



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES

November 9th, 2021

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on November 9th, 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
Lowell Hanna – Treasurer
Amber Wimsatt – Board Member – Via Zoom

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

Absent: None

Guest: None

Items before the Board:

Approval of October 12, 2021 Regular Meeting Minutes – A motion was made by Treasurer Lowell Hanna, seconded by Vice-Chairman Dakota Hufford to approve the October 12th, 2021 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 Michael Shaw. (2021-053)

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.

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.

Board Meeting Time/Date Change – The Board Members and Staff discussed changing the date and/or time of the Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees. A Motion was made by Vice-Chairman Dakota Hufford, seconded by Treasurer Lowell Hanna to change the meeting time for the Regular Business Meetings of the Clackamas County Vector Control District Board of Trustees from the second Tuesday of each month at 2:30 p.m., to the second Tuesday of each month at 4:30 p.m., starting with the December 14th, 2021 meeting. With no further discussions, motion unanimously approved. (2021-054)

PacWest Contract Update – Paperwork for the draft renewal contract between Clackamas County Vector Control District and PAC/West Communications was distributed to the Board Members. A question and answer session occurred. A motion was made by Treasurer Lowell Hanna, seconded by Vice-Chairman Dakota Hufford to adopt the renewal contract between Clackamas County Vector Control District and PAC/West Communications, authorize Executive Director Josh Jacobson to finalize, and sign the adopted contract. With no further discussions, motion unanimously approved. (2021-052)

New Facility Update – Executive Director Josh Jacobson informed the Board Members that he would be receiving multiple design plans for the new CCVCD facility from CIDA this week and he would send the design plans to the Board Members early next week for them to look over before the next Board Meeting.

Holiday Bonus – Board Members, Executive Director Josh Jacobson, and Staff discussed the annual holiday bonus given to the full-time permanent employees of CCVCD. A motion was made by Treasurer Lowell Hanna, seconded by Board Member Amber Wimsatt to give the full-time permanent staff of CCVCD one (1) paid day off of their choosing, to be used by January 15th, 2022 for the annual holiday bonus. With no further discussions, motion unanimously approved. (2021-055)

Items That May Occur Before the Meeting:

Paperwork was given to the Board Members regarding quotes for fence repair at the new CCVCD facility on Warner Milne Road. Executive Director Josh Jacobson informed the Board Members that the wetland clean-up and fence installation had been completed and was later vandalized, a question and answer session occurred. A motion was made by Treasurer Lowell Hanna, seconded by Board Member Amber Wimsatt to approve the total amount of \$6,005.00 with option #3 of the Quality Tree Service & Landscape Maintenance quote for repair of the vandalized fence at the new CCVCD facility located at 320 Warner Milne, Oregon City, OR 97045. With no further discussions, motion unanimously approved. (2021-056)

Chairman Dan Green suggested that the Board Members consider raising Executive Director Josh Jacobson's expense spending threshold authorization from \$5,000.00 to \$7,500.00. Chairman Dan Green asked for a resolution to be made to discuss at the next Board Meeting for raising Executive Director Josh Jacobson's expense spending threshold authorization from \$5,000.00 to \$7,500.00 per item purchased.

Executive Director Josh Jacobson informed the Board Members that the OMVCA Annual Fall Meeting occurred on November 9th, 2021. The officer elections were held for the OMVCA in which he was re-elected to the position of Vice-Chairman.

Executive Director Josh Jacobson informed the Board Members that a discussion occurred during the OMVCA Annual Fall Meeting regarding OSU Lab PCR mosquito RAMP test funding grant. A discussion followed regarding RAMP testing expenses, a map of counties doing testing, and a proposal for RAMP testing brought to a future CCVCD Board Meeting.

Paperwork was given to the Board Members for them to look over, regarding West Nile virus Activity in Oregon 2021, Dengue Fever, Chikungunya, Malaria, Zika virus, and the Bird Flu.

Executive Director Josh Jacobson informed the Board Members that Secretary Michael Shaw's term as a Board Member will end on November 16th, 2021 and he chose not to re-apply for the Board Member position. Chairman Dan Green and Board Members thanked Michael Shaw for his time and service on the CCVCD Board.

Secretary Michael Shaw discussed with the Board Members wild bird testing for West Nile virus.

Public Comment - Limited to 5 minutes per person: No public comment.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 3:12 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____

Secretary