



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, December 9th, 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

1. Opening of Meeting

1.1 Call to Order

Meeting called to order at 7:28pm 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: Justin Lottig, Trudy Linson, Rennie Kubik, and Kayla D'Ambrosi

Board members present via Teams Meeting: Tricia Davis, Anthony Metzidis, and Marina Viray

Board Members Absent: John Billington, Larry Lewton, and Justin Raczak

Others present: Mario Boisvert, Emma Jarvis, and Megan Vandell

1.3 Review of October 14th, 2025, Minutes

Motion to approve the October 14th Meeting Minutes, was made by Rennie Kubik, and seconded by Kayla D'Ambrosi, all approved, motion passed.

1.4 Review of Agenda

The following revisions were made to the agenda:

- Mario Boisvert requested that a discussion regarding the COLA adjustment for the 2026 salaries be added to the agenda under Continuing Business and New Business as point 6.3.

Motion to approve the agenda, as modified, was made by Kayla D'Ambrosi, and seconded by Justin Lottig, all approved, motion passed.

2. Recognition of Visitors/Others

2.1 Introduction of Visitors

Megan Vandell, Washougal Resident

2.2 Citizen Comments

None to report.

3. Board Update

3.1 Resignation of Trudy Linson

Trudy Linson shared that this was her final meeting on the CCMCD Board. Her seat was one of the two Clark County seats set to expire in 2025. After reviewing all the highly qualified applications which were sent to fill the position, Trudy decided it was a good time to step down from the board.

3.2 Update on the Clark County Board Applications

The Executive Committee shared that they had not yet selected the two applicants to fill the vacant Clark County board seats. They announced that they would send the Administrative Assistant, Emma Jarvis, the two applications that they chose to recommend to the Clark County Council no later than Friday, December 12th. The two new appointees will commence their term on January 2nd, 2026.

3.3 Resignation of Justin Raczak

Mario Boisvert shared that Justin Raczak would also not be returning to the CCMCD Board in 2026. He was appointed to the city of Ridgefield's Planning Commission and was asked to step down from the CCMCD board. His term will end on December 31st, 2025. He will be replaced by Mariana Avalos, who will start her term on January 2nd, 2026.

3.4 Election for Board President

Trudy Linson opened the floor for nominations for the Board President position. Kayla D'Ambrosi was nominated by Rennie Kubik all approved. Kayla D'Ambrosi was elected Board President, term to begin on January 2nd, 2026.

3.5 Election for Secretary/Treasurer

Trudy Linson opened the floor for nominations for Board Secretary/ Treasurer. Trudy stated that although John Billington was not present today, Trudy had previously discussed the position with John, and he was amenable to assuming the role. Trudy Linson nominated John Billington all approved. John Billington was elected Board Secretary/ Treasurer, term to begin on January 2nd, 2026.

4. Financial Report

4.1 September-October 2025 Revenue and Expenditure Report

Mario Boisvert reviewed the September-October 2025 Revenue and Expenditure report. Details are in the board packet.

Key Points:

- Overall, CCMCD is at 81% for Total Expenditures through October 2025, that is 83% of the way through 2025, we are on target to not exceed the 2025 Budget.

4.2 2025 US Bank Statements

Mario Boisvert reviewed the September-October 2025 Revenue and Expenditure report. Details are in

the board packet.

4.3 Review and Approval of September-October 2025 Warrant Register

Mario Boisvert reviewed the September-October 2025 Warrant Register. Details are in the board packet.

Motion to approve the September-October 2025 Warrant Register, as presented, was made by Rennie Kubik, 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:

- Mario explained that the full-time employees at CCMD are testing a 4-day 10-hour work week this winter. Mark Newman, Field Supervisor, will be working for ten hours on Monday, Tuesday, Thursday, and Friday. And Mark will take Wednesday's off. They will see how this impacts operations, and then other full-time employees may try this schedule as well in the down season.
- Madeline Lueck's last day of work was November 5th, 2025. She assisted in the lab testing RAMP, mosquito identifying, and setting up tests.
- Wade Holbrook, Lab Supervisor, was looking to order a PCR in January 2026 and it is projected to arrive in February 2026. The vendor will come to install the equipment in February 2026 and train all the full-time employees on how to use the equipment to test for WNV and other mosquito borne illnesses.
- As of October 30th, (final weekly state report of the year), CCMCD tested 985 pools of mosquitoes for WNV in 2025, which accounts for approximately 36% of all pools tested in Washington State (985/2719). All CCMCD samples tested NEGATIVE for West Nile virus.
- As of October 30th, there were 48 pools of mosquitoes that tested positive for WNV in Washington state, all in three counties east of the Cascades. There were two positive horses (fatalities) out of four tested and two human cases (one fatality and one viremic blood donor).
- Mario Boisvert is working on an end-of-year report that will be completed by Friday, December 19th, 2025.

