



CLARK COUNTY MOSQUITO CONTROL DISTRICT

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Board of Trustees Meeting Minutes

Tuesday, October 14th, 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 7:07pm 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, John Billington, and Kayla D'Ambrosi

Board members present via Teams Meeting: Anthony Metzidis, Justin Raczak, and Marina Viray

Board Members Absent: Larry Lewton and Justin Lottig

Others present: Mario Boisvert, Emma Jarvis, and James McNamara

1.3 Review of August 12th, 2025, Minutes

Motion to approve the August 12th Meeting Minutes, was made by Kayla D'ambrosi, and seconded by John Billington, all approved, motion passed.

1.4 Review of Agenda

The following revisions were made to the agenda:

- Trudy Linson proposed switching the order of Resolution 05-2025 Parcel Assessment 2026 and Resolution 06-2025 Adoption of 2026 Budget. So that the 2026 Budget would be approved before the 2026 parcel assessment was approved. Because of the change in the order of approval, she also noted that the resolution numbers should be changed, the correct labeling being Resolution 05-2025 Adoption of 2026 Budget and Resolution 06-2025 Parcel Assessment 2026.
- Trudy also clarified that the goal of the executive session was to discuss Mario's performance and contract. She stated that the Budget committee met, and they have some suggestions that they wanted to bring to the board.

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

2. Recognition of Visitors/Others

2.1 Introduction of Visitors

James McNamara, Clark County Citizen

2.2 Citizen Comments

None to report.

3. Board Update

- 3.1 There will be elections during the December 9th, 2025, board meeting to fill the role of president and any Executive Committee roles that subsequently open.
- 3.2 Both Kayla D'Ambrosi, Secretary/Treasurer and Rennie Kubik, Vice President, stated that they would be okay to do a second term on the executive committee, Trudy Linson, President, clarified that she will not be seeking reelection.

4. Financial Report

4.1 July-August 2025 Revenue and Expenditure Report

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

Key Points:

- Overall, CCMCD is at 64% for Total Expenditures through August 2025, that is 66% of the way through 2025, we are on target to not exceed the 2025 Budget.
- \$1,682,762.67 for current fund balance minus the emergency reserves, leaves \$1,120,586 in the Projected Operating Fund, as of August 2025.

4.2 2025 US Bank Statements

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

4.3 Review and Approval of July-August 2025 Warrant Register

Mario Boisvert reviewed the July-August 2025 Warrant Register. Details are in the board packet.

Motion to approve the July-August 2025 Warrant Register, as presented, was made by Kayla D'Ambrosi, seconded by Rennie Kubik, 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:

- John Billington asked about the state audit set to start November 10th, 2025. He asked if after the audit they would provide CCMCD with a hard copy report of their findings. Mario said they would, and that there would be an exit meeting where the auditors would go over the results with the CCMCD team before publishing the audit report publicly.
- Rennie Kubik asked about product efficacy. Mario said the team has a meeting set up to discuss these findings and decide what they would like to do with products next season.
- Mario shared that he has three different labs that are interested in helping CCMCD with larvae and adult DNA testing. He said we will review which lab can provide the best services to suit our needs.
- As of October 10th, 2025, CCMCD tested 985 pools of mosquitoes for WNV this year, which accounts for approximately 40% of all pools tested in Washington State (985/2477). All the CCMCD samples tested negative for West Nile virus.
- As of October 10th, 2025, 48 pools of mosquitoes tested positive for WNV in Washington state, all in three counties east of the Cascades. As of October 10th, 2025, there were two positive horses (fatalities) and one human case (fatality) of WNV. A human case of WNV in Oregon was under investigation as of October 10th, 2025, the infection potentially occurred in Washington state.

6. Continuing Business and New Business

6.1 2026 Budget Presentation

Kayla D'Ambrosi explained to the Board that the Budget Committee has started the process of setting minimum and maximum levels of the Operating Fund Balance based on the annual budget, which will determine how much CCMCD should keep in the Operating Fund. Kayla said this will likely be decided in the new year.

