



CLARK COUNTY MOSQUITO CONTROL DISTRICT

8115 NE St Johns Road, Building "P", Vancouver, WA 98665
P.O. Box 5032, Vancouver, WA 98668-5032
www.ccmcd.org

Phone: (360) 574-7906
Fax: (360) 573-1921

Board of Trustees Meeting Minutes

Tuesday, June 10th, 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 7:00pm 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, John Billington, Justin Raczak, Kayla D'Ambrosi, Rennie Kubik

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

Board Members Absent: Justin Lottig

***For record keeping purposes, Marina V. arrived at 7:32pm after the roll call was taken. Quorum was met prior to her arrival.*

Others present: Mario Boisvert, Emma Jarvis, Abby Knott, Madeline Lueck entered at 7:20pm

1.3 Review of April 8th, 2025 Minutes

- John Billington proposed that we revise the section in the April 8th Board meeting notes that state "Mario responded that any capital expenditure based on our bylaws has to be budgeted." He checked the CCMCD Bylaws and there is no requirement that capital expenditures be budgeted. Trudy Linson suggested taking out the wording "based on our bylaws" from the April 8th minutes. John brings up the point that capital expenditures should be budgeted. And suggested that the wording instead be changed to "any non-emergency capital expenditure has to be budgeted."

Motion to approve the April 8th, 2025, Board of Trustees meeting minutes, as modified, was made by Justin Raczak, and seconded by Kayla D'ambrosi, all approved; motion passed.

1.4 Review and Approval of Agenda

The following revisions were made to the agenda:

- Mario Boisvert stated that he would like to amend the June 10th Agenda, the Final Policy Resolution was mistakenly not added to the agenda. He stated that he would like to add that as a subsection of 6.1 on the agenda. Trudy Linson mentioned that this resolution was emailed out to all board members, and there was a hard copy provided for all board members who attended the meeting in person.
- Mario added that there may be a need to push item 6.3 Review of Fogging Adulticide Operations, and item 6.4 the Discussion of Innovative Pesticide Product Presented at Pest World to the next meeting in August. Mario said that he will need time to present the other items underneath the closed meeting section of the agenda (Introduction of new job descriptions for the 2026 Budget and Discussion about the Administrative Assistant position) Trudy Linson proposed that they leave 20 minutes at the end of the meeting for these items.

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

2. Recognition of Visitors/Others

2.1 Introduction of Visitors

Abby Knott, Vector Control Tech

2.2 Citizen Comments

None to report.

3. Board Update

3.1 None to report.

4. Financial Report

1.1 March – April 2025 Revenue and Expenditure Report

Mario Boisvert reviewed the Revenue and Expenditure report for March-April 2025. Details are in the board packet.

A few key points:

- Mario shared that we are at 50% of all the money we should receive from our constituents.
- Drug and Pesticides are marked as yellow in the report, because we are almost at 70% of the budget. But Mario explained that we are almost done buying pesticides and will not go over budget.
- For total supplies CCMCD has 50% of the budget remaining, so we are in good shape for the rest of the year.

4.1 Review and Approval of March – April 2025 Warrant Register

Mario Boisvert reviewed the March – April 2025 Warrant Register. Details are in the board packet.

A few key points:

- Anthony Metzidis asked if the product purchasing plan for the year has changed because of our late

start to the season. Mario explained that we did not need to use the helicopter, and that we still have product from 2024, and have the product we purchased for this year. So, we will not need to buy products again likely for the rest of the year.

- Justin Raczak asked what the Bank of America charge was for ADP, and what the Bank of America fee was. Mario explained the ADP charge is for our payroll operations. The Bank of America fee is the cost of making transactions with Bank of America. Justin R. asked if Mario could provide information on the type of account we have with Bank of America and a breakdown of the fees at the next meeting.

Motion to approve the March – April 2025 Warrant Register, as presented, was made by John Billington, seconded by Justin Raczak, all approved, motion passed.

4.2 March- April 2025 US Bank Statements

Mario Boisvert reviewed the March – April 2025 US Bank Statements. Details are in the board packet.

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:

- Mario shared that there was a car accident, no one was hurt but one of our Ford trucks is totaled and undrivable. The driver who hit the truck filed a claim.

5.2 Road Map for IMM Program

Mario Boisvert reviewed the Road Map for IMM Program.

[Ctrl + Click here to view Mario's Road Map Presentation Slides](#)

A few key points are:

CCMCD Is not yet at its Plateau:

- CCMCD is not currently at a five-star rating on the five-star competency scale. The board acknowledged in the previous meeting that they want to increase the scores of our core competencies on the established five-star scale, Mario pointed out that this will mean increasing the budget to continue to improve.
- We will reach a plateau eventually, but it would be surprising to Mario if the budget reached a plateau at \$1.5 million. Mario explained that he wants to propose three new positions, which will require adjustment in salaries. We may have to treat both refuges in 2026, and this will be an ongoing annual cost. If we get West Nile in the area, the budget will increase permanently going forward. Each year all the pesticides we order are 2-3% more expensive. The 2% to 4% COLA is recurrent annually.

COLA:

- Trudy Linson said that the budget committee needs to talk about the Cost-of-Living Adjustment. Mario explained that employee merit plus the COLA impact the annual pay scale. John Billington noted that he would

like to see the costs of payroll and run the COLA on those costs, to see how it looks in the budget for the next two years. Trudy was interested in finding out what other cities are doing for their payrolls regarding COLAs.

