



CLARK COUNTY MOSQUITO CONTROL DISTRICT

Board of Trustees Meeting Minutes

Tuesday, November 12, 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, Stephen Mullinax, and John Billington

Board members present via Teams Meeting:

Anthony Metzidis, and Larry Lewton

Board members absent:

Matthew McBride, and Marina Viray

Others present:

Mario Boisvert, Tarsis Jimenez, Abby Knott, and Christine Smith

1.3 Review of August 13, 2024 Minutes

Motion to approve August 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 the agenda:

- Add section 6.5 – Discussion of innovative pesticide product presented at Pest World
Rennie Kubik was at Pest World 2024 in Denver, CO a couple of weeks ago and proposed a discussion about testing one trap he found intriguing that was presented at the conference.
- Add section 6.6 - Discuss travel reimbursement for special and regular meetings
Anthony Metzidis requested a few minutes to discuss a motion to reimburse board members for travel from and to special and regular meetings.

Motion to approve the agenda, as amended to include 6.5 and 6.6, was made by Kayla D'Ambrosi, all in favor, motion passed.

Recognition of Visitors/Others

1.5 Introduction of Visitors

Christine Smith from TDJ CPA.

1.6 Citizen Comments

None to report.

2. Board Update

2.1 Appointment of John Billington by Clark County

John Billington has been appointed by the Clark County Council to serve a term effective immediately through December 31, 2025.

2.2 New process established with Clark County for appointments to CCMCD Board of Trustees

Mario Boisvert explained that for Clark County appointments to the CCMCD Board of Trustees, we have a written procedure we will be following. Coordination between the Executive Committee and the Administrative Assistant will help keep things moving in the appointment process of a new member. Handouts were provided to all board members of the procedure.

2.3 Letters of reappointment sent to Battle Ground, Camas, Ridgefield and Yacolt jurisdictions

Letters requesting appointment or re-appointment have been sent to the Battle Ground, Camas, Ridgefield, and Yacolt jurisdictions early October.

Tricia Davis hopes to renew her appointment to the board, but a decision is still pending from the City of Battle Ground.

Since Matthew McBride will be leaving the board at the end of the year the City of Camas will be appointing a new member to the board.

Stephen Mullinax has been asked by the city of Ridgefield to resign at the end of his term this year so that they can appoint someone new to share the responsibilities throughout the city. Stephen's resignation from his position will be effective January 1st, 2025. Elections for secretary/treasurer to be held at the next board meeting.

Marina Viray will be reappointed as the Yacolt representative.

3. Financial Report

3.1 3rd Quarter 2024 Revenue and Expenditure Report

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

3.2 Review and Approval of 3rd Quarter 2024 Warrant Register

Mario Boisvert reviewed the 3rd Quarter 2024 Warrant Register. Details are in the board packet.

Motion to approve the 3rd Quarter 2024 Warrant Register, as presented, was made by Stephen Mullinax, seconded by Kayla D'Ambrosi, all approved, motion passed.

3.3 Review of 3rd Quarter US Bank Statements

Statements included in the board packet.

3.4 Review draft of accounting policies prepared by TDJ CPA

Mario and Christine Smith, from TDJ CPA, have been collaborating for the past four months in creating procedures – the process included documenting, ratifying, or consolidating into one place many of the steps that were already undertaken and clarifying a few things that might be unclear and inconsistent.

All this work is an attempt to keep the policy directive at a high level from the board; including the things that are the fiduciary responsibility, the guidance that we need to keep us compliant and within budget as well as within the legal framework that the district operates because those are the policy objectives as the board.

The attempt to separate the procedures and guidelines from the policy also allows for more flexibility and change as technology changes or as varying best practices changes without having to come back to the board with a new resolution to change them. In each policy & procedures guidelines there is also the allowability and the accessibility of all of these procedures to the board. The board has full access and rights to see the procedures and to question the steps, to make sure the steps are following board policy direction.

Trudy Linson's concern for approval of "policy" like procedures, such as increasing the procurement amount, is that it would also provide more risk to Mario. Kayla suggested that to allow for more transparency but also not slow down the process, any procedural change must be notified to the board – no action required on the board's part unless there is an objection to the change. Christine proposed adding to item #2 on the draft of the fiscal policy, a statement that says that each time there is a procedural change the board must be notified of that change.

We have written best practice policies and ensured that we remain compliant with federal regulations and the RCWs related to them (and not necessarily the Clark County policies), as well as staying in compliance with CCMCD bylaws.

Kayla proposed a meeting for a "financial procedure review committee" to have some dedicated time to review the policies and procedures as a group. The plan would be for this committee to continue to meet until all of the procedures have been reviewed, with the schedule subject to change from quarter to quarter depending on the need. The financial procedure review committee will be comprised of Kayla D'Ambrosi, Tricia Davis, John Billington, and Trudy Linson.

