



CLACKAMAS COUNTY  
**VECTOR CONTROL DISTRICT**

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

July 13, 2021

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on July 13, 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  
Amber Wimsatt – Board Member – Via Zoom

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

Absent: Lowell Hanna – Treasurer

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

**Items before the Board:**

**Approval of June 8, 2021 Regular Meeting Minutes** – A motion was made by Vice-Chairman Dakota Hufford, seconded by Secretary Michael Shaw to approve the June 8, 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. (2021-036)

**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 and will be discussed at the August 10<sup>th</sup>, 2021 Board Meeting.

**Pac/West** - Chris West Senior Vice President of Operations from PAC/WEST Communications updated the Board Members regarding upcoming video filming, 'Facebook' 'like' campaign, and calendars for the Clackamas County Fair.

\* Chris West Senior Vice President of Operations from PAC/WEST Communications exited the meeting at 2:40 p.m.

**Salary Matrix Approval** – A copy of the 'Pay Matrix' was distributed to the Board Members for review and discussion. A motion was made by Board Member Amber Wimsatt, seconded by Secretary Michael Shaw to accept the FY 2021-2022 'Pay Matrix' including the previously approved 3% COLA. With no further discussions, motion unanimously approved. (2021-037)

**June 19<sup>th</sup> (Juneteenth)** – Paperwork regarding the holiday 'Juneteenth' was given to the Board Members, a discussion followed. A motion was made by Vice-Chairman Dakota Hufford, Seconded by Michael Shaw to add June 19th (Juneteenth) as a paid holiday for the Staff of CCVCD. With no further discussions, motion unanimously approved. (2021-038)

**Official Statement of Michael Bondi's Term expiration** – Chairman Dan Green stated for the record that Michael Bondi is no longer a CCVCD Board Member, his term expired on November 16, 2020.

**Employee Recognition – Pandemic Relief** – Paperwork regarding 'Recognizing Essential/Critical Employees' from Clackamas County was distributed to the Board Members. Executive Director Josh Jacobson complimented and thanked Office Manager Theresa Micallef and Field Manager Maggie Atchley for working during the COVID-19 pandemic. The Board Members decided to discuss the 'Employee Recognition – Pandemic Relief' item at the next Board Meeting in August so all Board Members could be present.

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

Chairman Dan Green discussed with the Board Members the flood insurance billing and asked that Executive Director Josh Jacobson check to see if CCVCD is required to have flood insurance. A discussion will be held regarding this item at the Board Meeting in August.

Chairman Dan Green discussed with the Board Members the possibility of using the building on Warner Milne Road for a cooling center if another heat wave occurs this year, and the need for yard maintenance to be done for the building. Executive Director Josh Jacobson informed the Board Members that Clackamas County Community Corrections is contracted to do the yard maintenance and will be doing the yard maintenance twice a month during the summer.

Chairman Dan Green discussed with the Board Members and CCVCD Staff the possible designs of the interior of the building on Warner Milne Road. Executive Director Josh Jacobson was asked by Chairman Dan Green and Board Members to

prepare an 'RFP' to seek an architect to design options for using the new building space at 320 Warner Milne Road, Oregon City, OR 97045.

**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 3:17 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES  
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

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

Michael Shaw  
Secretary