



# CLARK COUNTY MOSQUITO CONTROL DISTRICT

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## Board of Trustees Meeting Minutes

Tuesday, April 8<sup>th</sup>, 2025, 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 7:01 pm by Board Vice President, Rennie Kubik; 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, Kayla D'Ambrosi, John Billington, Anthony Metzidis, Justin Lottig, Justin Raczak\*\*, and Marina Viray,

**Board members present via Teams Meeting:** Rennie Kubik, and Larry Lewton

**Board member(s) absent:** Trudy Linson

*\*\*For record keeping purposes, Justin R. arrived at 7:10pm after roll call was taken. Quorum was met prior to his arrival.*

**Others present:** Mario Boisvert, and Abby Knott

#### 1.3 Review of February 11<sup>th</sup>, 2025 Minutes

Motion to approve the February 11th, 2025 Board of Trustees meeting minutes, as presented, was made by Kayla D'Ambrosi, and seconded by Anthony Metzidis, all approved, motion passed.

#### 1.4 Review and Approval of Agenda

Motion to approve the agenda, as presented, was made by Anthony Metzidis, and seconded by Kayla D'Ambrosi, 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

None to report.

## **4. Financial Report**

### **4.1 January – February 2025 Revenue and Expenditure Report**

Mario Boisvert reviewed the Revenue and Expenditure report for January – February 2025. Details are in the board packet.

A few key points:

- John Billington asked if the Treasurer ever has any challenges in transferring funds to CCMCD during tax season? Mario Boisvert responded that we usually receive it in two parts, which is expected since people will sometimes have two tax payments. Usually by April we will have the first half.

### **4.2 Review and Approval of January – February 2025 Warrant Register**

Mario Boisvert reviewed the January – February 2025 Warrant Register. Details are in the board packet.

A few key points:

- Anthony Metzidis asked Mario about Payment Reference #5328 in the amount of \$504.99 which lists Mario as the Supplier. Mario clarified that this payment is reimbursement for his life insurance. All full-time employees are covered by Principal Life Insurance but when Mario started at CCMCD there wasn't that option so as part of his contract, the board at the time gave Mario the option to obtain life insurance on his own and get reimbursed for it by the district.
- Anthony Metzidis also asked about the VeeMAC cost per year going forward. Mario explained that it would be an ongoing cost of approximately \$13k-15k. The cost was greater this year because of the initial set up and purchase of new devices and equipment.

Motion to approve the January – February 2025 Warrant Register, as presented, was made by Anthony Metzidis, seconded by John Billington, all approved, motion passed.

### **4.3 Annual Asset & Inventory Review**

Mario explained that completing an asset and inventory review once a year is in line with CCMCD's bylaws.

Mario highlighted that everything showing in red on the asset inventory list are items that are ready to be replaced. However, based off the discussion that took place during the last couple of meetings, Mario is trying to save some money and not replace equipment, even if it is ready to be replaced. Mario will plan to replace the items as needed and prioritize based on the district's most pressing needs. Kayla D'Ambrosi expressed that she would not want budget oversight to limit CCMCD from purchasing critical parts/equipment because CCMCD is an operation, and she wouldn't want reliability to suffer.

Anthony Metzidis asked what the long-term financial plan to replace necessary equipment is – is it a

possibility to rent or lease the vehicles since they are used seasonally? Mario responded that any non-emergency capital expenditure has to be budgeted. If two more trucks are needed next year, Mario has to budget for them. On the other hand, in case of emergency, supposing that there was an accident that put 7 of our trucks out of service, the \$300k funds in the Equipment Reserve could be used to rent 7 vehicles for 5 months to help continue our operations. However, Mario cannot just decide to buy 3 trucks next year based on the amount available in the reserve. Any brand-new purchases will have to be planned and in our budget. If it's more than \$5,000, it is a capital expenditure and has to be subtracted from the \$300k in the reserve. It can be reimbursed or replenished but it must be budgeted.

Anthony pointed out that although the emergency fund is working well, what he would like to call attention to is there's over \$1,000,000 that CCMCD is going to owe in five years to replace everything in the red. That may be a worst-case scenario, but the bylaws are expecting us to have a 50% reserve rate. We're currently at a 30% reserve rate over the next five years. Anthony stated that we are not meeting those expectations, and some strategic finance is needed, particularly in the area of leasing these vehicles. By doing this CCMCD could probably reduce the overall annual cost significantly.

Mario explained that we have a good maintenance plan on our fleet of vehicles. We are trying to protect our assets as best we can but there is a cost to that.

#### **4.4 Resolution – Disposal of surplus property**

Abby Knott explained that to dispose of the surplus property we have our first step will be to work with GovDeals, as that is who Clark County uses for auctioning. If that doesn't go through, then we would use the county's recycling and destruction services. They come here, package themselves, assess the amount and then they'll take it back and try to sell it. CCMCD would then get a percentage of that back, which covers their fees, and if there's something they can't sell at the end of the process, they would destroy it and send us a certificate of destruction or failure. The county would reach out to Mario at the end with any of the profits.

Motion to approve Resolution 01-2025 Disposal of Surplus Property, as presented, was made by Justin Raczak, 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:

- We asked if it would be possible to "refresh" one room in the old building to make an extra working area for the lab. We want to test this new "lab" this summer for RAMP tests and assess how it would work for future PCR testing.
- Ms. Bridgette Flanders, Chief of the Refuge Biology Branch, estimated that the IMM program for

the national wildlife refuges would not be ready by May/June. Instead stating that they anticipate having a finalized plan before the 2026 field season. The board proposed ideas to help along this process. Some of them being resolutions, the board writing letters to congress and board members speaking at city meetings.

- Further board discussion may be required to discuss staffing plans for future years, and possible need for seasonal employees more months out of the year.

## **6. Continuing Business and New Business**

### **6.1 Resolution – Meeting Travel Reimbursement for Board Members**

Kayla D'Ambrosi asked what the cost of compensation would look like for CCMCD if the resolution went through. Anthony responded that per session it would be about \$4.00 per seat, so around \$40.00 per meeting depending on where people were coming from because travel would be reimbursed at \$0.70/mile.

Kayla expressed that historically we have tried to follow what's happening in the county to keep it fair.

Motion to indefinitely postpone the adoption of Resolution 01-2025 Meeting Travel Reimbursement for Board Members was made by Justin Raczak, seconded by Kayla D'Ambrosi. To comply with order of the meeting, Anthony was given the opportunity to motion to approve Resolution 01-2025. In regard to the time limit, Anthony proposed 90 days for a member to submit a reimbursement request.

Motion to approve Resolution 02-2025 Meeting Travel Reimbursement for Board Members, as presented, was made by Anthony Metzidis, no second to the motion, motion died.

### **6.2 Review of fogging aduicide operations**

Due to time limitations, this topic has been postponed to the next scheduled meeting.

### **6.3 Discussion of innovative pesticide product presented at Pest World**

Due to time limitations, this topic has been postponed to the next scheduled meeting.

**Meeting adjourned at 9:10 pm**

**Next meeting: June 10<sup>th</sup>, 2025 at 7:00 pm at the Clark County Mosquito Control District conference room and virtually via Microsoft Teams.**

**X**

Abby Knott  
Recorder

**X**

Kayla D'Ambrosi  
Secretary, Treasurer