



CLACKAMAS COUNTY  
**VECTOR CONTROL DISTRICT**

**MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES**

December 14<sup>th</sup>, 2021

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on December 14<sup>th</sup>, 2021. The meeting was called to order at 4:40 p.m., by Chairman Dan Green.

**Board of Trustees Members Present:** Dan Green - Chairman  
Amber Wimsatt – Secretary  
Lowell Hanna – Treasurer

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

**Absent:** Dakota Hufford – Vice-Chairman

**Guest via Zoom/Zoom Phone:** Attorney for CCVCD, Mr. William Cloran - Via Zoom phone

**Items before the Board:**

**Election of Secretary** - Officers in attendance at the meeting discussed the open Board Member position of Secretary of the CCVCD Board of Trustees. A motion was made by Treasurer Lowell Hanna, seconded by Chairman Dan Green to elect Board Member Amber Wimsatt to the position of Secretary of the Board of Trustees of CCVCD current year of 2021. With no further discussions, motion unanimously approved. (2021-058)

**Approval of November 9, 2021 Regular Meeting Minutes** – A motion was made by Treasurer Lowell Hanna, seconded by Secretary Amber Wimsatt to approve the November 9<sup>th</sup>, 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 Amber Wimsatt. (2021-059)

**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.

**Resolution to Raise Expense Spending Threshold** – Executive Director Josh Jacobson presented to the Board Members a ‘Resolution to Raise Expense Spending Threshold’ as per the Board Members request at the November 9<sup>th</sup>, 2021 Board Meeting. A motion was made by Treasurer Lowell Hanna, seconded by Secretary Amber Wimsatt to adopt the ‘Resolution to Raise Expense Spending Threshold’ for the Executive Director from \$5,000.00 to \$7,500.00 per item purchased. With no further discussions, motion unanimously approved. The original copy of the ‘Resolution to Raise Expense Spending Threshold’ resolution number (2021-057) was signed by Secretary Amber Wimsatt.

**Annual Report Draft** – Board Members were given copies of the ‘Annual Report Draft’. Board Members agreed to discuss the ‘Annual Report Draft’ at the January 11<sup>th</sup>, 2022 Board Meeting.

**New Facility Update** – Board Members were given copies of the ‘New Facility Options’ paperwork. A discussion followed regarding 3 possible plan options for the new CCVCD facility, drawings provided by CIDA.

**\*The Regular Business Meeting of the Board of Trustees adjourned at 5:05 p.m.**

**\*Executive Session started at 5:06 p.m.**

**\*Executive Session adjourned at 5:25 p.m.**

**\*The Regular Business Meeting of the Board of Trustees Resumed at 5:26 p.m.**

A motion was made by Treasurer Lowell Hanna, seconded by Secretary Amber Wimsatt authorizing Executive Director Josh Jacobson to begin discussions concerning the purchase and sale of real estate with an adjoining property owner. With no further discussions, motion unanimously approved. (2021-060)

**\* Attorney for CCVCD, Mr. William Cloran exited the meeting at 5:50 p.m.**

The Board Members continued discussing the new CCVCD facility building plan options. The Board Members discussed scheduling a special meeting for Board Members and Staff to walk through the new CCVCD facility building and discuss the plan options.

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

Executive Director Josh Jacobson informed the Board Members that the SOVE (Society of Vector Ecology) Annual Conference will be held September 17<sup>th</sup> – 24<sup>th</sup>, 2022. Board Members discussed cost, who would attend, dates, and place of the SOVE Annual Conference. A motion was made by Treasurer Lowell Hanna,

seconded by Secretary Amber Wimsatt to authorize Staff and Board Members to attend the SOVE (Society of Vector Ecology) Annual Conference that will be held September 17<sup>th</sup> – 24<sup>th</sup>, 2022, in Hawaii. A discussion occurred regarding who would attend the SOVE Annual Conference. With no further discussions, motion unanimously approved. (2021-061)

Chairman Dan Green asked that Office Manager Theresa Micallef call the Board Members to remind them of upcoming Board Meetings.

**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 6:25 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES  
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: \_\_\_\_\_  
Amber Wimsatt  
Secretary