



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES

December 12, 2023

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on December 12, 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
Lowell Hanna - Treasurer
Dakota Hufford - Secretary - Via Zoom
Logan Pedersen - Board Member - Via Zoom

Staff: Josh Jacobson - Executive Director
Theresa Micallef - Office Manager
Maggie Atchley - Field Manager - Exited the Board Meeting at 5:00 pm.

Absent: None

Guest: CPA for CCVCD, Russell Ries of the firm Jarrard, Seibert, Pollard & Co. - Via Zoom

Items before the Board:

Review, Modify or Accept Agenda - Treasurer Lowell Hanna asked for the addition of line item '11. **Compensatory Time/Overtime Payout**' be added to the agenda.

Oath of Board Reading for Dan Green - With appointment by the Clackamas County Board of Commissioners, Daniel F. Green was sworn in for appointment to the Board of Trustees for Clackamas County Vector Control District. The oath of office was read, signed and notarized. The term of office is for a four year period; term will expire November 16th, 2027.

Approval of November 14, 2023 Regular Meeting Minutes - A motion was made by Treasurer Lowell Hanna, seconded by Vice-Chairman Amber Wimsatt to approve the November 14, 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. (2023-052)

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.

Audit – Board Members were given copies of the draft ‘2023 Audit’. Auditor Russell Ries, CPA from the firm Jarrard, Seibert, Pollard & Co., informed the Board Members that there were no errors or issues with the accounting procedures of Clackamas County Vector Control District. Auditor Russell Ries, CPA from the firm Jarrard, Seibert, Pollard & Co., read thru the ‘2023 Audit’ and answered questions from the Board Members. A motion was made by Treasurer Lowell Hanna, seconded by Vice-Chairman Amber Wimsatt to approve the ‘2023 Audit’ as presented. With no further discussion, motion unanimously approved. (2023-053)

* Russell Ries of the firm Jarrard, Seibert, Pollard & Company, CPA for CCVCD, exited the Board Meeting via Zoom at 5:06 pm.

Annual Report Draft – Copies of the draft ‘2023 Annual Report’ were distributed to Board Members. A discussion followed.

Annual Work Program, Approval – Copies of the draft ‘Annual Work Program Fiscal Year 2024-2025’ were distributed to Board Members. A discussion followed.

Pesticide Use Plan – Copies of the draft ‘2024 Annual Pesticide Use Plan’ were distributed to Board Members. A discussion followed.

A motion was made by Vice-Chairman Amber Wimsatt, seconded by Secretary Dakota Hufford to approve the draft ‘2023 Annual Report’, the draft ‘Annual Work Program Fiscal Year 2024-2025’, and approve the draft ‘2024 Annual Pesticide Use Plan’ as presented. With no further discussions, motion unanimously approved. (2023-054)

Holiday Bonus – Board Members, and Executive Director Josh Jacobson discussed the annual holiday bonus given to the full-time permanent employees of CCVCD. A motion was made by Vice-Chairman Amber Wimsatt, seconded by Secretary Dakota Hufford to give the full-time permanent staff of CCVCD (1) one paid day off of their choosing, for the annual holiday bonus. With no further discussions, motion unanimously approved. (2023-055)

Vacation Policy (Revisited from March 14th, 2023 Meeting) – A copy of the ‘CCVCD Vacation Policy’ was distributed to the Board Members. Board Members, and Executive Director Josh Jacobson discussed the ‘CCVCD Vacation Policy’. A Motion was made by Treasurer Lowell Hanna, seconded by Board Member Logan Pedersen to change the ‘CCVCD Vacation Policy’ to state “on June 30th each year, vacation time accrual in excess of 250 hours will be paid out the last pay date of June to full time

permanent employees". A discussion occurred, motion unanimously approved. (2023-056)

Compensatory Time/Overtime Payout – A motion was made by Treasure Lowell Hanna, seconded by Vice-Chairman Amber Wimsatt to move the "Compensatory Time/Overtime Payout" tabled motion from the November 14th, 2023 Board Meeting off the table for Board Member discussion. A discussion occurred regarding the "Compensatory Time/Overtime Payout". A motion was made by Vice-Chairman Amber Wimsatt, seconded by Secretary Dakota Hufford to approve the Compensatory Time/Overtime Payout because of extenuating circumstances due to the move to the new building, in the amount of 105 hours x 1.5 = 157.50 hours for the Executive Director, the Office Manager, and the Field Manager, with no further discussion, motion unanimously approved. (2023-057)

Items That May Occur Before the Meeting:

Executive Director Josh Jacobson informed the Board Members that meetings are occurring with 'LRS' regarding the CCVCD building remodel, and the CCVCD salary study is in progress. A discussion 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 5:55 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____

Board Position: _____