



# CLARK COUNTY MOSQUITO CONTROL DISTRICT

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## Board of Trustees Meeting Minutes

Tuesday, February 11<sup>TH</sup>, 2025, 6:30 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 6:33pm 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, John Billington, Trudy Linson, Rennie Kubik, Anthony Metzidis, Justin Lottig, and Justin Raczak

Board members present via Teams Meeting: Larry Lewton and Marina Viray

Board member(s) absent: Kayla D'Ambrosi

Others present: Mario Boisvert, and Tarsis Jimenez

#### 1.3 Review of November 12, 2024 Minutes

Motion to approve November 12, 2024, Board of Trustees meeting minutes, as presented, was made by Tricia Davis, and seconded by Rennie Kubik, all approved, motion passed.

#### 1.4 Review and Approval of Agenda

The following revision was made to the agenda:

- Moved up item 6.5 – Discussion of travel reimbursement for special and regular meetings to 6.3

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

### 2. Recognition of Visitors/Others

#### 2.1 Introduction of Visitors

Douglas Nelson, Field Supervisor at CCMCD, and Madison Azevedo, Field Technician at CCMCD were

present during the meeting.

## **2.2 Citizen Comments**

None to report.

## **3. Board Update**

### **3.1 Appointment of Justin Lottig by the City of Camas**

Justin Lottig has been appointed by the City of Camas to serve a term effective January 1, 2025, to December 31, 2026.

### **3.2 Appointment of Justin Raczak by the City of Ridgefield**

Justin Raczak has been appointed by the City of Ridgefield to serve a term effective January 1, 2025, to December 31, 2026.

### **3.3 Re-Appointment of Tricia Davis**

Tricia Davis has been reappointed by the City of Battle Ground for another term effective January 1, 2025, to December 31, 2026.

### **3.4 Re-Appointment of Marina Viray**

Marina Viray has been reappointed by the Town of Yacolt for another term effective January 1, 2025, to December 31, 2026.

### **3.5 Election for Secretary/Treasurer**

Trudy Linson opened the floor for nominations for the Board of Trustees Secretary/Treasurer position. Trudy stated that although Kayla D'Ambrosi was not present today, Trudy had previously discussed the position with Kayla and Kayla was amenable to assuming the role. Kayla D'Ambrosi was nominated and subsequently, elected by unanimous consent, all in favor.

## **4. Financial Report**

### **4.1 4<sup>th</sup> Quarter 2024 Revenue and Expenditure Report**

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

A few key points:

- We are around \$408k under budget for 2024 due to unused salaries (\$137k), less pesticides (\$35k), no helicopter contract needed last year (\$60k), no office trailer or GO4 purchases made (\$120k), and revenue from investment interests (\$64k). Per Board direction in the November 2024 budget meeting, a portion (\$300k) of these "extra" funds from 2024 were applied to the 2025 budget.

### **4.2 Review and Approval of 4<sup>th</sup> Quarter 2024 Warrant Register**

Mario Boisvert reviewed the 4<sup>th</sup> Quarter 2024 Warrant Register. Details are in the board packet.

Motion to approve the 4<sup>th</sup> Quarter 2024 Warrant Register, as presented, was made by Justin Raczak, and seconded by John Billington 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:

- Trudy Linson requested a status update on the progress of the financial procedure drafts. The meeting for the Financial Procedure Review Committee formed by Trudy Linson, Tricia Davis, John Billington and Kayla D'Ambrosi with the purpose of reading through the procedures and then bringing recommendations to the board if they should be accepted or not has not been scheduled yet. Mario explained that there are 17 procedures ready to be reviewed – the only step remaining is to adjust the formatting. Mario will send the procedures to the committee in the next month or closer to May.

#### Operations

Details are in the board packet.

#### Lab

Details are in the board packet.

#### Safety

Nothing to report.

