



CLACKAMAS COUNTY  
**VECTOR CONTROL DISTRICT**

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

March 14, 2023

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on March 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 3:43 p.m., by Chairman Dan Green.

**Board of Trustees Members Present:** Dan Green – Chairman  
Amber Wimsatt – Vice-Chairman  
Dakota Hufford – Secretary – Entered Meeting at 4:20 p.m.  
Lowell Hanna – Treasurer  
Christine Cannon – Board Member

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

**Absent:** None

**Guest:** Chris West Senior Vice-President of Operations from PAC/WEST Communications.

Eileen G. Eakins, Attorney at Northwest Local Government Legal Advisors, LLC

**Items before the Board:**

**Review, Modify or Accept Agenda**

**Approval of February 14<sup>th</sup>, 2023 Regular Meeting Minutes** – A motion was made by Treasurer Lowell Hanna, seconded by Board Member Christine Cannon to approve the February 14<sup>th</sup>, 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 Vice-Chairman Amber Wimsatt. (2023-017)

**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.

**Update on Lease/Building** – Executive Director Josh Jacobson informed the Board Members that Eileen G. Eakins, Attorney at Northwest Local Government Legal Advisors, LLC was asked to look at the lease between CCVCD and Clackamas County, pertaining to the property at 1102 Abernethy Road, Oregon City, Oregon 97045. Eileen G. Eakins, Attorney at Northwest Local Government Legal Advisors informed the Board Members of her findings and a question and answer session took place. A motion was made by Vice-Chairman Amber Wimsatt, seconded by Treasurer Lowell Hanna to accept the offer that Clackamas County has made to Clackamas County Vector Control District for the property improvements made at 1102 Abernethy Road, Oregon City, Oregon 97045, in the amount of \$111,475.00. A discussion occurred, motion unanimously approved. (2023-018)

Eileen G. Eakins, Attorney at Northwest Local Government Legal Advisors, LLC left the Board Meeting at 4:43 p.m.

**PAC/WEST** - Chris West Senior Vice-President of Operations from PAC/WEST Communications informed the Board Members that he was preparing for the next fiscal year’s budget. A discussion was held regarding calendars, graphic communications, and the photo contest.

Chris West Senior Vice-President of Operations from PAC/WEST Communications left the Board Meeting at 4:48 p.m.

**Commissioner Policy Session Update** – Executive Director Josh Jacobson informed the Board Members that the CCVCD Policy Session with the Clackamas County Commissioners went well and the CCVCD ‘Annual Work Plan’ and the ‘Annual Report’ were approved. A discussion followed.

**General Council Update** – Executive Director Josh Jacobson informed the Board Members that Clackamas County Legal Counsel was hired on as General Council for CCVCD, and Eileen G. Eakins, Attorney at Northwest Local Government Legal Advisors, LLC was hired, on an as needed representation basis for CCVCD. CCVCD is awaiting an intergovernmental agreement from Clackamas County Legal Counsel for signing, and an agreement has been signed with Eileen G. Eakins, Attorney at Northwest Local Government Legal Advisors, LLC. A discussion was held regarding how soon CCVCD could get started with the “RFP” process for the remodel of the building located at 320 Warner Milne Road, Oregon City, OR 97045.

\*Five minute break\*

**Update on Office Relocation** – Executive Director Josh Jacobson informed the Board Members that as of March 1<sup>st</sup>, 2023 CCVCD no longer occupied the building located at 1102 Abernethy Road, Oregon City, OR 97045, all keys to the building were handed over to Director of Transportation and Development Services Dan

Johnson, utilities for the building were transferred over to Clackamas County, and CCVCD has moved in the building at 320 Warner Milne Road, Oregon City, OR 97045

**Executive Director Vacation Payout Request** – Executive Director Josh Jacobson requested a vacation payout of 200 hours from his accrued vacation time to bring his vacation time below the required 250 hour limit. A discussion occurred. A motion was made by Board Member Christine Cannon, seconded by Secretary Dakota Hufford to approve a payout of 200 hours of accrued vacation time for Executive Director Josh Jacobson. A discussion occurred about changing the Personnel Policy vacation time pay out, and Board Members asked that a line item for discussing this be included on the agenda at the next Board Meeting in April. Motion unanimously approved. (2023-019)  
Chairman Dan Green and Treasurer Lowell Hanna signed the vacation payout form.

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

Treasurer Lowell Hanna asked for an update on the Clackamas County Telecom equipment being stored on part of the parking lot property at CCVCD. A discussion followed regarding looking into drafting a proposal for renting the parking lot property at CCVCD.

Executive Director Josh Jacobson informed the Board Member that the front door of the CCVCD office building will remain locked for safety purposes. A discussion was held regarding fire code safety.

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

Adjournment:

There being no further business before the Board, the meeting was adjourned at 5:14 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES  
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

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

Position: \_\_\_\_\_