adjourn 9:09pm**

**Next meeting: August 8, 2023, 7:00 p.m., Mosquito Control District Meeting Room and virtually via Teams.**

  
\_\_\_\_\_  
Christy Cohn, Recorder

  
\_\_\_\_\_  
Stephen Mullinax, Secretary - Treasurer