



# CLARK COUNTY MOSQUITO CONTROL DISTRICT

---

## Board of Trustees Meeting Minutes

Tuesday, November 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 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 7:10 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, Rennie Kubik, Larry Lewton, Kayla D'Ambrosi, and Stephen Mullinax.

Board members present via Teams meeting: Janice Killion and Marina Viray.  
Katherine Lytle and Matthew McBride were absent.

Others present: Mario Boisvert, Abby Knott, and Catrina Galicz.

#### 1.3 Review of August 8, 2023 Minutes

The following changes were made to the minutes:

- The wording on the last page, under section 6.2 Budget 2024 – Draft, was changed from "CCMCD can switch from Workday with the County" to "CCMCD is considering switching from Workday with the County," for clarity.

Motion to approve the August 8, 2023, Board of Trustees meeting minutes, as modified, was made by Kayla D'Ambrosi, and seconded by Rennie Kubik, all approved, motion passed.

#### 1.4 Review and Approval of Agenda

The following changes were made to the agenda:

- Resolution 04-2023 was added to the agenda.

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



## CLARK COUNTY MOSQUITO CONTROL DISTRICT

---

### 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 Letters of Appointment, 2024

Reappointment letters will be sent to the appropriate municipalities for board members Larry Lewton, Kayla D'Ambrosi, Rennie Kubik, Trudy Linson, and Janice Killion.

#### 3.2 Janice Killion will be resigning from the board at the end of 2023.

### 4. Financial Report

#### 4.1 3<sup>rd</sup> Quarter 2023 Revenue and Expenditure Report

Mario Boisvert reviewed the 3<sup>rd</sup> Quarter Revenue and Expenditure report. Details are in the board packet.

#### 4.2 Review and Approval of 3<sup>rd</sup> Quarter 2023 Warrant Register

Mario Boisvert reviewed the 3<sup>rd</sup> Quarter Warrant Register. Details are in the board packet.

Motion to approve the 3<sup>rd</sup> Quarter 2023 Warrant Register, as presented, was made by Rennie Kubik, and seconded by Stephen Mullinax, all approved, motion passed.

#### 4.3 US Bank Statements – They are in the board packet.

#### 4.4 TDJ – Conversion to QuickBooks

Catrina Galicz explained the separation process and reasoning to convert CCMCD's accounts payable processing from Workday with the county to TDJ with QuickBooks.

A few key points are:

- CCMCD is currently paying approximately \$30,000 annually to the county for accounts payable processing.
- Converting to QuickBooks and using TDJ's CPA services would cost approximately \$2,000 annually, excluding any upfront implementation costs.
- There would be a two-year financial recovery period while paying both the county and TDJ due to the county cost allocation methodology.

It is unknown if there is a contract and/or agreement between CCMCD and the County Auditor's Office that would legally prevent or delay the conversion from Workday to QuickBooks. Catrina Galicz will send an email to the County Auditor's Office regarding any pre-existing agreements, upon the board's approval.

Trudy Linson, Kayla D'Ambrosi, and Stephen Mullinax would prefer the contract with TDJ states that the QuickBooks data is owned by CCMCD and that CCMCD has the power to appoint all permissible users on the account.

An agreement was made to move forward with the conversion to QuickBooks by the board members present.



## CLARK COUNTY MOSQUITO CONTROL DISTRICT

---

### 5. Operations Manager's Report

#### 5.1 District Manager's Report

Mario reviewed the District Manager's Report. Details are in the board packet.

A few key points are:

- If approved, CCMCD will move forward with hiring a new, full-time Field Supervisor.
- If approved, CCMCD will move forward with hiring a seasonal Student Technician to conduct efficacy follow-ups in the field for different treatment methods.
- CCMCD has continued to provide data and operational background to the Ridgefield National Wildlife Refuge staff for its Integrated Mosquito Management (IMM) plan.
- CCMCD employees were able to meet a new record in treating over 175,000 catch basins.
- CCMCD conducted their first efficacy trials this year, including two adulticide efficacy trials and an on-going larvicide efficacy trial.
- The lab tested over 950 pools of mosquitoes for West Nile Virus via RAMP testing, representing close to 40% of all the tested pools of mosquitoes statewide. These efforts were recognized in both regional and national newsletters.
- At least two new species of mosquitoes were identified in Clark County this year. CCMCD is waiting for the confirmation of possibly a third new species identified in the county.

#### 5.2 Safety Report

Mario Boisvert reviewed OSHA's Form 300 Log of Work-Related Injuries and Illnesses that is used to report CCMCD employee incidents. Details are in the board packet.

There were two traffic incidents, and one field incident reported this year.

#### 5.3 2024 Budget Presentation

Details are in the board packet. A few key points are:

- Mario Boisvert would like to increase the proposed 2024 budget from \$1,693,193 to \$1,704,193 to include additional cybersecurity measures for all devices not covered by the county. On October 21<sup>st</sup>, 2023 the county computers were wiped clean due to technical issues, resulting in the loss of all locally stored documents. This is in addition to budget presented in August, which covered:
  - A new, full-time Field Supervisor.
  - A new, seasonal Student Technician.
  - Additional product to treat approximately 350 acres of refuge property, one or multiple times, if permitted by their staff.
  - A new trailer for additional office space and a new lab.

Trudy Linson and Kayla D'Ambrosi inquired about the likelihood that the refuge IMM will be completed in time to treat, if necessary, for next season. There were concerns about budgetary risks of adding additional funds when treatment may not be available. Trudy Linson proposed Mario Boisvert take necessary funds from the Emergency Reserve to treat the refuge next season, if permitted and necessary. Mario Boisvert explained that he would prefer to leave the funds in the Emergency Reserve for any possible disease emergencies.





## CLARK COUNTY MOSQUITO CONTROL DISTRICT

### 6. Continuing Business and New Business

#### 6.1 Resolution 02-2023 Approval of 2024 Budget

Upon review, the board members returned to budget of \$1,693,193, as proposed in the board packet.

Motion to approve the Resolution 02-2023 Approval of 2024 Budget, as originally proposed, was made by Kayla D'Ambrosi, and seconded by Stephen Mullinax, all approved, motion passed.

#### 6.2 Resolution 03-2023 Approval of Per Parcel Assessment

Motion to approve the Resolution 03-2023 Approval of Per Parcel Assessment, as presented, was made by Rennie Kubik, and seconded by Janice Killion, all approved, motion passed.

#### 6.3 Resolution 04-2023 Approval of Account for Payroll Processing

This resolution is to allow the District to expand the use of the bank account for the processing of accounts payable transactions. Currently, the account is for payroll only. The resolution also sets up a minimum balance requirement.

Motion to approve the Resolution 04-2023 Approval of Account for Payroll Processing, as presented, was made by Stephen Mullinax, and seconded by Janice Killion, all approved, motion passed.

#### 6.4 Public Works Contract with CCMCD

Public Works submitted a new draft of the contract to Mario Boisvert and Trudy Linson on November 7<sup>th</sup>, 2023. Mario Boisvert will reach out to CCMCD lawyers to review the termination clauses within the draft.

#### 6.5 Discussion/Presentation of the Employee Handbook

This is an ongoing discussion and will be discussed during a sub-committee meeting that will convene an hour before the February 13<sup>th</sup>, 2024 Board Meeting. Attendance for the sub-committee meeting is optional.

### Meeting adjourned at 9:00 pm

Next meeting: February 13<sup>th</sup>, 2024 at 7:00 pm at the Clark County Mosquito Control District conference room and virtually via Microsoft Teams.

X

Abby Knott  
Recorder

X

Stephen Mullinax  
Secretary, Treasurer