## 6. Continuing Business and New Business

### 6.1 Discussion about CCMCD goals and competencies

- **Mission Statement**

John Billington and Justin Lottig proposed a change to the mission statement replacing “vectors” and “vector-borne diseases” to “mosquitoes” and “mosquito-borne diseases”. The amended mission statement would read as follows:

*“To efficiently manage the risks from mosquitoes and mosquito-borne diseases in order to protect public health and quality of life in Clark County.”*

Motion to amend CCMCD's mission statement to “mosquitoes” instead of “vectors”, was made by Anthony Metzidis, and seconded by John Billington, all approved, motion passed.

- **CCMCD Goals**

CCMCD's goals as stated in our Employee Handbook under section 1.5 Mission Statement

are the following:

- 1) To identify and understand the unique needs of our constituents and go beyond the expected in meeting those needs.
- 2) To provide each employee with the training and support needed to grow professionally and personally.
- 3) To adhere to the highest standards of honesty and ethical behavior toward consumers, employees, suppliers, and community.

The board discussed the following changes to be made to CCMCD's goals:

- Replace "consumers" with "constituents" and remove the phrase "and the community" to avoid redundancy. The amended last goal would read as follows:

*"To adhere to the highest standards of honesty and ethical behavior toward constituents, employees, and suppliers."*

- Anthony Metzidis stated that the current goals alone do not express the mosquito control aspect of the District. Anthony suggested including surveillance and abatement as part of the goals since it is an essential aspect of "controlling" mosquitoes. Trudy Linson suggested the following new language as a fourth goal:

*"To provide mosquito control based on surveillance data."*

- **Competency**

CCMCD is performing better than in 2021 on the competency scale with many improvements across the board, however, we are not at a fully capable or competent level on many aspects. In order to determine the direction that the Board would like to take the District, using the NACCHO (National Association of County and City Health Officials) competency scale, each board member submitted an anonymous vote with a number on the scale from 1-5 (1 being "needs improvement", 3 being "competent", and 5 being "fully capable") of the level of competency desired for the District for each of the categories listed below. The following are the results of the votes:

Category	Current Level of Competency	Avg. Desired Level of Competency
Surveillance / trapping / testing	3	4.5
Larviciding	3	4.5
Control Activities	3	3.3
Community Outreach / Service Requests	3	3.2
Employees' skills / retention / engagement	1	3

Facility / Equipment	1	2.7
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Some key points:

- CCMCD is not at a point to plateau, many improvements are still needed in various categories. As certain improvements are made, more staff may be needed to carry out these new programs, changes, etc. thus increasing the costs of the District.
- Treating the areas within the refuges would bring CCMCD up to “best in class” on the scale. Mario Boisvert explained that it is still uncertain how much treatment that would require on our part, we don't know if they will say we can only treat once a year or if we would be allowed to do it twice a year. This in turn would affect the type of product utilized to treat the refuges as some may require several treatments to be effective.
- Justin Lottig expressed that he hopes this exercise with the Board can be done annually to inform the budget for the next year. In relation to this, Trudy mentioned that after the discussion of CCMCD's competency levels, she would like to propose the creation of a budget committee to use the information gathered and review the budget within that committee then present it to the rest of the board.
- Justin Lottig commented that since the board members all represent different towns/cities in Clark County and another way to outreach is to leverage own connections to spread knowledge of CCMCD and discuss the work being done. Anthony also mentioned that providing the City Council with reports on the activities of CCMCD is another option.
- Justin Raczak mentioned that in his experience people are not stingy to pay for services if they know what they are getting for them or they can feel the impact of them, which is why community outreach is so interesting. This would consist of not only sharing what was accomplished with the \$11.44 fee on Clark County residents' property bill, but also, publicizing what we hope to accomplish for the next year if the fee needs to increase. Mario stated that although he does present a summary of CCMCD's accomplishments to the Board at the end of the year, it would be a good idea to have this information available on our website to be transparent with our constituents about our accomplishments and activities.
- Based on the outcome of the votes, Trudy mentioned that the category of “Employees' skills / retention / engagement” may require further discussion due to the variety of votes and levels desired.
- Tricia Davis clarified that the purpose of this exercise was to see the bigger picture and to feel out the direction the District could go but by no means, permission to take action without first presenting a budget with actual numbers and line items. Justin Raczak added that if a move was made in an attempt to improve CCMCD's competency level, part of the discussion for the following year should be to determine whether or not it was effective – and if it was not, then the Board could go back and determine a better way forward.

