



CLACKAMAS COUNTY  
**VECTOR CONTROL DISTRICT**

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

July 11, 2023

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on July 11, 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 4:30 p.m., by Chairman Dan Green.

**Board of Trustees Members Present:** Dan Green - Chairman  
Amber Wimsatt - Vice-Chairman  
Lowell Hanna - Treasurer  
Dakota Hufford - Secretary, Via ZOOM  
Christine Cannon - Board Member

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

**Absent:** None

**Guest:** None

**Items before the Board:**

**Review, Modify or Accept Agenda**

**Approval of June 13, 2023 Regular Meeting Minutes** - A motion was made by Vice-Chairman Amber Wimsatt, seconded by Board Member Christine Cannon to approve the June 13, 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. (2023-036)

**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. Treasurer Lowell Hanna read the 'Monthly Master Spreadsheets' to the Board Members, a discussion followed.

**Clackamas County Parking/Storage IGA** – Executive Director Josh Jacobson updated the Board Members regarding the informal temporary Clackamas County CBX Parking/Storage situation on the CCVCD property at 320 Warner Milne Road, Oregon City, Oregon 97045.

**Update Remodel RFP** – Executive Director Josh Jacobson updated the Board Members regarding the ‘CCVCD Remodel RFP’. Eight (8) companies showed up for the mandatory walk through of the CCVCD building at 320 Warner Milne Road, Oregon City, Oregon 97045 on June 28<sup>th</sup>, 2023 and the ‘CCVCD Remodel RFP’ will close on July 20<sup>th</sup>, 2023.

**Air Conditioner Quotes** – Executive Director Josh Jacobson informed the Board Members that three (3) quotes were received for replacement of two (2) roof top air conditioner/heater units and a company was chosen from those quotes to perform the job that will occur in September.

**Conferences Info** – Paperwork titled ‘Estimated Cost for Up-coming Conferences 2023-2024’ was given to the Board Members. A discussion occurred regarding the conferences. A motion was made by Secretary Dakota Hufford, seconded by Treasurer Lowell Hanna to give Executive Director Josh Jacobson the authority to spend the \$60,000.00 in the conference budget so that he can plan and prepare the conferences for the year without the Boards direct approval. With no further discussions, motion unanimously approved. (2023-037)

**Executive Director Review Summary** – Paperwork titled ‘Executive Director Review 6/13/2023’ was given to the Board Members. The Board Members discussed Executive Director Josh Jacobson’s review done on June 13<sup>th</sup>, 2023. A motion was made by Treasurer Lowell Hanna, seconded by Secretary Dakota Hufford to approve Executive Director Josh Jacobson’s satisfactory review done on June 13<sup>th</sup>, 2023. With no further discussions, motion unanimously approved. (2023-038)

**Wage Study** – Paperwork regarding the ‘Wage Study’ for the Executive Director, Office Manager and Field Manager positions was given to the Board Members. Executive Director Josh Jacobson and the Board Members discussed the ‘Wage Study’. The Board Members asked Executive Director Josh Jacobson to engage an outside source salary consultant to perform a wage study.

**FY 2023-2024 Pay Matrix** – Copies of the ‘Pay Matrix FY July 2023 - June 2024’ and ‘Pay Matrix FY July 2022 - June 2023’ were distributed to the Board Members for review and discussion. A motion was made by Vice Chairman Amber Wimsatt, seconded by Treasurer Lowell Hanna to accept the ‘FY July 2023 - June 2024 Pay Matrix’ including the previously approved 5% COLA for the full time permanent staff of CCVCD, with one change under the section titled ‘Proposed Pay Rates FY24’, the amount of \$130,558.00 will be changed to \$130,578.00 for the Executive Director, With no further discussions, motion unanimously approved. (2023-039)

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

None occurred.

**Public Comment – Limited to 5 minutes per person:**

No comments.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 5:35 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES  
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

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

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