



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES

January 10, 2023

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on January 10, 2023. The recordings are retained for a one year period, and recordings will be provided upon request within one year of the meeting. The meeting was called to order at 4:30 p.m., by Chairman Dan Green.

Board of Trustees Members Present: Dan Green – Chairman
Amber Wimsatt – Vice-Chairman
Dakota Hufford – Secretary
Lowell Hanna – Treasurer
Christine Cannon – Board Member

Staff: Josh Jacobson – Executive Director
Theresa Micallef – Office Manager

Absent: Maggie Atchley – Field Manager

Guest: None Present

Items before the Board:

Review, Modify or Accept Agenda

Election of Officers - Officers in attendance at the meeting discussed their current positions. By acclamation of the current Officers, the Officers for 2023 are as follows; Chairman - Dan Green, Vice-Chairman – Amber Wimsatt, Secretary – Dakota Hufford, Treasurer - Lowell Hanna, and Board Member Christine Cannon.

Approval of December 13, 2022 Regular Meeting Minutes – A motion was made by Vice-Chairman Amber Wimsatt, seconded by Board Member Christine Cannon to approve the December 13, 2022 Regular Business Meeting Minutes as submitted via e-mail. With no further discussion, motion unanimously approved. The original copy of the approved minutes were signed by Vice-Chairman Amber Wimsatt. (2023-001)

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 Spreadsheets’ to the Board Members, a discussion followed.

Set COLA for Budget – Paperwork was distributed to the Board Members regarding the ‘COLA’. The discussion at this meeting is for budget purposes only. Any actual ‘COLA’ amount is determined by the Board Members at the June 13, 2023 Board Meeting. The actual ‘COLA’ amount cannot be more than the amount budgeted. After a discussion the Board Members decided that 10% would be the figure to work within. A motion was made by Treasurer Lowell Hanna, seconded by Vice-Chairman Amber Wimsatt, to place a 10% ‘COLA’ into the FY 2023-2024 budget that will be reviewed in June to determine the actual ‘COLA’ to be given, not to exceed 10%. With no further discussions, motion unanimously approved. (2023-002)

Annual Report Approval – Board Members were given copies of the draft ‘2022 Annual Report’, a discussion followed. A motion was made by Treasurer Lowell Hanna, seconded by Secretary Dakota Hufford to adopt the draft ‘2022 Annual Report’ as presented. With no further discussions, motion unanimously approved. (2023-003)

Annual Work Program, Approval – Copies of the draft ‘Annual Work Program Fiscal Year 2023-2024’ were distributed to Board Members. A discussion followed. A motion was made by Treasurer Lowell Hanna, seconded by Vice-Chairman Amber Wimsatt to approve the draft ‘Annual Work Program Fiscal Year 2023-2024’ as presented with suggested edits. Motion unanimously approved. (2023-004)

Pesticide Use Plan Approval – Copies of the draft ‘2023 Annual Pesticide Use Plan’ were distributed to Board Members. A discussion followed. A motion was made by Vice-Chairman Amber Wimsatt, seconded by Board Member Christine Cannon to approve the draft ‘2023 Annual Pesticide Use Plan’ as presented. With no further discussions, motion unanimously approved. (2023-005)

Update on Lease/Building – Chairman Dan Green discussed with the Board Members lease termination dates, the need for official notice from Clackamas County with request to vacate the premises by a certain date, the payment amount for the building, and whom from CCVCD would attend the lease meetings with Clackamas County. Executive Director Josh Jacobson updated the Board Members regarding the RFP for the new building at 320 Warner Milne Road, the preparations to be able to move into the new building before it is renovated, and informed the Board Members that we wouldn’t need to obtain an occupancy permit from the City of Oregon City to move into the new building prior to renovations.

Items That May Occur Before the Meeting:

Executive Director Josh Jacobson informed the Board Members that the seasonal employees pay period would be changing from once (1) a month to every two (2) weeks with direct deposit being implemented. No change would occur for the

regular full time permanent staff, they would remain on the once (1) a month pay period with direct deposit.

***The Regular Business Meeting of the Board of Trustees adjourned at 5:10 p.m., to go into Executive Session.**

***Executive Session started at 5:11 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.**

RFP for Legal Counsel – Board Members and Executive Director Josh Jacobson discussed the two (2) applicants for the RFP for Legal Counsel, and inviting the applicants for interviews to the next Board Meeting February 15, 2023. Board Members asked Executive Director Josh Jacobson to delay any further action on the RFP for the new building remodel until the next Board Meeting when new legal representation can be selected.

Public Comment – Limited to 5 minutes per person:
No comments.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 5:27 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____

Position:_____