Trudy proposed establishing a Budget Committee to discuss the budget and help Mario present the information to the rest of the board. The committee would likely meet from August through November. Justin Raczak, Anthony Metzidis, and Rennie Kubik volunteered to form the committee. Trudy proposed that this year the first meeting should be around July because there are a few things that will affect the budget and must be discussed, for instance, the question of whether or not funds will be set aside for the refuge treatment and what is going to be done about the COLA (Cost of Living Adjustment).

Trudy also stated that there is a need to increase the number of times the Board meets throughout the year, as it is difficult to get through all of the agenda with the current meeting structure. Trudy proposed meeting six (6) times a year – in February, April, June, August, October, and December – or having longer meetings and continuing to meet four (4) times a year. The majority of the board opted for meeting more often during the year.

Motion to approve meeting six (6) times per calendar year as a Board, was made by Rennie Kubik, and seconded by John Billington, all approved, motion passed.

**6.2 Discussion about credit cards for technicians (Purchasing Policy/e-Credit card Use Procedure and Guideline), as time permits**

Mario explained that the current Purchasing Policy states that only the District Manager, Biologist and Mosquito Control Supervisors can have a credit card but there exists a need for field technicians – specifically Abby Knott and Madison Azevedo - to have a credit card as well for smaller purchases or when traveling for meetings. The cards would have a limit of \$500.00 that can be allocated from other credit cards so as to not increase our overall limit with the bank. Mario proposed making the language more general because based on the current description, field technicians do not fall under those categories. Justin Lottig suggested that the language in the policy change to: “District Manager and employees authorized by the District Manager” rather than “authorized employees (e.g. supervisors, biologist, technicians, etc.” as initially suggested by Mario to reflect that Mario will be the one, at his discretion, to issue credit cards to individuals.

Rennie motioned to give technicians credit cards. Trudy amended the motion on the table to say that the Board changed the Purchasing Policy 8.0 to say the program is designed to allow the District Manager and employees authorized by the District Manager to purchase items.

Motion to amend the language in *CCMCD's Purchasing Policy, Section 8.0 Credit Card usage* of the Purchasing Policy to say: “The program is designed to allow the District Manager and employees authorized by the District Manager to purchase items [...]” was made by Trudy Linson, and seconded by Anthony Metzidis, all approved, motion passed.

**6.3 Discussion of travel reimbursement for special and regular meetings**

Trudy Linson explained that currently, if board members want to submit a request for travel reimbursement for traveling to board meetings, per the current interpretation of the bylaws, that would be an unallowable expense. Anthony Metzidis put together a resolution to allow for reimbursement for

travel to board meetings. The current interpretation of the bylaws allows reimbursement for travel but only applies to meetings related to District business (such as events or conventions), not travel to board meetings. Trudy clarified that if approved, any reimbursement would be at the federal rate.

Trudy proposed deferring approval of this resolution to the next meeting to give some time for everyone to review it and to also update the document to CCMCD's correct format. One change to the document should be to update any "shall" to "may" wherever applicable, leaving the choice to each board member if they want to submit a reimbursement request or not. Trudy stated that this would be the highest priority at the next meeting.

Mario brought up that this may require additional forms and filing at the end of the year, but he would follow up with TDJ CPA.

**6.4 Review of fogging adulticide operations, as time permits**

This item is deferred to the next meeting.

**6.5 Discussion of innovative pesticide product presented at Pest World, as time permits**

This item is deferred to the next meeting.

**Meeting adjourned at 9:21 pm**

**Next meeting: April 8<sup>th</sup>, 2025 at 7:00 pm at the Clark County Mosquito Control District conference room and virtually via Microsoft Teams.**

**X**

Tarsis Jimenez  
Recorder

**X**

Trudy Linson  
Board President