



CLACKAMAS COUNTY  
**VECTOR CONTROL DISTRICT**

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

August 8, 2023

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on August 8, 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 - Entered the meeting at 4:52 p.m.  
Christine Cannon - Board Member

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

**Absent:** Dakota Hufford - Secretary

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

Logan Pedersen, Citizen of Clackamas County, Via ZOOM

**Items before the Board:**

**Review, Modify or Accept Agenda**

**Approval of July 11, 2023 Regular Meeting Minutes** - A motion was made by Vice-Chairman Amber Wimsatt, seconded by Board Member Christine Cannon to approve the July 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 Vice-Chairman Amber Wimsatt. (2023-040)

**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 read the ‘Monthly Master Spreadsheets’ to the Board Members.

**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 month of July 2023. The discussion included; photos for the 2024 calendars, new tote bags, the new West Nile Virus page on the CCVCD website and Rick Reynolds public outreach programs. Chris West announced that he is now the new owner of Pac/West Communications.

**Update Remodel RFP** – Executive Director Josh Jacobson updated the Board Members regarding the ‘CCVCD Remodel RFP’. Eight (8) companies attended the mandatory walk through of the CCVCD building at 320 Warner Milne Road, Oregon City, Oregon 97045 on June 28<sup>th</sup>, 2023, the ‘CCVCD Remodel RFP’ bidding closed on July 20<sup>th</sup>, 2023, and two (2) bids were received. A discussion occurred and the Board Members agreed to move forward with the evaluation committee step for the two (2) bids received.

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

Vice-Chairman Amber Wimsatt inquired as to the progress of the new air conditioning/heating units to be installed on the CCVCD building. The Board Members were informed that a date has not been set yet, but sometime in September is projected for the installation.

Board Member Christine Cannon announced her resignation from the CCVCD Board of Trustees effective as of August 9<sup>th</sup>, 2023.

\* Lowell Hanna – Treasurer – Entered the Board Meeting at 4:52 p.m.

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

Citizen of Clackamas County Logan Pedersen inquired as to how the growth of CCVCD was moving in the public outreach aspect. A discussion followed regarding social media, email blast, employees, outreach to schools and libraries, and calendar pictures.

**Adjournment:**

There being no further business before the Board, the meeting was adjourned at 4:57 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES  
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

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

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