



CLARK COUNTY MOSQUITO CONTROL DISTRICT

Board of Trustees Meeting Minutes

Tuesday, February 13, 2024, 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 7:07 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, Kayla D'Ambrosi, Matthew McBride, Anthony Metzidis, and Stephen Mullinax.

Board members present via Teams meeting: Larry Lewton and Marina Viray.

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

1.3 Review of November 7, 2023 Minutes

Motion to approve the November 7, 2023, Board of Trustees meeting minutes, as presented, was made by Stephen Mullinax, and seconded by Matthew McBride, all approved, motion passed.

1.4 Review and Approval of Agenda

Motion to approve the agenda, as presented, was made by Tricia Davis, seconded by Kayla D'Ambrosi, all approved, motion passed.

2. Recognition of Visitors/Others

2.1 Introduction of Visitors

Catrina Galicz from TDJ CPA.

2.2 Citizen Comments

None to report.



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3. Board Update

3.1 Letters of Appointment, 2024

The 2024 Letters of Appointment for the Clark County representatives were incorrectly sent to department of Public Health instead of the County Council. This led to delays in the reappointment process. The Letters of Appointment procedures have been updated accordingly.

Reappointed board members include Trudy Linson for Clark County, Rennie Kubik for Clark County, and Larry Lewton for the City of La Center.

Katherine (Katie) Lytle, the former Vice President, was not reappointed to the board of trustees. There is now one open seat representing Clark County.

On February 11th, Kayla D'Ambrosi was notified that she was nominated to the board of trustees on behalf of the City of Vancouver. The confirmation vote will be held on February 26th, followed by notification to the District Manager, Mario Boisvert.

Anthony Metzidis was newly appointed to represent the City of Washougal.

3.2 Board of Trustees Vice President

The board of trustees will nominate and vote on a new Vice President at the May 14, 2024 meeting.

4. Financial Report

4.1 4th Quarter 2023 Revenue and Expenditure Report

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

4.2 Review and Approval of 4th Quarter 2023 Warrant Register

Mario Boisvert reviewed the 4th Quarter Warrant Register. Details are in the board packet.

Motion to approve the 4th Quarter Warrant Register, as presented, was made by Stephen Mullinax, seconded by Kayla D'Ambrosi, all approved, motion passed.

5. Operations Manager's Report

5.1 District Manager's Report

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

A few key points are:

- On February 5th, 2024, CCMCD signed a new 10-year contract with a possibility of extensions with Clark County Public Works. The agreement will be presented to the County Council on March 5th for final approval and signature.
- CCMCD is still in the process of transitioning from Workday (Clark County) to Quickbooks, which will be managed by TDJ CPA. CCMCD has purchased, and owns, the Quickbooks software. Catrina Galicz from TDJ



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CPA is creating and modifying procedures for CCMCD's payables.

- CCMCD hired Tarsis Jimenez as the new Administrative Assistant and Douglas Nelson as the new full-time Field Supervisor.
- Western Helicopter Services ended their aerial larvicide contract with CCMCD. CCMCD is obtaining quotes and creating a Request for Proposal (RFP) form for bid acquisitions for a new helicopter aerial larvicide contract.

5.2 2023 Budget Presentation

Mario Boisvert reviewed the 2023 Budget Report. Details are in the board packet.

5.3 Operations Report

Mario Boisvert reviewed the Operations Report. Details are in the board packet.

5.4 Lab Report

Mario Boisvert reviewed the Lab Report. Details are in the board packet.

A few key points are:

- For the second year, larva and adult *Culex pipiens* samples were sent to Rutgers University in New Jersey to confirm the presence of a hybrid population in Clark County.
- CCMCD will be purchasing a fourth BG counter.

5.5 Safety Report

There was nothing to report.

6. Continuing Business and New Business

6.1 Public Works Contract with CCMCD

On February 5th, 2024, CCMCD signed a new 10-year contract with a possibility of extensions with Clark County Public Works. The agreement will be presented to the County Council on March 5th for final approval and signature.

6.2 Discussion/Presentation of the Employee Handbook

Trudy Linson proposed creating a committee to review the Employee Handbook in detail prior to the May 14, 2024 Board of Trustees meeting. Four board members will participate, including Trudy Linson, Stephen Mullinax, Kayla D'Ambrosi, and Anthony Metzidis. The committee will provide edit recommendations and highlight points of discussion for the next Board meeting. The committee will convene on March 12th at 6:30 pm until 8:30 pm in the CCMCD conference room.

6.3 Review of Bylaws

These bylaws must be reviewed every four years.

Article III – Trudy Linson proposed that the approving party be changed from “Administrator” to “District Manager” in Section 4, Sub-section A.



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Article IV – Mario Boisvert proposed removing the text, “after that” from the second line in Section 2.
Mario Boisvert proposed replacing the delegation of board meeting tasks from the Administrative Assistant to the District Manager as stated in Section 3, Sub-section C.

Article V – Mario Boisvert proposed revising the statement by removing “and shall establish rules for its proceedings” with “and shall follow the Washington State Open Public Meeting Act (OPMA) for its proceedings” in Section 1.
Mario Boisvert proposed expanding Section 2 with a more detailed procedure.

Article VI – Trudy Linson and Mario Boisvert proposed updating the definition of “a majority” in terms of the number of board members in Section 1.

Article VII – Trudy Linson and Mario Boisvert propose the removal of “current Articles of Incorporation” in Section 4 because there is not a record of these Articles.

Trudy Linson proposed the addition of a change log or Revision History be included at the end of the Bylaws document.

6.4 Review Inventory Assets

Mario Boisvert reviewed the Inventory Assets. Details are in the board packet.

6.5 Resolution 01-2024 Approval of Equipment Repair and Replacement (ER&R) Reserve Fund

Upon review, Mario Boisvert will replace “Section 1.0” with “Section 2.0” in paragraph four. Per Anthony Metzidis’ suggestion, paragraph seven will be revised to state, “If the annual fund reserve needed (based on 50% of the total estimated replacement annual value) is lower than \$200,000 or exceeds \$400,000, the Board would approve this through a motion.”

Motion to approve the Resolution 01-2024 Approval of Equipment Repair and Replacement (ER&R) Reserve Fund, as modified, was made by Matthew McBride, and seconded by Stephen Mullinax, all approved, motion passed.

Meeting adjourned at 8:50 pm

Next meeting: May 14th, 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