Mario Boisvert reviewed the 2026 Budget Report. A few key points:

- Mario pointed out there was an increase of \$65,000 from the preliminary budget for 2026 presented at the August 12th, 2025, board meeting.
- Mario explained that they had to add hours so that all seasonal field technicians could be trained and finish the exam by May 1st, to increase productivity.
- Trudy Linson asked Mario to explain why the lab truck cost was increased from the preliminary budget. Mario said that the cost is higher than originally planned because the team will have to rebuild the canopy in the back of the truck.
- John Billington asked what percentage the budget for 2026 increased compared to 2025, operationally it was a 7.5% increase, \$116,000.
- Kayla D'Ambrosi stated that the two big jumps in cost appear to be the addition of seasonal field tech hours and the capital outlay.
- Trudy Linson suggested cutting costs from personnel by having the seasonal workers start after April. Mario said he will not do that. Mario said that benefit of starting early is that by May 1st they

can start working on abatement.

- Anthony Metzidis argued in favor of budget as presented. He said the growth looks healthy compared to the 80% growth that occurred two years ago.

Motion to approve the 2026 Budget, as presented, was made by Anthony Metzidis, seconded by Justin Raczak, all approved, motion passed.

6.2 Resolution 04-2025 Adoption of New Pay Scale

CCMCD team salaries will increase by the Cost-of-Living Adjustment (COLA), published at the end of December. The two Biologist roles will receive a 20% increase, and the Administrative Assistant role will receive an increase of 15.4% as discussed at the last board meeting.

Motion to approve Resolution 04-2025 Adoption of New Pay Scale, as presented, was made by Kayla D'Ambrosi, seconded by John Billington, all approved, motion passed.

6.3 Resolution 05-2025 Adoption of 2026 Budget

The following revisions were made to the resolution:

- John Billington proposed that point three be reworded from "Staff is instructed to prepare and process proper documentation to submit to Clark County the per parcel assessment necessary to one million seven hundred ninety-five thousand five hundred dollars (\$1,795,500.00) revenue to support 2026 District operating expenses." To "Staff is instructed to prepare and process proper documentation to submit to Clark County the per parcel assessment necessary to generate one million seven hundred ninety-five thousand five hundred dollars (\$1,795,500.00) in revenue to support 2026 District operating expenses."

Motion to approve Resolution 05-2025 Adoption of 2026 Budget, as modified, was made by Rennie Kubik, and seconded by Kayla D'Ambrosi, all approved, motion passed.

6.4 Resolution 06-2025 Per Parcel Assessment

The following revisions were made to the resolution:

- John Billington proposed that the last sentence in the section labeled "Based on these Findings" be changed from "Pursuant to RCW 36.29.180, the administrative fee of \$0.80 must be paid by CCMCD and will be collected with each special assessment and added to the annual budget resulting in a total cost to the customer of \$11.10 per parcel." To "Pursuant to RCW 36.29.180, the administrative fee of \$0.80 must be paid by CCMCD and will be collected with each special assessment and added to the annual budget resulting in a total cost to each parcel owner of \$11.10."

Motion to approve Resolution 06-2025 Per Parcel Assessment, as modified, was made by John Billington, and seconded by Kayla D'Ambrosi, all approved, motion passed.

6.5 Discussion about amending the CCMCD Bylaws 2024, Article III Section 3.d. To clarify Executive Committee term periods.

John Billington stated that in worst case scenario where someone wanted to leave, they could go at any time. He said they can resign and that the board positions are volunteer and require no contract. Trudy Linson asked if everyone was okay keeping the Bylaws as it was, all agreed. No changes made.

6.6 Discussion of five- year plan for depreciating assets.

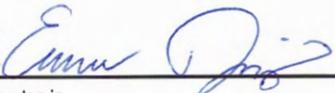
Trudy Linson suggested that we push this discussion to the first board meeting of the new year, making it part of the New Business to be discussed in the February 2026 board meeting.

7. Executive Session to discuss District Manager, Mario Boisvert's Performance and Contract Renewal.

The Executive session to discuss District Manager Mario Boisvert's Performance and Contract Renewal as allowed by RCW 42.30.11. The session began at 8:35 pm and ended at 8:59pm. There was nothing to report to the public.

Meeting adjourned at 8:59pm

Next meeting: December 9th, 2025, at 7:00 pm at the Clark County Mosquito Control District conference room virtually via Microsoft Teams.

X 
Emma Jarvis
Administrative Assistant

X 
Kava D'Ambrosi
Secretary/Treasurer