



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES
June 13, 2023

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on June 13, 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
Lowell Hanna – Treasurer, entered via phone at 5:42p.m.
Dakota Hufford – Secretary, via ZOOM
Christine Cannon – Board Member

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

Absent: Amber Wimsatt– Vice-Chairman

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

Items before the Board:

Review, Modify or Accept Agenda

Approval of May 9, 2023 Regular Meeting Minutes – A motion was made by Board Member Christine Cannon, seconded by Secretary Dakota Hufford to approve the May 9, 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 Board Member Christine Cannon. (2023-030)

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.

PAC/WEST – 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 2023. The discussion included; ads posted for June digital and in newspapers, Facebook postings, photos for calendars and Rick Reynolds public outreach programs.

* Chris West Senior Vice-President of Operations from PAC/WEST Communications left the Meeting at 4:40 p.m.

Monthly Master Spreadsheet – A copy of the ‘Monthly Master Spreadsheets was distributed to the Board Members.

Adopt Budget – A “Resolution Adopting the FY 2023-2024 Budget” was read by Chairman Dan Green. A motion was made by Board Member Christine Cannon, seconded by Secretary Dakota Hufford, to approve the “Resolution #2023-027 adopting the FY 2023–2024 Budget” as presented, motion unanimously approved, FY 2023–2024 Budget adopted and signed. Resolution attached. (2023-031)

Resolution Imposing and Categorizing Taxes – A “Resolution Imposing and Categorizing Taxes for FY 2023-2024” was read by Chairman Dan Green. A motion was made by Board Member Christine Cannon, seconded by Secretary Dakota Hufford, to approve the “Resolution #2023-028 Imposing and Categorizing Taxes” as presented for FY 2023-2024, motion unanimously approved, the approved resolution was signed by Chairman Dan Green, and Board Member Christine Cannon. Resolution attached. (2023-032)

Finalize COLA for Salaries – Paperwork regarding COLA rates was distributed to Board Members. A discussion followed. A motion was made by Board Member Christine Cannon, seconded by Secretary Dakota Hufford, to approve the cost of living increase of 5% for all permanent staff of Clackamas County Vector Control District for the fiscal year 2023-2024, with no further discussion the motion was unanimously approved. (2023-033)

Clackamas County Parking/Storage IGA – Executive Director Josh Jacobson updated the Board Members regarding the purposed ‘Clackamas County Parking/Storage IGA’. The Board Members agreed that Clackamas County parking/storage on the CCVCD property at 320 Warner Milne Road, OR 97045 would remain on a temporary basis, and the ‘Clackamas County Parking/Storage IGA’ would not be signed.

Update Remodel RFP - Executive Director Josh Jacobson updated the Board Members regarding the ‘CCVCD Remodel RFP’. The ‘CCVCD Remodel RFP’ was posted on the “Oregon Buys” website, the bids are due July 20th, 2023, and there is a mandatory pre-bid meeting on June 28th, 2023. The Board Members discussed doing a direct mailing/emailing to vendors.

Items That May Occur Before the Meeting:

Executive Director Josh Jacobson updated the Board Members regarding the lease termination for the building at 1102 Abernethy Road, OR 97045. The lease termination was formalized through an email with Clackamas County DTD Director Dan Johnson and County Council Stephen Madkour.

Executive Director Josh Jacobson informed the Board Members that the wetland area at 320 Warner Milne Road, OR 97045 had become over grown with invasive weeds and a company had been hired that utilizes goats to clear the area of invasive weeds. A discussion occurred regarding utilizing goats for the wetland clean up.

Executive Director Josh Jacobson informed the Board Members that two (2) of the air conditioning units on the roof were no longer functioning and needed to be replaced. A discussion occurred. A motion was made by Board Member Christine Cannon, seconded by Secretary Dakota Hufford, to authorize Executive Director Josh Jacobson to move forward with the bid of two (2) air conditioning units once all purchasing requirements are verified, with no further discussion the motion was unanimously approved. (2023-034)

Executive Director Josh Jacobson discussed paperwork regarding upcoming conferences with the Board Members. The Board Members asked that more information regarding the conferences be presented at the July Board Meeting.

Executive Director Josh Jacobson informed the Board Members that he had an interview with KPTV Channel 12 News on their streaming platforms and YouTube live, regarding mosquito populations in Clackamas County.

Chairman Dan Green discussed with the Board Members and Staff how seasonal staffing was going and how the electric bicycles that CCVCD will be testing for catch basin treatments was going.

Chairman Dan Green informed the Board Members that County Council Stephen Madkour is now holding the combination of the safe that contains documents for Board Member access only.

Public Comment – Limited to 5 minutes per person:

No comments.

***The Regular Business Meeting of the Board of Trustees was paused at 5:34 p.m., to go into Executive Session.**

***Executive Session started at 5:37 p.m.**

***Treasurer Lowell Hanna entered the meeting at 5:42 p.m.**

***Executive Session adjourned at 6:04 p.m.**

***The Regular Business Meeting of the Board of Trustees Resumed at 6:05 p.m.**

Chairman Dan Green asked that a staff payroll review study be made, and to look into how incentives and bonuses are handled within agencies.

Executive Director Josh Jacobson informed the Board Members that in the previous years after his review was done a motion was made to state that his review was satisfactory. A motion was made by Treasurer Lowell Hanna, seconded by Secretary Dakota Hufford to approve Executive Director Josh Jacobson satisfactory review. A discussion occurred, the Board Members felt that the word "satisfactory" was laudatory and asked Executive Director Josh Jacobson to make a summary of their review comments and provide it to them to the Board Members so that they may then agree on the wording for the Executive Director's review motion at the July Board Meeting. Chairman Dan Green moved that the question be laid on the table, seconded by Treasurer Lowell Hanna to table the motion, with no further discussion the motion was unanimously approved. (2023-035)

Chairman Dan Green asked that the review motion be on the July Board Meeting agenda.

Chairman Dan Green recapped the Board Meeting for Treasurer Lowell Hanna.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 6:15 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____

Board Position: _____