



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES
January 9, 2024

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on January 9, 2024. 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
Logan Pedersen – 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

Election of Officers - Officers in attendance at the meeting discussed their current positions. By affirmation of the CCVCD current Officers, the CCVCD Officers for 2024 are as follows; Chairman – Amber Wimsatt nominated by Chairman Dan Green, seconded by Treasurer Lowell Hanna; Vice-Chairman – Dakota Hufford nominated by Vice-Chairman Amber Wimsatt, seconded by Chairman Dan Green; Secretary – Dan Green nominated by Vice-Chairman Amber Wimsatt, seconded by Treasurer Lowell Hanna; Treasurer – Lowell Hanna nominated by Secretary Dakota Hufford, seconded by Board Member Logan Pedersen, and Board Member – Logan Pedersen. With no further discussion, all in favor. (2024-001)

Approval of December 12, 2023 Regular Meeting Minutes – A motion was made by Treasurer Lowell Hanna, seconded by Secretary Dan Green to approve the December 12, 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 Dan Green. (2024-002)

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.

Set COLA for Budget – Paperwork was distributed to the Board Members regarding the ‘COLA’. The discussion at this meeting is for budget purposes only. Any actual ‘COLA’ amount is determined by the Board Members at the June 2024 Board Meeting. The actual ‘COLA’ amount cannot be more than the amount budgeted. After a discussion the Board Members decided that 6% would be the figure to work within. A motion was made by Secretary Dan Green, seconded by Vice-Chairman Dakota Hufford, to place a 6% ‘COLA’ into the FY 2024-2025 budget that will be reviewed in June to determine the actual ‘COLA’ to be given, not to exceed 6%. With no further discussions, motion unanimously approved. (2024-003)

Items That May Occur Before the Meeting:

Secretary Dan Green inquired as to when the salary survey would be ready for Board Member review. Executive Director Josh Jacobson informed the Board Members that the salary survey should be completed mid-January and would be sent to the Board Members for their review.

Executive Director Josh Jacobson discussed with the Board Members the seasonal employee wage for the upcoming season in 2024, the Board Members asked for additional information and to add the seasonal employee wage for the upcoming season in 2024 to the agenda for the February Board Meeting.

Chairman Amber Wimsatt discussed with the Board Members and Staff about having a booth at job fairs to recruit potential seasonal employees. Vice-Chairman Dakota Hufford suggested posting job openings with PSU.

Public Comment – Limited to 5 minutes per person:
No comments.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 4:55 p.m.,
by Chairman Amber Wimsatt.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____

Board Position: _____