



CLARK COUNTY MOSQUITO CONTROL DISTRICT

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Board of Trustees Meeting Minutes

Tuesday, February 10th, 2026 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 7:05pm by Board President, Kayla D'Ambrosi; it was noted that a quorum was present via in person and video/audio conferencing.

1.2 Roll Call

Board members present in person: Victoria Ferrer, Justin Lottig, Earl Fleck, John Billington, Mariana Avalos, Megan Vandell and Kayla D'Ambrosi

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

Let the record reflect that both Marina Viray and Rennie Kubik were admitted to the call at 7:09pm after roll call was taken, but quorum was reached before their arrival.

Others present: Mario Boisvert and Emma Jarvis

1.3 Review of December 9th, 2025, Minutes

Motion to approve the December 9th Meeting Minutes, was made by Earl Fleck, and seconded by John Billington, all approved, motion passed.

1.4 Review of Agenda

The following revisions were made to the agenda:

- Mario Boisvert requested that point 3.7 be added under the section "Board Update" to state the reappointment of Larry Lewton by the City of La Center.

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

2. Recognition of Visitors/Others

2.1 Introduction of Visitors

2.2 Citizen Comments

None to report.

3. Board Update

- 3.1 Appointment of Victoria Ferrer by the City of Battle Ground**
- 3.2 Appointment of Earl Fleck by Clark County**
- 3.3 Appointment of Mariana Avalos by the City of Ridgefield**
- 3.4 Appointment of Megan Vandell by the City of Washougal**
- 3.5 Reappointment of Kayla D'Ambrosi by the City of Vancouver**
- 3.6 Reappointment of Rennie Kubik by Clark County**
- 3.7 Reappointment of Larry Lewton by the City of La Center**

Kayla D'Ambrosi issued a warm welcome to all new members and Mario Boisvert offered to give a tour of the facilities and provide an overview of local mosquitoes and abatement techniques performed by the district to any interested new or returning board members.

Mario said that it will be up to each member to decide if they want only the digital copy of the board packets. He instructed board members to email Emma Jarvis, the Administrative Assistant, with their preference for receiving the board packets, digital only or digital and paper copy.

4. Financial Report

4.1 November-December 2025 Revenue and Expenditure Report

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

Key Points:

- 2025 concluded with the district at 88% of the projected budget for the year.
- The 2025 revenue was 6.2% more than anticipated.

4.2 2025 US Bank Statements

Mario Boisvert reviewed the November-December 2025 US Bank Statements. Details are in the board packet.

4.3 Review and Approval of November-December 2025 Warrant Register

Mario Boisvert reviewed the November-December 2025 Warrant Register. Details are in the board packet.

- Mariana Avalos asked why the board goes through and approves the warrant register. Mario said that all District spending needs to be checked and approved by the board. Kayla D'Ambrosi explained that CCMCD is funded by taxes so as board members they must make sure that taxpayer money is being spent appropriately.

Motion to approve the November-December 2025 Warrant Register, as presented, was made by Earl

Fleck, 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 are:

- CCMCD ended up being \$225,000 below budget for 2025. Mario explained that we did not use the surplus that we gained from being under budget in 2025 to reduce the planned revenue for the 2026 budget. All of the surplus from 2025 went in the Operating Fund Balance.
- A PCR testing kit was ordered, and it is projected to arrive at the end of February 2026. The vendor will come to install the equipment and train all the full-time employees on how to use the equipment to test for WNV and other mosquito borne illnesses during the week of March 9th.
- FAA will be requiring more public notification for aerial larvicide treatments going forward, under the Congested Areas Plan (CAP). This will require either a broadcast local news piece or radio announcement, as well as a mailing list & notification letter for any applications which abut private property. We may work with Multnomah County on issuing a joint statement regarding aerial treatments.
- We are still not allowed to perform any aerial larviciding treatments in either of the National Wildlife Refuges (located in Ridgefield and Washougal), Mario Boisvert explained that we are waiting on them to finish writing and approving an integrated mosquito management plan. It is unlikely that they will have this completed by the start of spring treatments, which are performed in May and June.

Safety Report:

The team purchased bags and storage cases to store all the lithium batteries that are used in the lab and for the Drone. These storage bags and cases greatly reduce the risk of a lithium battery fire.

6. Continuing Business and New Business

6.1 Presentation on CCMCD competencies and goals

A few key points:

- Mario Boisvert shared that based on his assessment of the district's current and planned activities as well as the potential risk factor of mosquito borne diseases, the district should expect to see more growth in the annual budgets for the next few years. Mario does not believe that we are ready to reach a plateau in our budget planning.
- As CCMCD has grown it has incurred more recurrent costs that the board will need to anticipate in budget planning. If there are invasive species or the presence of a mosquito borne illness such as West Nile Virus, there will be more recurrent costs required to address these issues going forward.

6.2 2025 WA State Audit Exit Recommendations

A few key points:

- The office of the Washington State Auditor conducted an Accountability Audit Report for the period

January 1, 2022 through December 31, 2024. CCMCD passed the accountability audit, their findings were that CCMCD complied with all state laws.

- The State Auditor's Office did issue some low-level recommendations that were issued just to management, not to the public, they offered suggestions only for best practice improvement.
- As a response to the Auditor in 2028, Earl suggested that the board needs to produce a document explaining what the district is doing to support some of the recommendations and why we will not be moving forward with others and have Kayla D'Ambrosi, the board president, sign this letter it at the next board meeting. This would show that the board supports keeping the payroll disbursement at 24 times a year.

6.3 Discussion about COLA data available for 2026 pay scale adjustment

A few key points:

- On January 15th, 2026 (before processing the first pay period of 2026), we had the final numbers for 2025 (except for October), so we had the averaged COLA that has been approved by the Board President, Kayla D'Ambrosi, for the 2026 adjustment of the pay scale. January to December the final COLA was 2.6%. This increase was added to all employees' payrates for the year 2026.

6.4 Discussion about vehicle asset management

A few key points:

- Mario Boisvert explained to the board that at the next board meeting we will complete our annual asset and inventory review. We have to assess replacement costs for items that have exceeded their "years of life" or that no longer work. Based on Resolution number 01-2024 the board agreed that \$200,000-\$400,000 should remain in the replacement reserve.
- Currently CCMCD is using all vehicles until they die. There is no official vehicle replacement plan in place. Kayla D'Ambrosi proposed that we establish a Vehicle Asset Management Committee to do research and work to create drafts of a policy. They will present their recommendations to the board for discussion and final approval.

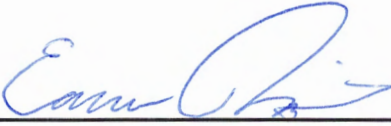
6.5 Discussion on Operating fund balance and Budget Committee

A few key points:

- The budget committee has only two members and is seeking two more members.
- The budget committee will meet to discuss and figure out how much money should exist within the operating fund balance, and work to establish policy drafts based on their research and discussions. This group will aid in establishing policy surrounding CCMCD's long-term financial planning.

Meeting adjourned at 9:14pm

Next meeting: April 14th, 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