



CLARK COUNTY MOSQUITO CONTROL DISTRICT

Board of Trustees Meeting Minutes

Tuesday, August 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 7:01 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 member(s) present in person:

Tricia Davis, Trudy Linson, Anthony Metzidis, Stephen Mullinax,

Board member(s) present via Microsoft Teams Meeting:

Rennie Kubik, Matthew McBride, Marina Viray, Larry Lewton

Board member(s) absent: Kayla D'Ambrosi

Others present: Mario Boisvert, Abby Knott, and Tarsis Jimenez

1.3 Review of May 14, 2024 Minutes

Motion to approve the May 14, 2024, Board of Trustees meeting minutes, as presented, was made by Anthony Metzidis, and seconded by Stephen Mullinax, all approved, motion passed.

1.4 Review and Approval of Agenda

The following revision was made to the agenda:

- Added item 6.7 – A resolution for District Manager to provide a monthly status report on mosquito conditions and abatement activities during the active mosquito season

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

2. Recognition of Visitors/Others

2.1 Introduction of Visitors

None.

2.2 Citizen Comments

None to report.

3. Board Update

3.1 Open seat to be appointed by Clark County Council

No update received from Michelle Pfenning yet on where the Clark County Council is at with the appointment process. Trudy Linson will contact Michelle if there are no news before the end of the week.

3.2 Resignation of Matthew McBride

Matthew McBride will serve out the rest of his term ending in December 2024 but will not renew his board membership for another term.

4. Financial Report

4.1 2nd Quarter 2024 Revenue and Expenditure Report

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

4.2 Review and Approval of 2nd Quarter 2024 Warrant Register

Mario Boisvert reviewed the 2nd Quarter 2024 Warrant Register. Details are in the board packet.

Motion to approve the 2nd Quarter 2024 Warrant Register, as presented, was made by Stephen Mullinax, seconded by Anthony Metzidis, all approved, motion passed.

4.3 Review draft of accounting policies prepared by TDJ CPA

Mario Boisvert presented the draft of the Fiscal Management Policy, and the draft of the Policy and Procedure Matrix included in the board packet. It is a cleanup of what we have currently in place and what we need to establish.

The board approved to continue having TDJ CPA develop and prepare these documents and agreed to table this item for now until we have more concrete policies to review.

The board requested an update in a month by email on the status and development of the procedures and policies. Upon receipt and review, each board member should individually reply to Mario with any feedback.

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:

- We saved \$145k on pesticides and \$30k on helicopter services by not treating two national wildlife refuges this year. It's uncertain if we can treat them in 2025. The refuge needs up to six months to assess

the impact on salmon. Temperature thresholds and the presence of West Nile Virus (WNV) are key factors. The refuge agreed to remove the temperature threshold, but WNV is usually not present until late June. We face mosquito nuisances in May and June, and most of the time WNV presents itself at the end of June through August. Stephen Mullinax suggested hiring a contractor to speed up the refuge's assessment, but Abby Knott clarified that the refuge is creating non-WNV-based thresholds. They are considering using elevation levels to determine treatment areas, but lack the necessary elevation data and software, which costs \$6k. The refuge is seeking help from ESRI (Environmental Systems Research Institute) to simulate river levels and flooded areas.

5.2 2024 Budget Presentation

Mario Boisvert reviewed the 2024 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.

5.5 Safety Report

One incident with an employee that we reported to WA Labor & Industries (L&I), and there was a "near miss" incident reported.

6. Continuing Business and New Business

6.1 Discussion regarding signature authorization for checks

After switching from Clark County to TDJ CPA for accounting, CCMCD now cuts checks for vendor payments. Mario Boisvert has been signing all checks with Trudy Linson's approval. Mario wants to ensure all board members are aware of this procedure.

Trudy Linson explained that the board approves the budget, is aware of all contracts over \$10k, and approves all expenditures on the warrant register. TDJ CPA ensures all checks are on the warrant register and manages the bank account. Various controls are in place.

Mario Boisvert also explained that TDJ CPA also completes audits to ensure everything is balanced, which they send to Mario for signature approval every month. Mario looks at every line to make sure everything is balanced and there are no errors.

Trudy Linson said that another control in place is that there is only \$60k in the bank account at any one time. Once the funds deplete, the County Treasurer is the one who replenishes the money in CCMCD's bank account.

The board agreed that existing checks and balances make it low risk for Mario Boisvert to sign checks. However, *there's no backup procedure if Mario is unavailable. The board decided to discuss a line of succession at the*

next meeting due to time constraints.