Employee Count:

- Mario said that he wants to keep the same number of employees; the current number is 17. With 17 employees during mosquito season, we can have people treat and test product resistance.

West Nile:

- There will be an increased annual cost once West Nile virus is detected in Clark County. John Billington asked: “mosquito borne disease once it shows up, is it here forever?” Mario says more than likely, yes.

Drone Program:

- We currently have a drone that was built in China; there is the threat of new regulation coming out that would ban any Chinese-produced drones from flying. It is much more costly now to get an American built drone. But we will need this if we keep doing drone programs.

Cost to Constituents:

- Mario explained that we are at a tax cost of \$8.56, per Clark County constituent because we were able to save \$400,000 last year and decided to take \$300,000 up front. So, we asked our constituents to only pay \$1.25 million. If we hadn't moved that money, we would have spent it, and our budget would have been \$1.55 million.
- Kayla D'ambrosi says that The Budget Committee should consider that the county is growing, this puts bigger burden on the CCMCD team but means we are able to get more funds because there are more constituents paying the tax fee.

6. Continuing Business and New Business

6.1 Follow up on May 13th, 2025, Financial Procedure Review Meeting

Trudy Linson shared that the Financial Committee met on 5/13/25 and 5/20/25. The committee made edits to the Financial Policies and Guidelines documents which were created with the help of our accounting firm TDJ.

Trudy stated that she would like the board to accept the Financial Policy Resolution. She explained that the resolution states that the board will carry out the stated financial guidelines and procedures. The board will review the Financial Policy documents annually and when there is a significant change that needs to be made. John Billington noted that if something arose, which would require a change to the current Financial Policies and Guidelines, Mario Boisvert would inform the board.

6.1.1 Resolution – Financial Policy

Trudy Linson noted that not everything was completely covered but that this was a great start for the financial policies and guidelines. Trudy stated that she wanted to thank TDJ for all their work helping to put together the Financial Policies.

Motion to approve Resolution 03-2025 Financial Policy, as presented, was made by Justin Raczak, seconded by Tricia Davis, all approved; motion passed.

6.2 Budget Committee

Trudy announced that she would like Kayla D'ambrosi to be the Chair of the Budget Committee. The rest of the committee members would be Trudy Linson, John Billington, Justin Raczak, and Rennie Kubik.

Anthony Metzidis suggested that the board decide what deliverables the Budget Committee should prepare for the August board meeting regarding the 2026 Budget. Anthony proposed different budget "sizing" packages (small, medium, and large) to give the board different options to discuss in August. Trudy responded to this suggestion, saying that the committee would deliver the recommended budget for next year.

Trudy mentioned that there are still some questions for the Budget Committee to sort out when creating the budget regarding benefit packages. Are we keeping the current COLA index, and are we covering full family medical for all full-time employees?

Kayla D'ambrosi said she thinks the committee should meet in June/ July to prepare the recommended 2026 Budget and get it as finalized as possible for the August 12th board meeting. This would allow for the Budget Committee to meet in September/ October to make finalizing edits that come out of the August Board meeting. Making voting on the budget in October a formality.

Kayla D'ambrosi stated she wants to see an estimate for the refuge and for the drone program for 2026. She believes the buffer amount for the emergency fund should be decided based on how likely emergency scenarios are to occur.

Kayla asked Mario to prepare a worst-case scenario and best-case scenario budget and likelihood scale for emergency scenarios that could occur in 2026. Additionally, Kayla requested that Mario prepare a day-to-day budget that reflects the projected operations for 2026.

Trudy said that for her, budget creation will be a space for the board to showcase what areas of service and performance they would like CCMCD to be "best in class" in. Justin Raczak added that this is related to the meeting held in February to give competency rankings, 1-5 stars, to different services carried out by CCMCD. He agreed with Trudy that these competency buckets should be considered when creating the budget for 2026. Anthony Metzidis said that giving everything five stars would mean the budget keeps growing and growing. Justin R. responded that based on Marios presentation, it is clear CCMCD is still growing and should expect to incur more costs in the next two to three years. And if there is a disagreement among the board on where they stand on service vs budget, all members will need to get on the same page about where those lines are and stay aligned on the service target rankings that they established in February.

6.3 Review of fogging adulticide operations:

Mario Boisvert explained that adulticiding is a tool in CCMCD's Integrated Mosquito Management Plan. It is written in the plan that "adult mosquito treatments will only be made when public health is threatened by large populations of mosquitoes that can negatively impact the public's quality of life or potentially carry disease." It

is listed as one of CCMCD's Core Competencies- "larviciding, adulticiding, or both."

6.4 Discussion of innovative pesticide product presented at Pest World

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

6.5 Closed Meeting

6.5.1 Introduction of new job descriptions for the 2026 Budget- impact on pay scale

Meeting Minutes and recordings ceased for this section of the meeting.

6.5.2 Discussion about the Administrative Assistant position

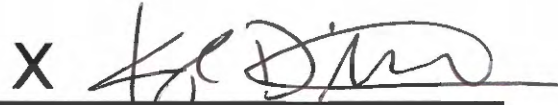
Meeting Minutes and recordings ceased for this section of the meeting.

Meeting adjourned at 9:28 pm

Next meeting: August 12th, 2025 at 7:00 pm at the Clark County Mosquito Control District conference room and virtually via Microsoft Teams.

X 

Emma Jarvis
Administrative Assistant

X 

Kayla D'Ambrosi
Secretary/ Treasurer