6. Continuing Business and New Business

6.1 2025 WA State Audit Update

A few key points:

- Audit Exit Meeting will take place on Wednesday, December 10th from 12:30pm to 1:00pm. The purpose of the meeting is to share final results of the audit with the Board of Trustees.
- Mario Boisvert shared that there was an issue with employees being able to reliably calculate their overtime with the current system of pay periods occurring every 15 days, 24 periods annually. The State Auditors team gave the suggestion that CCMCD make this process clearer for employees. Mario informed the board that we may need to change the pay periods to every 14 days, 26 times per year. This way the employees can easily know how much overtime they will have for each pay

period. This would require an amendment of the Employee Handbook.

- The audit team also suggested that Mario and Emma initial and date when they initially review each physical timesheet before processing the payroll. We will do this going forward.
- The audit team suggested that CCMCD attain a signed copy of each month's warrant register from the board president, in addition to the signature of the meeting minutes. We will do this going forward.

6.2 Board of Trustees Regular Meeting Schedule for 2026

- The Board reviewed the meeting schedule for 2026. The board will meet six times annually on the second Tuesday of February, April, June, August, October, and December. Meetings will continue to be held in a hybrid format with both in-person and virtual attendance available.
- All members present agreed that the board should continue to meet six times a year and that there were no issues with the dates selected and the 7:00pm starting time.

6.3 COLA

Mario Boisvert explained to the board that the government is behind on publishing monthly COLAs. As of December 9th, 2025, the last available monthly COLA that was published was from September 2025. Meaning that when Mario calculates the annual COLA average on January 15th, 2026, to update the pay scale for the first pay period of 2026, there may not be 12 months of data.

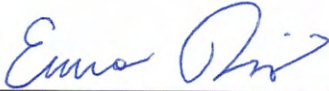
A few key points:

- From January to September 2025, the WA state COLA annual average is 2.61%.
- Mario asked the board if he could get their approval to use the COLA data available on January 15th, 2026, when he goes to calculate the 2026 pay scale. Meaning that the COLA applied for all of 2026, new pay scales would be based on only 10 months of data rather than 12 months. Then in 2027, the pay scale increase from COLA would be based on 14 months of data rather than the standard 12, to make up for the two months of missing data for 2026.
- Trudy Linson liked the idea that on January 15th Mario will use the data that is available to calculate the COLA.
- Justin Lottig asked if it would be possible to use the first 10 months average COLA for the pay scale adjustment until the second round of numbers come, the pay scale would be readjusted to the 12-month average. Trudy Linson noted that it could go lower, decreasing the pay scale.
- Justin Lottig said that 14 months is not a clean 1 to 1, it would not be accurate. He wanted to ensure that nothing is lost for the employees.

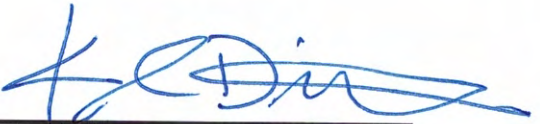
Justin Lottig proposed that Mario move forward with whatever data points are available on January 15th to inform the pay scale adjustment. Then, during the February 10th board meeting, inform the board of the status of the COLA data and discuss whether any further adjustments need to be made. Kayla D'Ambrosi seconded, all approved; motion passed.

Meeting adjourned at 8:30pm

Next meeting: February 10th, 2026, at 7:00 pm at the Clark County Mosquito Control District conference room virtually via Microsoft Teams.

X 

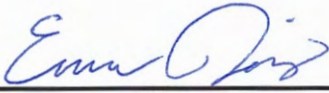
Emma Jarvis
Administrative Assistant

X 

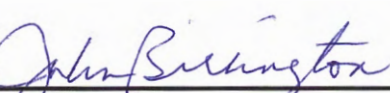
Kayla D'Ambrosi
Secretary/ Treasurer

Meeting adjourned at 8:30pm

Next meeting: February 10th, 2026, at 7:00 pm at the Clark County Mosquito Control District conference room virtually via Microsoft Teams.

X 

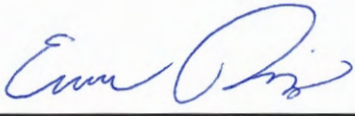
Emma Jarvis
Administrative Assistant

X 

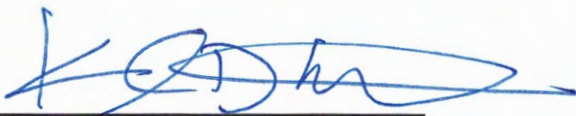
John Billington
Secretary/ Treasurer

Meeting adjourned at 8:30pm

Next meeting: February 10th, 2026, at 7:00 pm at the Clark County Mosquito Control District conference room virtually via Microsoft Teams.

X 

Emma Jarvis
Administrative Assistant

X 

Kayla D'Ambrosi
Board President