



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES
November 1, 2016

A Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on November 1, 2016. The meeting was called to order at 2:36 p.m., by Chairman Dan Green.

Board of Trustees Members Present: Dan Green - Chairman
John Borden – Vice-Chairman
Gordon Young - Secretary
Lowell Hanna – Treasurer
Mike Bondi – Board Member

Staff: George Peck
Theresa Micallef
Josh Jacobson
Rich Imholt

Absent: None

Guest: Mike Shaw

Items before the Board:

Approval of September 13, 2016 Regular Meeting Minutes – A motion was made by Vice Chairman John Borden, seconded by Treasurer Lowell Hanna, to approve the September 13, 2016 Regular Business Meeting Minutes as amended and submitted via e-mail. With no further discussions, motion unanimously approved. The original copy of the approved minutes was signed by Secretary Gordon Young.

Approval of October 4, 2016 Regular Meeting Minutes – A motion was made by Vice Chairman John Borden, seconded by Secretary Gordon Young, to approve the October 4, 2016 Regular Business Meeting Minutes as amended and submitted via e-mail. With no further discussions, motion unanimously approved. The original copy of the approved minutes was signed by Secretary Gordon Young.

Public Comment – Limited to 5 minutes per person:

No comments.

Bills & Checks - Bills and Checks were given to Board Members for review and approval. Bills and checks were approved as presented by way of review and signatures.

Update on ‘At Will Employment’ – Board Members received an email from Attorney Bill Cloran and 2 handouts from Director George Peck regarding ‘At Will’ Employment. A discussion followed. Chairman Dan Green suggested for the Board Members to individually Contact Attorney Bill Cloran if they had questions regarding the ‘At Will’ Employment status of CCVCD, or one of the Board Members could contact Attorney Bill Cloran and bring information back to the Board Members.

Board Members appointed Mike Bondi to contact Attorney Bill Cloran for the purpose of discussing ‘At Will’ Employment. The purpose of this appointment is to bring back information to the Board Members, and if needed, invite Attorney Bill Cloran to the next Board meeting in December.

Lease Update – Chairman Dan Green informed the Board Members that the lease between Clackamas County and Clackamas County Vector Control District has been signed.

Update on Board Member Recruitment – Office Manager Theresa Micallef informed the Board Members that there are currently 2 positions open and there are 3 applicants for these positions. The ABC Committee is currently processing the applications and information to fill the positions. There was a discussion on adding more Board Members to the CCVCD Board. Chairman Dan Green asked Director George Peck to look at CCVCD’s charter and see if the number of Board Members can be changed.

Public Outreach Bids – Director George Peck informed the Board Members that 2 Public Outreach Bids had been received, one from Pac West, one from Turtledove Clemens, before the deadline date, and were still in their sealed envelopes. Board Members asked that Staff review the bids and report back to the Board at the December Board Meeting. Board Members suggested that a date stamp be purchased. Board Members asked that Staff inform the two bidding companies that CCVCD has received their Public Outreach Bids.

Monthly Master Spreadsheet – Director George Peck distributed to the Board Members a copy of the draft Monthly Master Spread Sheet. Director George Peck explained the ‘Monthly Master Spreadsheet’ to the Board Members. A discussion followed regarding the Clackamas County Treasurer, the Local Government Investment Pool, and Wells Fargo Bank. The Board Members requested that a ‘Monthly Master Spreadsheet’ be given to the Board on a monthly basis.

Requested Financial Updates (Seasonal personnel, travel, and public outreach) – Director George Peck distributed to the Board Members a copy of the power point slide that he would be talking about. Director George Peck explained

the financial updates to the Board Members. A discussion followed regarding seasonal salary calculations, calculations of funds needed to retain seasonal staff, travel and conference, CCVCD profit and loss by class. Vice Chairman John Borden discussed with the Board Members the issue of OPE (other personnel expenses) such as PERS, Insurance, capital outlay, and seasonal job title change to permanent full time employee. Director George Peck stated that he would like to talk with Attorney Bill Cloran regarding this information, bring back information to the Board Members at the next meeting in December, and the Board Members requested that he look to CCVCD's policies for information also.

A Motion was made by Vice Chairman John Borden, seconded by Mike Bondi, to retain Joshua Arnbrister, Joseph Micallef, and John Wagenknecht, until information and guidance on how to proceed has been obtained from legal counsel. With no further discussion, motion unanimously approved. Chairman Dan Green asked that Director George Peck give the Board an annual report in April 2017 on the retaining of the 3 seasonal employees during the winter months.

Director George Peck presented to the Board Members a power point regarding 'Travel and Conference'. A discussion followed. Board Members requested that if funds are available, all current employees should attend the AMCA Annual Conference in San Diego California in February of 2017.

