



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES

February 14, 2023

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on February 14, 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
Dakota Hufford – Secretary, Via ZOOM
Lowell Hanna – Treasurer
Christine Cannon – Board Member

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

Absent: Amber Wimsatt – Vice-Chairman

Guest: Stephen L. Madkour, Nathan Boderman, Jeff Munns, Andrew Naylor, Attorneys with Clackamas County Counsel
Eileen G. Eakins, Attorney with Northwest Local Government Legal Advisors, LLC

Items before the Board:

Review, Modify or Accept Agenda

***The Regular Business Meeting of the Board of Trustees was paused at 4:34 p.m., to go into Executive Session.**

***Executive Session started at 4:34 p.m.**

***Executive Session adjourned at 4:55 p.m.**

*** Stephen L. Madkour, Nathan Boderman, Jeff Munns, Andrew Naylor, Clackamas County Counsel exited the meeting at 4:55 p.m.**

***The Regular Business Meeting of the Board of Trustees Resumed at 4:55 p.m.**

Approval of January 10, 2023 Regular Meeting Minutes – A motion was made by Treasurer Lowell Hanna, seconded by Board Member Christine Cannon to approve the January 10, 2023 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 Treasurer Lowell Hanna. (2023-007)

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.

Resolution to Transfer from the General fund to the Land & Building fund – Chairman Dan Green read the ‘Resolution to Transfer Funds’ from the Oregon Local Government Investment Pool (LGIP) General Fund (#3013), to Oregon Local Government Investment Pool Building & Land Fund (#3014), for the budget year 2022-2023 to the Board Members. A motion was made by Treasurer Lowell Hanna, seconded by Board Member Christine Cannon to approve the Resolution # (2023-006) to transfer \$500,000.00 dollars from the Oregon Local Government Investment Pool General Fund (#3013) to Oregon Local Government Investment Pool Building & Land Fund (#3014) for the budget year 2022-2023. With no further discussions, motion unanimously approved. Chairman Dan Green and Treasurer Lowell Hanna signed the LGIP Transfer Resolution # (2023-006).

Draft Budget Discussion – Executive Director Josh Jacobson informed the Board Members that the CCVCD Budget Meeting would be held March 14th, at 2:30 p.m. Executive Director Josh Jacobson and the Board Members discussed additions and changes that possibly will need to be made in the budget for FY 2023-2024.

Commissioner Presentation Meeting Date – Executive Director Josh Jacobson informed the Board Members that the Commissioner meeting for the policy session would be in person on February 15th at 10:00 a.m. at the Clackamas County Commissioners offices. Board Members discussed who would be able to attend the meeting and what would be presented to the Commissioners.

Update on Lease/Building – Executive Director Josh Jacobson updated the Board Members regarding the CCVCD lease with Clackamas County for the property at 1102 Abernethy Road, Oregon City, OR 97045, a discussion followed regarding Clackamas County giving CCVCD official written notice to vacate the property at 1102 Abernethy Road, Oregon City, OR 97045, by March 1st, 2023, and the dollar amount offered by Clackamas County to CCVCD in accordance with the lease for the building on the property at 1102 Abernethy Road, Oregon City, OR 97045. A motion was made by Treasurer Lowell Hanna, seconded by Board Member Christine Cannon to direct Executive Director Josh Jacobson to proceed with moving CCVCD to 320 Warner Milne Road, Oregon City, OR 97045, and authorize Executive Director Josh Jacobson to hire a moving company and approve associated expenses with moving. A discussion occurred, motion unanimously approved. (2023-008)

***The Regular Business Meeting of the Board of Trustees was paused at 5:33 p.m., to go into Executive Session.**

***Executive Session started at 5:33 p.m.**

*** Eileen G. Eakins, Attorney with Northwest Local Government Legal Advisors, LLC exited the meeting at 6:10 p.m.**

***Executive Session adjourned at 6:35 p.m.**

***The Regular Business Meeting of the Board of Trustees Resumed at 6:35 p.m.**

RFP for General Council – Board Members discussed the RFP for General Council for CCVCD. A Motion was made by Treasurer Lowell Hanna, seconded by Board Member Christine Cannon to seek to hire Clackamas County Legal Counsel as CCVCD's General Council. A discussion occurred regarding the dollar amount offered by Clackamas County to CCVCD in accordance with the lease for the building on the property at 1102 Abernethy Road, Oregon City, OR 97045, motion unanimously approved. (2023-009)

A Motion was made by Secretary Dakota Hufford, seconded by Board Member Christine Cannon to seek to hire Eileen G. Eakins, Attorney with Northwest Local Government Legal Advisors as CCVCD's Secondary General Council for conflict of interest items that may occur. With no further discussion, motion unanimously approved. (2023-010)

Items That May Occur Before the Meeting:

Board Members and Staff discussed items for the CCVCD move from 1102 Abernethy Road, Oregon City, OR 97045 to 320 Warner Milne, Oregon City, OR 97045.

Public Comment – Limited to 5 minutes per person:

No comments.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 7:00 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____

Position:_____