



CLACKAMAS COUNTY  
**VECTOR CONTROL DISTRICT**

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

August 10, 2021

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on August 10, 2021. The meeting was called to order at 2:30 p.m., by Chairman Dan Green.

Board of Trustees Members Present: Dan Green - Chairman  
Michael Shaw - Secretary  
Lowell Hanna - Treasurer  
Amber Wimsatt - Board Member

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

Absent: Dakota Hufford - Vice-Chairman

Guest: None present

**Items before the Board:**

**Approval of July 13, 2021 Regular Meeting Minutes** - A motion was made by Board Member Amber Wimsatt, seconded by Secretary Michael Shaw to approve the July 10, 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. (2021-039)

**Monthly Master Spreadsheet** - Copies of the 'Monthly Master Spreadsheet' for May and June were distributed to the Board Members. Treasurer Lowell Hanna read the 'Monthly Master Spreadsheet's to the Board Members, a discussion followed.

**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.

**FEMA Flood Insurance** – Executive Director Josh Jacobson and the Board Members discussed the FEMA flood insurance and signed the check to renew the annual FEMA flood insurance for 2022.

**Upcoming Conferences** – Executive Director Josh Jacobson and Board Members discussed three (3) upcoming conferences to be held in Idaho, Denver, Florida, what staff members would attend, and discussed having Board Members attend.

A motion was made by Board Member Amber Wimsatt, seconded by Michael Shaw to authorize the three (3) current, permanent, full time staff members to attend three (3) upcoming conferences, in Idaho, Denver, and Florida. With no further discussions, motion unanimously approved. (2021-040)

A motion was made by Treasurer Lowell Hanna, seconded by Secretary Michael Shaw, to authorize any current Board Members wanting to attend the three (3) upcoming conferences, in Idaho, Denver, and Florida. With no further discussions, motion unanimously approved. (2021-041)

**Software System Upgrade** – A copy of a new software system quote from ‘Frontier Precision’ was distributed to Board Members. Executive Director Josh Jacobson answered questions regarding the purchase of a new software system from ‘Frontier Precision’. A motion was made by Treasurer Lowell Hanna, seconded by Board Member Amber Wimsatt to authorize Executive Director Josh Jacobson to purchase the ‘FieldSeeker’ office and mobile core software systems from ‘Frontier Precision’ in the amount of \$8,500.00. With no further discussions, motion unanimously approved. (2021-042)

**New Facility Update** – Executive Director Josh Jacobson updated the Board Members that he is in the process of seeking an architect to design options for using the new building space at 320 Warner Milne Road, Oregon City, OR 97045.

**Clackamas County Fair Update** – Executive Director Josh Jacobson informed the Board Members that CCVCD would have a booth at the Clackamas County Fair next week, August 17<sup>th</sup> through the 21<sup>st</sup>, and the CCVCD new ‘2022’ calendars and other items would be available for people to pick up at the fair booth.

**Employee Recognition/Pandemic Relief** – Paperwork titled ‘Recognizing Essential/Critical Employees’ from Clackamas County was distributed to the Board Members. A discussion was held regarding employee recognition/pandemic relief for the employees of CCVD. The Board Members discussed the manner in which to award the full time permanent staff for working during the pandemic. A motion was made by Treasurer Lowell Hanna, seconded by Board Member Amber Wimsatt to grant the full time permanent staff a one (1) time award in the amount of \$1,500.00 for employee recognition/pandemic relief. With no further discussions, motion unanimously approved. (2021-043)

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

Chairman Dan Green asked for an update regarding field work and lab work.

Field Manager Maggie Atchley updated the Board Members on the field work for the mosquito season this year (2021).

Executive Director Josh Jacobson updated the Board Members on the lab work for the mosquito season this year (2021) and informed the Board Members that a full report will be given at the end of the season.

Treasurer Lowell Hanna informed the Board Members that the Clackamas River Basin Council had received phone calls regarding mosquito issues in retention ponds in Sandy Oregon and asked that Executive Director Josh Jacobson contact the City of Sandy regarding their mosquito issues.

**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 3:30 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES  
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

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

Michael Shaw  
Secretary