Director George Peck presented to the Board Members a power point and handout regarding 'Turtledove Clemens FY Summary'. A discussion followed regarding the CCVCD adopted budget, actual spending, for Fiscal Year 2016 - 2017. Board Member Mike Bondi stated that it is important to look at the deliverables we are receiving and not the amount spent month to month. Director George Peck stated that Turtledove Clemens contract and billings would have to be looked at carefully. Director George Peck stated that Attorney Bill Cloran has drafted a well formed Public Outreach contract to use for the next public outreach firm that is chosen, and that he would review this information, and bring the Board Members a report at the next Board Meeting.

Proposal for FY17 Fall/Winter/ Spring Work – Director George Peck Distributed to the Board Members a handout titled 'Justification for Retention of Seasonals'. A discussion followed regarding seasonal salary calculations, calculation of funds needed to retain seasonal staff from November 2016 thru March 2017, and tasks that will be done by the seasonal staff.

Director George Peck informed the Board Members that on Monday, October 31st, 2016, it was found that there was an intentional application of Bti larval insecticide into the rearing pans of the mosquito larvae colonies. A discussion of this event followed.

Board Member Mike Bondi stated that to do some of the research that Director George Peck wants to do will require special (?) facilities. Director George Peck stated that he would like to start looking at different properties to build a new facility. Board Member Mike Bondi told the Board Members that the Board should think about strategic planning and what they want CCVCD to look like over the next 5 years. Chairman Dan Green stated that there was a request from Director George Peck to meet with some or all of the Board Member and discuss a 5 year plan for CCVCD. Secretary Gordon Young and Board Member Mike Bondi stated that they would both like to meet with Director George Peck.

Vice Chairman John Borden left the Board Meeting at 4:15 p.m.

Performance Appraisal – Chairman Dan Green stated that Director George Peck has now received all of the performance evaluations from the Board Members. The Board Members asked Director George to read the evaluations and come up with a numeric summary, and comments on the performance appraisal that everyone can agree with, then bring it to the December Board Meeting.

Revised Performance Appraisal – The Board Members held a discussion involving revising the Directors performance appraisal, all Board Members agreed to wait until the next evaluation process, and have Director George Peck look into different evaluation performance formats.

Items That May Occur Before the Meeting:

Director George Peck stated that at the last Board Meeting the Board Members had directed him to put his formal expectations into a document. Director George Peck said that he had taken a look at his contract and chose to use the contract because it is a guiding contract for the Director's position. Copies of the paraphrased Director's contract were distributed to the Board Members. A discussion followed and the Board Members decided to take the paraphrased contract home and read it.

Per prompting from the Board president, Director George Peck more completely informed the Board Members about the details of what occurred in the CCVCD mosquito rearing room. On Monday October 31, 2016 it had been discovered that all of the larval colonies in the mosquito rearing room had been killed. All District personnel were asked about this incident and no one was able to give information regarding its genesis. Legal council had been contacted and informed that on Monday morning all larval colonies were dead, and that we had observed granular material was floating in the water. When the granular material was inspected at under a microscope, it matched very closely some of the products that are used and stored in the chemical shed. Most likely the granular material was a Bti formulation. The poisoning occurred between Saturday morning October 29th, 2016 and Sunday evening October 30th, 2016; judging by the decomposition of the larvae, it had occurred sometime on Saturday, October 29th.

Staff was informed of the incident and that there is a new padlock on the rearing room door, the front door has been rekeyed, and that the Director is considering the installation of surveillance cameras. Attorney Bill Cloran has been contacted regarding these issues. George said that he will be sitting down with the Seasonal Staff and Office Staff to discuss what happened on Monday morning, and see if there is any information that needs to be shared.

Chairman Dan Green and Treasurer Lowell Hanna asked if it was possible that this was some kind of an accident or a natural occurrence. Director George Peck informed the Board Members that it was not an accident or a natural occurrence because of the material that was laying around and could not be mistaken for fish food, fish food is finely ground, red, and green colored. What was found scattered around were chunks that look much like Grape Nuts cereal that one

would purchase at the grocery store, and has the color and texture of a grey clayish material, and that all ten larval trays were treated. Pictures were taken for documentation; the Bti material was scattered on the floor and we were able to take samples of it. Director Peck said: "The material was compared to material that was ground 3 weeks ago for a bio assay, the morphology is the same, and I know which individuals were working with that material on that day."

Board Member Mike Bondi informed Director George Peck that the CCVCD web site had some old information that needed to be looked at, and updated.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 4:31 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____
Secretary Gordon Young