



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 9th, 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: Justin Lottig, Earl Fleck, Rennie Kubik, John Billington, and Kayla D'Ambrosi

Board members present via Teams Meeting: Mariana Avalos, Victoria Ferrer, and Marina Viray

Board members absent: Larry Lewton and Megan Vandell

Others present:

Mario Boisvert, Wade Holbrook, Emma Jarvis, Abby Knott, and Mark Newman

1.3 Review of April 14th, 2026, Minutes

Motion to approve the April 14th, 2026, Meeting Minutes was made by Rennie Kubik, and seconded by Earl Fleck, all approved, motion passed.

1.4 Review of Agenda

The following revisions were made to the June 9th, 2026, Agenda:

Earl Fleck requested that point 3.1 Creation of a Hiring Committee for the District Manager Role be added to the agenda.

Earl Fleck additionally proposed that point 6.2 Discussion Regarding District Manager Succession Planning be added to the agenda.

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

2. Recognition of Visitors/Others

2.1 Introduction of Visitors;

Mario Boisvert, District Manager

Emma Jarvis, Administrative/ Human Resources Assistant

Abby Knott, Vector Ecologist / GIS Specialist / IT Lead

Mark Newman, Field Supervisor

Wade Holbrook, Lab Supervisor

Mario requested from the board that the employees who were present for this meeting be given the opportunity to contribute in the 6.2 discussion regarding the District Manager succession planning. Kayla D'Ambrosi, Board President, agreed to this point. John Billington, Board Secretary/ Treasurer, seconded. Earl Fleck stated that it was important to hear input from current employees regarding this matter.

2.2 Citizen Comments; None to report.

3. Board Update

3.1 Creation of a Hiring Committee for the District Manager Role

- Kayla D'Ambrosi shared that the District Manager, Mario Boisvert will be stepping down from his role and that his final day at work will be October 30th.
- Mario mentioned that he and Emma Jarvis, Administrative/ Human Resources Assistant, had been working on the job description and job announcement for the District Manager role that they have shared with the boards' Executive Committee.
- Kayla D'Ambrosi asked who would be interested in joining the hiring committee, the following board members stated their interest: Rennie Kubik, John Billington, and Mariana Avalos. Kayla stated that she would like to also be on the committee.

Motion to establish a Hiring Committee for the open District Manager role comprised of Kayla D'Ambrosi, Rennie Kubik, John Billington, and Mariana Avalos, was made by Earl Fleck, seconded by John Billington, all approved, motion passed.

4. Financial Report

4.1 March-April 2026 Revenue and Expenditure Report

Mario Boisvert reviewed the March-April 2026 Revenue and Expenditure report. Details are in the board packet.

A few key points:

- 28% percent of the budget was used from March-April of 2026. We are 33% of the way through the year; this puts us in a good place for the projected annual budget.

4.2 March-April 2026 US Bank Statements

Mario Boisvert reviewed the March-April 2026 US Bank Statements. Details are in the board packet.

4.3 Review and Approval of March-April 2026 Warrant Register

Mario Boisvert reviewed the March-April 2026 Warrant Register. Details are in the board packet.

Motion to approve the March-April 2026 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:

- Mario shared that CCMCD worked with local TV and radio station to get 24 spots on TV and radio to notify citizens that CCMCD may have to fly at some point this summer for larviciding application. This was also up on our website and each of our social media pages. FAA regulations were all met.
- Treated approximately 580 acres of wetlands and flooded areas located north, west, and south of Vancouver Lake by helicopter on May 14th.
- Mosquito species, *Aedes aloponotum*, has been recorded in Clark County. The Washington State Department of Health has identified and confirmed this new species for our county.

Safety Report; nothing to report.

6. Continuing Business and New Business

6.1 Discussion of planning next steps after the CCMCD building lease is up

A few key points are:

- The CCMCD building lease with the County is up in 2035, leaving the option to find a new building, buy land and build a new building, or renew the lease for another 5 years.

CCMCD Builds Its Own Building:

- Considering the growth of the County and the space limitation the current buildings offer; it was determined that the board should reassess the needs of the mosquito district and see what the options are to maximize and improve our operations.
- Mario gave examples of several different floor plans for a building that the board could build.
- For a commercial building in Clark County, WA (including Vancouver), current estimates suggest that construction costs typically range from about \$180 to \$350 per square foot for standard projects (reference internet).
- While a new facility to accommodate growth needs would be beneficial for CCMCD operations, Mario explained that the board should also consider the impact of a significant mortgage on future budgets versus the current cost of the lease.

6.2 District Manager Succession Planning

A few key points are:

- Mario's last day at work is Friday, October 30th, 2026.
- A few weeks of transition with the new District Manager would be recommended
- If the Board does not believe it will be possible to have someone before Mario is leaving, the Board must consider a few important points that must be taken care of as a priority during the interim, points such as having someone authorized to approve receipts and invoices, sign checks, approve checks and ACHs in BofA CashPro and approve payroll and PERS
- A timeline was proposed to get a new manager starting as early as possible but to start early October at the latest to ensure a smooth transition while Mario is still available to help with onboarding.

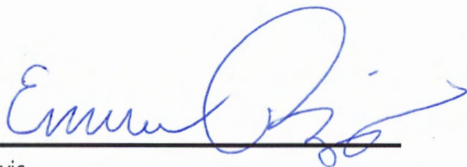
Some employees were present at the meeting and shared important points they would like to see continued in the future. They want the district to continue favoring a science-based approach to managing our operations and fostering the growth of the district. The employees also indicated that retention of employees and improved facilities were important for future success.

Kayla D'Ambrosi stated that she welcomes any ideas or thoughts going forward regarding hiring a new District Manager from the CCMCD staff.

Meeting adjourned at 9:22 pm

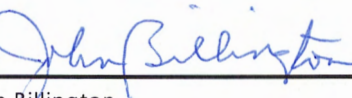
Next meeting: August 11th, 2026, at 7:00 pm at the Clark County Mosquito Control District conference room virtually via Microsoft Teams.

X



Emma Jarvis
Administrative Assistant

X



John Billington
Secretary/ Treasurer