CLACKAMAS COUNTY

VECTOR CONTROL DISTRICT

MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES
February 9, 2017

A Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on February 9, 2017. The meeting was called to order at 2:33 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
Jensen Price
Rich Imholt

Absent: None

Guest: David Kuykendall, CPA

Items before the Board:

Approval of January 10, 2017 Regular Meeting Minutes – A motion was made by Treasurer Lowell Hanna, seconded by Secretary Gordon Young, to approve the January 10, 2017 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.

FY-2016 Audit Briefing – Copies of the 2016 Audit were distributed to the Board Members. Auditor David Kuykendall informed the Board Members that there were no errors or issues with the accounting procedures of Clackamas County Vector Control District. Auditor David Kuykendall read thru the 2016 Audit and answered questions from the Board Members.

LGIP Transfer Resolution (general fund to building fund) – Director George Peck presented to the Board Members a resolution to transfer funds from the Oregon Local Government Investment Pool (LGIP) General Fund (#3013), to Oregon Local Government Investment Pool Building & Land Fund (#3014), for the budget year 2016-2017. Chairman Dan Green read the resolution to the Board Members. A motion was made by Vice-Chairman John Borden, seconded by Treasurer Lowell Hanna to approve the Resolution to transfer $500,000.00 from the Oregon Local Government Investment Pool General Fund (#3013) to Oregon Local Government Investment Pool Building & Land Fund (#3014) for the budget year 2016-2017. With no further discussions, motion unanimously approved. Chairman Dan Green and Secretary Gordon Young signed the LGIP Transfer Resolution.

Monthly Master Spreadsheet – Copies of the 'Monthly Master Spread Sheet' for November and December were distributed to the Board Members. A discussion was held, and Board Members asked that a title and line be added to the document to split up the accounts.

Director Evaluation Update: Draft of 2017 Goals – Copies of the draft of 2017 goals for Director George Peck were distributed to the Board Members for review by the next Board Meeting.

Public Outreach Presentations Update – Office Manager Theresa Micallef informed the Board Members that Pac West and Turtledove Clemens would be attending the February 21, 2017 meeting to discuss their Public Outreach presentations with the Board Members.

Long Term Planning (LTP) Document Discussion – Copies of the 'A Five Year Comprehensive Plan for Clackamas County Vector Control District' draft, were distributed to Board Members, to discuss moving forward with the plan. Board Members set the LTP meeting for February 21st, 2017, at 9:00 a.m., to 12:00 p.m. Board Members discussed the 'Mission Statement', 'Programmatic Review', 'Office', 'Facilities', 'Funding', and 'Public Outreach Program'. Secretary Gordon Young suggested adding a 'Vision' statement, and 'Fiduciary Value', to keep up with technology.

'At Will' Employment Update – Copies of the 'Clackamas County Vector Control District Progressive Discipline Policy' were distributed to Board Members. Director George Peck asked the Board Members review the document and be prepared to discuss it at the March 14, 2017 Board Meeting.

Surveillance System Issues – Handouts titled 'Update on Sentinel System' were distributed to the Board Members. Director George Peck informed the Board Members that the handout is an update on the progress of resolving ongoing issues with the Sentinel System. Board Members were asked to take home the Handouts and read them. An update regarding the Sentinel System issues will be given at the March 14, 2017 Board Meeting.

Travel Plan for CCVCD during AMCA in San Diego – Director George Peck informed the Board Members that there is a travel plan in place for the AMCA conference in San Diego, California, on February 13th thru 15th, 2017. Treasurer Lowell Hanna asked that a designated Board Member have a key to the District office in case of an emergency, and Chairman Dan Green was designated as the key holder. Director George Peck informed the Board Members that Joe Micallef would be coming into the District office to take care of the animals and to monitor phone messages. A short discussion was held regarding alcohol use during conferences.

Items That May Occur Before the Meeting:

Chairman Dan Green asked if the building drainage and fascia were going to be repaired. Director George Peck stated that there was sufficient gravel drainage around the building and that there is clogging of the down spouts that occurs, so occasionally the gutters need to be cleaned. There were 3 bids for having the painting and fascia work done, and the chosen contractor will start work in March 2017.

Chairman Dan Green asked for an update on the temporary seasonal employees and how they were doing with their work at CCVCD. Director George Peck informed the Board members that he receives weekly work reports from the temporary seasonal employees, they are given tasks to do, and are accomplishing the tasks with great alacrity and verve.

Vice-Chairman John Borden stated that the temporary seasonal employees will have a trip point under personnel laws, and this would need to be looked into. A discussion followed regarding adding additional full time permanent staff to CCVCD.

Chairman Dan Green asked about the addition of security cameras in the District building. Director George Peck informed the Board Members that he had accepted a bid to have cameras installed in the District. The installation will be the week of February 20th, 2017.

Director George Peck informed the Board Members that on March 14th, 2017, 10:30 a.m., CCVCD will go before the Clackamas County Commissioners, to present the Annual Plan, and the Annual Work Program. A copy of the proposed Annual Plan and the Annual Work Program will be given to the Board Members a week before the March 14th, 2017 Board Meeting, for approval at the March 14th, Board Meeting. Board Members asked that the Commissioners Meeting be changed due to conflict of the Regular Board Meeting and the Commissioners Meeting being on the same day, and if possible to have the Commissioners Meeting set for March 21st, 2017.

Director George Peck informed the Board Members that he had studied the time line for the Budget, and that report generation is on schedule according to the time line.

Board Member Mike Bond talked with the Board Members regarding the cost of building a new building.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 4:25 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____
Secretary Gordon Young