



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES
April 11, 2023

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on April 11, 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 4:33 p.m., by Chairman Dan Green.

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

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

Absent: Dakota Hufford – Secretary

Guest: None present

Items before the Board:

Review, Modify or Accept Agenda

Approval of March 14th, 2023 Regular Meeting Minutes – A motion was made by Treasurer Lowell Hanna, seconded by Vice-Chairman Amber Wimsatt to approve the March 14th, 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. (2023-020)

Approval of the March 14th, 2023 Budget Committee Meeting Minutes – A motion was made by Board Member Christine Cannon, seconded by Vice-Chairman Amber Wimsatt, to approve the March 14th, 2023 Budget Committee Meeting Minutes 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. (2023-020)

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.

Vacation Time Payout Policy Review – Paperwork regarding employee vacation time payout was distributed to the Board Members. The Board Members held a discussion regarding vacation time payouts and asked Executive Director Josh Jacobson to prepare a new employee vacation time payout policy to purpose to the Board Members at the October 2023 Board Meeting. A motion was made by Board Member Christine Cannon, seconded by Vice-Chairman Amber Wimsatt to approve a payout of 200 hours of accrued vacation time for Office Manager Theresa Micallef. With no further discussion, motion unanimously approved. (2023-022)

Clackamas County General Counsel IGA – Paperwork regarding the “Intergovernmental Agreement between Clackamas County and The Clackamas County Vector Control District” was distributed to Board Members. A question and answer session was held. A motion was made by Board Member Christine Cannon, seconded by Vice-Chairman Amber Wimsatt to approve Chairman Dan Green signing the “Intergovernmental Agreement between Clackamas County and The Clackamas County Vector Control District” for providing certain personal services, including but not limited to legal services from Clackamas County’s Office of County Counsel and procurement services from Clackamas County’s Department of Finance. With no further discussion, motion unanimously approved. (2023-023)

Items That May Occur Before the Meeting:

Chairman Dan Green informed the Board Members that former Attorney Bill Cloran had returned a CCVCD recording device and thumb drive that contained information for Board Members access only, to be stored under lock and key. The Board Members discussed what kind of safe was to be used, where it would be kept and whom would retain a key for the safe.

Executive Director Josh Jacobson informed the Board Members that Clackamas County would be preparing and sending the payment to CCVCD for the building at 1102 Abernethy Road, Oregon City, OR 97045, the week of April 17th 2023.

Executive Director Josh Jacobson informed the Board Members that the front doors of the CCVCD office at 320 Warner Milne Road, Oregon City, OR 97045 meets the fire code requirements.

Executive Director Josh Jacobson discussed with the Board Members the Clackamas County Telecom storage in the back parking lot of the CCVCD building at 320 Warner Milne Road, Oregon City, OR 97045.

Chairman Dan Green asked Executive Director Josh Jacobson how the hiring process was going for the seasonal crew, a discussion followed.

Public Comment – Limited to 5 minutes per person:

No comments.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 5:24 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____

Position: _____