CCMCD has resolutions and policies in place that Christine and Mario remain in compliance with as these new procedures are written. Nothing that has been brought forward, other than one threshold change, is non-compliant with the current resolutions. As an organization, CCMCD is still covered with resolutions and policies

and procedures that are documented as of today that will cover CCMD through any audit.

Many procedures are now ready for review from the board. Mario will continue the work with Leona from TDJ CPA and will aim to have a final draft of the procedures by the February board meeting. Trudy will meet with Mario to determine the best timing for when this will all go to the board for review and discuss the schedule for when the committee will review.

4. Operations Manager's Report

4.1 District Manager's Report

Mario Boisvert reviewed the District Manager's report. Further details are in the board packet.

Operations

A few key points are:

- With the approval of the Executive Committee, Mario purchased all of the quantity needed for next year for a pesticide product that was not available for purchase last summer (\$68k).
- CCMCD did not treat using the helicopter in 2024, not because we didn't have the permit for it this year but because the river never went high enough to create a problem. Nothing triggered the need for it in May or June. Mario explained that CCMCD has a contract with the helicopter contractor, if we need them next summer we will just call, and they can treat the areas of concern. Anthony requested that a copy of the helicopter contract is sent out after the meeting in order to review and ensure we are prepared for 2025.

Lab

Further details are in the board packet.

Safety

Nothing to report.

4.2 2025 Budget Presentation

Mario presented the proposed budget for 2025. A few key points are:

- The VeeMAC software is a planned purchase for 2025. The PCR technology to run our own West Nile virus testing will have to wait until 2026, as we are not ready for that in 2025.
- For budgetary purposes, Mario presented the personnel COLA (Cost of Living Adjustment) for 2025 as 3% but asked the board for an actual number to determine the real salary increase for employees to be implemented in January 2025 (must increase pay rate by 2.5% merit and a COLA). Trudy mentioned it would be good to have a policy on this to decide in the future. The board agreed that going with 3% for the COLA is fair for budgetary purposes. Mario suggested that for the real number, the COLA should be based off of an algorithm such as the one in Mario's contract: up to 3% based on Mario's COLA.
- Anthony presented his point of view that another meeting is required specifically discussing the budget, and more focused on trimming any "excess" in efforts to reduce the budget. Trudy stated that the plan for next February meeting is to take an hour to discuss the mission and goal, if we want to be on the

best-in-class scale, fully capable, and talk about why we have seen big budget increases. Kayla also reminded everyone that this discussion about the budget increase was one had in the past and part of it was that CCMCD was very bare bones 4-5 years ago. The level of service could very well increase next year with the treatment of the refuge, if an outbreak of West Nile virus occurs, etc. If Mario were to receive approval from the wildlife refuges to treat, we would use what is in the reserve for next year. One day we'll reach a plateau, Mario explained he doesn't know when, but CCMCD is not even done yet with addressing the mosquito control problem in Clark County. Trudy acknowledged that Tony's points were very timely, and it is something that needs to be discussed further in February.

5. Continuing Business and New Business

5.1 Resolution 02-2024 Adoption of 2025 Budget

The motion to approve the 2025 budget of \$1.549 million, as presented, was made by Kayla D'Ambrosi, and seconded by Stephen Mullinax. Anthony Metzidis moved to amend the motion on the table by reducing the budget to \$1.375 for 2025. There was not a second to amend the motion on the table. The motion to approve the budget, as presented by Mario Boisvert, passed with 5 in favor and 3 against. Budget passed.

5.2 Resolution 03-2024 Per Parcel Agreement

Motion to approve the Resolution 03-2024 Per Parcel Agreement, as presented, was made by Stephen Mullinax, seconded by Larry Lewton, 1 opposed, motion passed.

5.3 Review of fogging adulticide operations

This item is deferred to the next board meeting as there was no time left to discuss.

5.4 Prepare for CCMCD's mission statement and long-range plan improvement discussion in February

Per Trudy and with the boards' agreement, it was decided that the board meeting in February would begin half an hour earlier at 6:30pm instead of 7:00pm to allow for 2.5 hours to begin the discussion of the budget for 2026.

Trudy and Mario have been working on an agenda for the February meeting that will be sent out to a subset of people: Anthony, and the executive committee. Trudy will have Mario or Tarsis send out an agenda via email in preparation for the February meeting.

5.5 Discussion of innovative pesticide product presented at Pest World

This item is deferred to the next board meeting as there was no time left to discuss.

5.6 Discuss travel reimbursement for special and regular meetings

This item is deferred to the next board meeting as there was no time left to discuss.

Meeting adjourned at 10:26 pm

Next meeting: February 11, 2025, at 6:30 pm at the Clark County Mosquito Control District conference room and virtually via Microsoft Teams.

X

Tarsis Jimenez
Recorder

X

Trudy Linson
Board President