



CLACKAMAS COUNTY  
**VECTOR CONTROL DISTRICT**

**MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES AND  
SUPPLEMENTAL BUDGET HEARING**

May 11<sup>th</sup>, 2021

An audio recorded Regular Business Meeting and Supplemental Budget Hearing of the Clackamas County Vector Control District Board of Trustees was held on May 11, 2021. The meeting was called to order at 2:30 p.m., by Chairman Dan Green.

Board of Trustees Members Present: Dan Green – Chairman  
Dakota Hufford – Vice-Chairman – Via Zoom  
Michael Shaw – Secretary. Entered meeting at  
2:43 p.m.  
Lowell Hanna – Treasurer – Via Zoom Phone.  
Entered meeting at 2:36 p.m.

Staff: Josh Jacobson – Executive Director  
Theresa Micallef – Office Manager  
Maggie Atchley – Field Manager

Absent: None

Guest: Chris West Senior Vice President of Operations from PAC/WEST  
Communications. Via Zoom

**Items before the Board:**

**PAC/WEST** – Chris West updated the Board Members regarding work done for CCVCD by PAC/WEST for the year 2020. A discussion was held regarding calendars, photo contest and prize, Clackamas County Fair possibly in June, face mask, the CCVCD video game, and Chris West presented a proposal for the upcoming year.

\*Chris West Senior Vice President of Operations from PAC/WEST Communications exited the meeting at 2:56 p.m.

**Approval of March 9<sup>th</sup>, 2021 Regular Business Meeting and Supplemental Budget Hearing Minutes** – A motion was made by Treasurer Lowell Hanna, seconded by Vice-Chairman Dakota Hufford to approve the March 9<sup>th</sup>, 2021 Regular Business Meeting and Supplemental Budget Hearing Minutes as submitted via e-mail. With no further discussions, motion unanimously approved. The original copy of the approved minutes were signed by Secretary Michael Shaw. (2021-026)

**Approval of the April 13<sup>th</sup>, 2021 Budget Committee Meeting Minutes** – A motion was made by Vice-Chairman Dakota Hufford, seconded by Secretary Michael Shaw, to approve the April 13<sup>th</sup>, 2021 Budget Committee Meeting Minutes submitted via e-mail. With no further discussion, motion unanimously approved. The original copy of the approved minutes were signed by Board Secretary Michael Shaw. (2021-027)

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

**Monthly Master Spreadsheet** – A copy of the ‘Monthly Master Spreadsheet’ was distributed to the Board Members. Treasurer Lowell Hanna read the ‘Monthly Master Spreadsheet’ to the Board Members, a discussion followed.

**Supplemental Budget Hearing** – Chairman Dan Green opened the Supplemental Budget Hearing at 3:04 p.m. for public comment, no comments were made. A motion was made by Treasurer Lowell Hanna, seconded by Vice-Chairman Dakota Hufford to have Chairman Dan Green close the 2020-2021 Supplemental Budget Hearing at 3:07 p.m. With no further discussions, motion unanimously approved. (2021-028)

**Adopt Supplemental Budget** – The “Resolution Adopting the FY 2020–2021 Supplemental Budget” was read by Chairman Dan Green. A motion was made by Secretary Michael Shaw, seconded by Vice-Chairman Dakota Hufford, to approve the “Resolution Adopting the FY 2020–2021 Supplemental Budget” as presented, motion unanimously approved, the FY 2020–2021 Supplemental Budget was adopted and signed. Resolution attached. (2021-014)

**ABC Applicants** – Board Members discussed the ‘ABC’ Board Member application for Amber Wimsatt. A motion was made by Treasurer Lowell Hanna, seconded by Vice-Chairman Dakota Hufford to recommend Amber Wimsatt to the Clackamas County Commissioners for the CCVCD vacant Board Member position. With no further discussions, motion unanimously approved. (2021-029)

**Retroactive Paternal Leave Hours** – Executive Director Josh Jacobson updated the Board Members regarding the retro time off (179 hours) for his paternity leave in the fiscal year 2020-2021. A motion was made by Vice-Chairman Dakota Hufford to authorize Executive Director Josh Jacobson to have 179 hours of ‘Sick Time’ be reimbursed and 179 hours be deducted from ‘Paternal Leave’ for the fiscal year 2020-2021. With no further discussions, motion unanimously approved. (2021-030)

#### **Items That May Occur Before the Meeting:**

Executive Director Josh Jacobson updated the Board Members about the new office building at 320 Warner Milne Road. A discussion was held regarding remodeling the building, designers, commercial construction consultant, energy audit and the continuing RFP process. Chairman Dan Green asked for the layout of the 1102

Abernethy Road building, 320 Warner Milne building, and the proposed layout for 320 Warner Milne made by staff be given to Board Members.

Executive Director Josh Jacobson updated the Board Members regarding a meeting he had with Clackamas County Tech Services/Facilities.

**Public Comment - Limited to 5 minutes per person:**

No comments.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 3:23 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES  
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: \_\_\_\_\_

Michael Shaw  
Secretary