



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

**MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES & BUDGET
HEARING**

May 9, 2023

An audio recorded Regular Business Meeting and Budget Hearing of the Clackamas County Vector Control District Board of Trustees was held on May 9, 2023. The recordings are retained for a one year period, and recordings will be provided upon request within one year of the meeting date. The meeting was called to order at 4:32 p.m., by Chairman Dan Green.

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

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

Absent: Lowell Hanna – Treasurer

Guest: Chris West Senior Vice-President of Operations from PAC/WEST
Communications. Via conference phone call.

Items before the Board:

Review, Modify or Accept Agenda.

Approval of April 11, 2023 Regular Meeting Minutes – A motion was made by Vice-Chairman Amber Wimsatt, seconded by Secretary Dakota Hufford to approve the April 11, 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 Secretary Dakota Hufford. (2023-024)

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 Spreadsheets’ was distributed to the Board Members. Chairman Dan Green discussed the ‘Monthly Master Spreadsheets’ with the Board Members.

PAC/WEST – Paperwork titled ‘CCVCD April Report’ and ‘Draft-CCVCD Budget FY 2023-2024’ was distributed to the Board Members. Chris West Senior Vice-President of Operations from PAC/WEST Communications updated the Board Members regarding work done for CCVCD by PAC/WEST for the year 2022. Chris West presented to the Board Members a proposal between Pac/West and CCVCD for the structure of work for fiscal year 2023-2024 with the added extra expense of 4000 grocery tote bags to be added, a discussion followed. A motion was made by Board Member Christine Cannon, seconded by Vice-Chairman Amber Wimsatt to approve the Pac/West proposal for the upcoming fiscal year 2023-2024, with the extra expense of 4000 grocery tote bags to be added, with no further discussion, motion unanimously approved. (2023-025)

*Chris West Senior Vice President of Operations from PAC/WEST Communications left the meeting via conference phone call at 4:52 p.m.

Budget Hearing – Chairman Dan Green opened the FY 2023-2024 Budget Hearing at 4:53 p.m., there being no public comment a motion was made by Vice-Chairman Amber Wimsatt, seconded by Board Member Christine Cannon to close the Budget Hearing at 4:54 p.m. With no further discussions, motion unanimously approved.

Executive Director Review Discussion – Executive Director Josh Jacobson informed the Board Members that his review is due in June. A discussion was held regarding what process and form would be used for the Executive Director’s review. The Board Members asked that an executive session for the Executive Director’s review be added to the June 13th, 2023 Board Meeting agenda.

1102 Abernethy Update (Payment from CC) – Executive Director Josh Jacobson updated the Board Members on the Clackamas County payment for the building at 1102 Abernethy Road, Oregon City, OR 97045. Board Members discussed creating a letter to be sent to confirm the receipt of the payment from Clackamas County to CCVCD and confirmation of the lease termination.

Items That May Occur Before the Meeting:

Executive Director Josh Jacobson informed the Board Members that he is working with Clackamas County Purchasing Department for the posting of the “RFP” for the remodel of the building located at 320 Warner Milne Road, Oregon City, OR 97045.

Executive Director Josh Jacobson informed the Board Members that the IGA between Clackamas County and 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 has been finalized.

Executive Director Josh Jacobson informed the Board Members that he had received and email from Clackamas County regarding an Intergovernmental Agreement for Telecom storage in the back parking lot of the CCVCD building at 320 Warner Milne Road, Oregon City, OR 97045. A discussion followed.

Chairman Dan Green updated the Board Members regarding the storage of CCVCD executive session meeting records in a safe and who would have a copy of the combination of the safe. A motion was made by Vice-Chairman Amber Wimsatt, seconded by Secretary Dakota Hufford to approve the Chairman and the Vice-Chairman of the Board of Trustees and Attorney for CCVCD to have the combination to the safe. With no further discussions, motion unanimously approved. (2023-029)

Chairman Dan Green asked that an inventory list of the items stored in the executive session meeting records safe be made.

Chairman Dan Green discussed with the Board Members the possible usage of the CCVCD parking lot for non-profit functions.

Public Comment – Limited to 5 minutes per person:

No comments.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 5:08 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____

Position: _____