



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES
June 13, 2017

A Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on June 13, 2017. The meeting was called to order at 3:00 p.m., by Chairman Dan Green.

Board of Trustees Members Present:

Dan Green - Chairman
John Borden – Vice-Chairman
Gordon Young - Secretary
Mike Bondi – Board Member
Lowell Hanna – Treasurer

Staff: George Peck
Theresa Micallef

Absent: Josh Jacobson
Rich Imholt
Jensen Price

Guest: Michael Shaw

Items before the Board:

Approval of April 11, 2017 Regular Meeting Minutes – A motion was made by Vice Chairman John Borden, seconded by Secretary Gordon Young, to approve the April 11, 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 were signed by Secretary Gordon Young.

Approval of May 16, 2017 Regular Meeting Minutes – A motion was made by Vice Chairman John Borden, seconded by Secretary Gordon Young, to approve the May 16, 2017 Regular Business Meeting Minutes as submitted via e-mail. With no further discussions, motion unanimously approved. The original copy of the approved minutes were 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. Chairman Dan Green recommended getting 3 quotes or a sole source letter for the eDNA processing. Bills and checks were approved as presented by way of review and signatures.

Budget Hearing – Chairman Dan Green opened the Budget Hearing 3:22 p.m., there being no public comment Chairman Dan Green closed the Budget Hearing at 3:26 p.m.

Adopt Budget – A “Resolution Adopting the Budget” was read by Chairman Dan Green. A motion was made by Vice Chairman John Borden, seconded by Secretary Gordon Young to approve the “Resolution Adopting the Budget” as presented, motion unanimously approved, FY 2017 – 2018 budget adopted. Resolution attached.

Resolution Imposing and Categorizing Taxes – A “Resolution Imposing and Categorizing Taxes” was read by Chairman Dan Green. A motion was made by Vice Chairman John Borden, seconded by Treasurer Lowell Hanna, to approve the “Resolution Imposing and Categorizing Taxes” as presented for FY 2017 - 2018, motion unanimously approved, the approved resolution was signed by Chairman Dan Green, and Secretary Gordon Young. Resolution attached.

Finalize COLA for Salaries – Office Manager Theresa Micallef distributed paperwork regarding COLA rates. Board Members discussed the information provided, asked that more research regarding the COLA for fiscal year 2017 – 2018 be presented at the next Regular Board Meeting in July to finalizing the COLA for salary purposes.

Monthly Master Spreadsheet – Monthly master spreadsheets will be distributed at the next Regular Board Meeting.

PAC/WEST Contract Review – Board Members were given copies of the PAC/WEST contract for review at the May Board Meeting. Vice Chairman John Borden informed the Board Members that he wanted to make sure that it was known that he had said in the past that he is concerned about having the ability to pick and choose the items we want to be able to move forward with. Vice Chairman John Borden stated that ‘Executive Director George Peck had reassured him that the ability to pick and choose the work to be done by PAC/WEST was in the contract’, and ‘after reading this information in the contract he felt assured that the ability to pick and choose was a fact’.

Board Member Mike Bondi asked that the meeting minutes reflect a previous discussion the Board Members had about having a facilitated way to help decide what the list of deliverables would be from PAC/ WEST.

A motion was made by Vice Chairman John Borden, seconded by Secretary Gordon Young, to authorize Executive Director George Peck to sign the PAC/WEST contract. With no further discussions, motion unanimously approved.

Review of Cloran Letter (cost analysis) – Executive Director George Peck informed the Board Members that Attorney Bill Cloran had sent a letter that explained how Bill had crafted the amendments to the PAC/WEST contract to conform to what the Board Members wanted. Chairman Dan Green asked Executive Director George Peck how the scoping meeting had gone with PAC/WEST. Executive Director George Peck informed the Board Members that he had discussed the District's mission, visions, core values, clientele, deliverables, web site, and mosquito ecology. Executive Director George Peck informed the Board Members that PAC/WEST made a suggestion to sub-contract a polling firm to randomly sample the Clackamas County population to get their thoughts regarding Vector Control. Chairman Dan Green asked what PAC/WEST's understanding was of what they have been authorized to do and how much to spend. Executive Director George Peck explained to the Board Members that PAC/WEST has been asked to create calendars, the initial polling survey, and newsletters. Executive Director George Peck suggested that a reporting system done monthly of what was asked for and what was delivered. Chairman Dan Green informed the Board Members that there should be a regular authorization for approval of cost, work and/or items from PAC/WEST. Chairman Dan Green asked that Executive Director George Peck email the Board Members the cost of the polling survey.

Buzz in Front Door (security issues) – Executive Director George Peck informed the Board Members that there had been police activity in the front of CCVCD's office that caused CCVCD's office to go into lock down for security of the office staff. Executive Director mentioned that the IT department at Clackamas County has an electronic buzzing mechanism that when you approach the door you say who you are, someone will acknowledge you and let you into the office. The Board Members discussed the security at CCVCD. Chairman Dan Green asked that three bids be acquired for security intercom system on CCVCD's front door.

Update on Surveillance Truck (on hold per staff needs) - Executive Director George Peck informed the Board Members that Seasonal Biologist George Cashdollar would not be returning to CCVCD this season so there would not be a need to purchase a new surveillance truck this season, and the purchase has been placed on hold per staff needs.

Review of LTPC notes (Feb. and May meetings) – Board Member Mike Bondi reviewed notes that were made from the February and May Long Term Planning Committee (LTPC) meetings in which Mike Bondi, Gordon Young, and George Peck had attended. Board Members discussed having a professional facilitator attend a future LTPC meeting. Vice Chairman John Bordon suggested that the first LTPC meeting involve the full Board, they should begin with at least seven of the note headings using George's vision statement. One should be fiduciary responsibility, second facility & operations, from these flow personnel, research, communications, outreach, and Board transitions. A discussion followed regarding date, time, and place of the next LTPC meeting, Board Members asked that Office Manager Theresa Micallef attend the meeting to take notes.

Review of Proposed CC Corrections IGA for Yard Maintenance – Executive Director George Peck explained the CC Corrections IGA for Yard Maintenance to the Board Members, George also suggested that staff of CCVCD could maintain the yard. Chairman Dan Green suggested that Executive Director George Peck could choose what months yard maintenance is needed and talk with Nora Jones to rewrite the contract to reflect the changes, or the staff could maintain the yard.

Items That May Occur Before the Meeting – Executive Director George Peck informed the Board Members that he would be establishing Friday work hours for the season, and the Board Members would be updated when the Friday work hours are established.

Chairman Dan Green asked Executive Director George Peck to provide the Board Members with a report regarding the use of the seasonal crew during the winter months.

Treasurer Lowell Hanna informed the Board Members about upcoming SDAO meetings.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 4:53 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____
Secretary Gordon Young