6.2 Discussion regarding goals for the year

Mario Boisvert presented the original and new modified budget projections for 2020 – 2027. Mario explained that the rise in the budget is due to helicopter treatments, and the expected spraying at the wildlife refuge. Salary costs are expected to be lower since we will have one less full-time employee in 2025. Total supplies costs are increasing mainly because of the increase in pesticide cost. This year was \$120k more because of the wildlife refuges and next year, Mario estimated it will be another \$44k if we keep everything as is, because we will have to use a more expensive product to replace the one that is no longer effective. Total services also increased because we started to have TDJ CPA on board to do our accounting and BEMO for IT and cybersecurity.

6.3 Budget 2025 – Draft

Mario Boisvert stated that the budget for this year is under due to unused funds for wildlife refuge treatments and helicopter treatments but requested more funds next year in order to be prepared for any contingency next year.

Stephen Mullinax and Trudy Linson both expressed that it would be hard to justify putting it in the budget again when it did not get used this year. Stephen asked if the issue was about having the product ahead of time or a matter of access to funds if needed. Mario Boisvert responded that the district already has 6 months of surplus of products to last us halfway into 2025, so what Mario needs is the availability of the funds to move forward with treatment as soon as we receive the go ahead from the wildlife refuges.

The board rejected converting these “unused funds” from cash to inventory, as this didn't provide flexibility of liquid assets but considered moving funds to an “emergency reserve” for future use.

Trudy Linson said that if the refuge says to go ahead in April, we can just take the money out of the emergency or other reserve. We will not budget for it this year. Trudy said that if the time comes and Mario needs the funds for treatment at the wildlife refuges, he will have to come to the board for approval, and as a board, they will understand if we go over-budget. Stephen suggested that the funds be kept in the emergency fund or another reserve fund.

The board asked Mario Boisvert to consult TDJ CPA on the legalities of using this year's funds for next year. They want to know if they can create a budget line item showing \$300k from reserves as internal revenue, not taxpayer money. Mario confirmed that what we have done in previous years is to move the surplus of the previous year to the next year's budget and it is considered as “revenue”. Mario explained that theoretically, if we end up using all of the product next year, for the following year, we could be making the leap to asking for \$2 million from taxpayers. Trudy said that if that was the case, we would be able to tell the story and explain why. The other option would be to move unused funds to our reserves for next year's budget with the understanding that we may need them to treat at the wildlife refuge and that is what it is to be used for.

The \$400k overage from this year will reduce the next year's budget. Stephen Mullinax stated that what CCMCD needed to do is essentially swap what we did this year to next year. The two options were summarized as follows:

- Option 1: reduce next year's budget, and if needed, Mario can pull funds from reserves for the wildlife refuge treatments.
- Option 2: the budget stays the same, but we use the surplus from this year's budget as self-funded revenue for next year with TDJ CPA's assistance.

Anthony Metzidis raised concerns about the lack of a venue for detailed budget examination, making it hard to predict spending accurately. He suggested a special meeting to address this and make informed decisions. Trudy proposed that the executive committee review the matter and report it back to the board.

6.4 Review of office trailer purchase proposals & discussion regarding software and PCR equipment needs

Mario Boisvert outlined the top priority projects for the next two years, focusing on new mosquito software and PCR, and discussed their implications. The goal is to acquire VeeMAC software in 2025 for an estimated \$50k, offering more options and capabilities. The board agreed to budget for this. PCR technology for West Nile virus tests is planned for 2026, allowing time to familiarize with the new software and potentially hire staff or set up a lab.

6.5 Discussion regarding CCMCD's mission statement

This agenda item has been deferred to the next board meeting due to time constraints.

6.6 Discussion regarding fogging adulticide operations

This agenda item has been deferred to the next board meeting due to time constraints.

6.7 Resolution for District Manager to provide a monthly status report on mosquito conditions and abatement activities during the active mosquito season


The board proposed that Mario Boisvert provide a monthly status report from May to October, limited to one page, to keep the board informed about mosquito operations – to include any ongoing concerns, projects, accomplishments, etc. This report is to be emailed monthly to the board members and published on the CCMCD website at the same time. Trudy Linson also requested an annual one to two-page report at year-end to share with the County, highlighting the year's accomplishments. Stephen Mullinax gently reminded everyone that board members must not reply to or discuss these reports via email to comply with the OPMA.

Stephen Mullinax moved, and Anthony Metzidis seconded, to have the District Manager provide monthly status reports from May to October and an annual report at year-end, all available on the CCMCD website. The motion passed unanimously.

Meeting adjourned at 9:19 pm

Next meeting: November 12th, 2024 at 7:00 pm at the Clark County Mosquito Control District conference room and virtually via Microsoft Teams.

X 
Tarsis Jimenez
Recorder

X 
Stephen Mullinax
Secretary, Treasurer