



CLARK COUNTY MOSQUITO CONTROL DISTRICT

Board of Trustees Meeting Minutes

Tuesday, May 14, 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 7:00 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: Tricia Davis, Trudy Linson, Rennie Kubik, Kayla D'Ambrosi, Anthony Metzidis, and Stephen Mullinax

Board members present via Teams Meeting: Matthew McBride, and Marina Viray

Others present: Mario Boisvert, Douglas Nelson, Tarsis Jimenez, Abby Knott, and Teresa Johnson

1.3 Review of February 13, 2024 Minutes

Motion to approve the February 13, 2024, Board of Trustees meeting minutes, as presented, was made by Rennie Kubik, and seconded by Stephen Mullinax, all approved, motion passed.

1.4 Review and Approval of Agenda

The following revisions were made to agenda:

- Add section 3.2 – Reappointment of Kayla D'Ambrosi
- Add section 6.5 – August meeting; pre-budget presentation

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

2. Recognition of Visitors/Others

2.1 Introduction of Visitors

Teresa D. Johnson from TDJ CPA.

Douglas Nelson – CCMCD Field Supervisor.

2.2 Citizen Comments

None to report.

3. Board Update

3.1 Open seat to be appointed by Clark County Council

We are awaiting a decision from the Clark County Council on whether they will move forward with conducting the interviews of potential candidates for the open board seat or if the CCMCD Board will be responsible for interviewing candidates. Currently, Michelle Pfenning, at the County Council Manager's Office, has two applicants for the position, but it is all on hold pending the decision of the Council.

Trudy Linson will reach out to Michelle Pfenning and obtain more information on the matter and what our options are to fill the position preferably before the meeting in August.

3.2 Re-Appointment of Kayla D'Ambrosi

Kayla D'Ambrosi has been reappointed by the City of Vancouver for another term effective January 1, 2024, to December 31, 2025.

4. Financial Report

4.1 1st Quarter 2024 Revenue and Expenditure Report

Mario Boisvert reviewed the 1st Quarter Revenue and Expenditure report. Details are in the board packet.

4.2 Review and Approval of 1st Quarter 2024 Warrant Register

Mario Boisvert reviewed the 1st Quarter 2024 Warrant Register. Details are in the board packet.

Motion to approve the 1st Quarter 2024 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:

- CCMCD future expansion/lease renewal was signed/approved with Clark County Public Works, as of March 5, 2024.
- TDJ CPA is working on a draft of accounting policies for CCMCD. We expect to have a proposed draft of the policies for review at the meeting in August.

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.

A few key points are:

- CCMCD can now monitor and sample in Steigerwald Lake National Wildlife Refuge. We set up a trap for the first time ever on Monday, May 13th, 2024.
- We now have authorization to get a second office trailer on site, and although the 12' x 56' trailer is what we were originally budgeting for, we are now looking for a "school" set up where it would allow for everyone to have their own office, lab space, and room for growth. The quote for a new office trailer 24' x 64' is around \$120k; approximately \$60k over the expected cost but potentially still within budget if funds are moved from other reserves. The interior would need to be remodeled to fit our needs which could be around another \$10k. The Board of Trustee members asked if Mario Boisvert could request different payment terms to separate the cost over two years to stay within budget. Mario Boisvert will find out what terms the seller would be agreeable to but is positive we can work something out. Trudy Linson, Stephen Mullinax, and Rennie Kubik agreed that having one unit had more financial and operational benefits as opposed to two different trailers side by side. Stephen Mullinax inquired as to the life expectancy of office trailers since the office trailer Mario Boisvert is proposing is from 2008. Douglas Nelson found out that it has a 25–30-year life expectancy if the office trailer is well maintained.

Motion to approve Mario Boisvert exploring the possibility of purchasing a 24' x 64' office trailer, if it is within the overall budget, was made by Rennie Kubik, seconded by Stephen Mullinax, all approved, motion passed.

Mario Boisvert stated that he would provide any proposals for the purchase of the office trailer to the board at the August meeting and seek approval for moving funds to make the purchase, as appropriate. Trudy Linson and Stephen Mullinax suggested we also discuss with TDJ CPA to obtain their recommendations for the allocation of funds.

- Trudy Linson also raised the point that further discussion is needed about the PCR state-of-the-art lab and whether it is something we want to have at our facility. This matter is to be discussed further at the August meeting to plan for the cost in next year's budget.

5.4 Lab Report

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

5.5 Safety Report

Douglas Nelson is our new Safety Officer and will work on updating and upgrading our safety procedures and protocols.

6. Continuing Business and New Business

6.1 Election of Vice President

Trudy Linson opened the floor for nominations for the Board Vice President position. Rennie Kubik was nominated, and subsequently, elected by unanimous consent, all in favor.

6.2 Discussion/Presentation of the Employee Handbook

No comments.

6.3 Approve Employee Handbook

Motion to approve the proposed changes to the Employee Handbook (Personnel Policy), as presented, was made by Stephen Mullinax, seconded by Rennie Kubik, all approved, motion passed.

6.4 Sign Approved Bylaws

The following revisions were made to the bylaws:

- **Article III** – Stephen Mullinax proposed we replace “federal guidelines” with “Clark County guidelines” in Section 4, Sub-section B to create consistency with the contents of the new Employee Handbook.
- **Article IV** – Trudy Linson recommended we add a colon after Manager and commas around “when proper” in Section 3, Sub-section C.
- **Article V** – Stephen Mullinax raised a question about the applicability of the first sentence in Section 3, “All meetings shall be open to the public”. Stephen Mullinax mentioned that, according to our research conducted, there are specific instances where this does not apply, such as executive sessions, and certain subcommittees in accordance with the Open Public Meeting Act. Trudy Linson proposed we remove the first sentence, “All meetings shall be open to the public”, and only keep the second part of the paragraph stating, “Meetings shall be managed according to the Open Public Meetings Act”.

Anthony Metzidis raised a discussion about our “purpose” statement in Article II and how it differs from our mission statement. Anthony Metzidis noted that our mission statement is more focused on vector disease control, and the bylaws’ purpose statement is primarily focused on mosquito population control. The board decided not to make any changes to the purpose statement but moved to revisit the mission statement in the August meeting.

Motion to approve the bylaws, as amended, was made by Anthony Metzidis, seconded by Kayla D’Ambrosi, all approved, motion passed.

6.5 August meeting; pre-budget discussion

Trudy Linson proposed the following topics be discussed at the board meeting on August 13, 2024:

- Accounting, as per usual, and the direction we are heading in preparation for the November budget meeting
- Discussion about CCMCD's mission statement
- Discussion about software needs
- Discussion about PCR equipment
- Goals for the year

Trudy Linson also introduced a discussion around the use of fogging adulticide operations and it was suggested to read the ULV Fogger section under the resource page on CCMCD's website. Further discussion on this subject to be done at the next meeting after doing independent reading and research.

Meeting adjourned at 9:04 pm

Next meeting: August 13th, 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