



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

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

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on April 9, 2024. The recordings are retained for a one year period, and recordings will be provided upon request within one year of the meeting. The meeting was called to order at 4:31p.m., by Chairman Amber Wimsatt.

Board of Trustees Members Present: Amber Wimsatt – Chairman
Dakota Hufford – Vice-Chairman-Via Zoom
Dan Green - Secretary
Lowell Hanna – Treasurer
Logan Pedersen – Board Member-Via Zoom

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

Absent: None

Guest: Chris West - Owner/President of PAC/WEST Communications, Via Zoom

Items before the Board:

Review, Modify or Accept Agenda

Approval of March 12th, 2024 Regular Meeting Minutes – A motion was made by Treasurer Lowell Hanna, seconded by Secretary Dan Green to approve the March 12th, 2024 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. (2024-013)

Approval of the March 12th, 2024 Budget Committee Meeting Minutes – A motion was made by Secretary Dan Green, seconded by Treasurer Lowell Hanna, to approve the March 12th, 2024 Budget Committee Meeting Minutes submitted via e-mail. With no further discussion, motion unanimously approved. The original copy of the approved minutes were signed by Secretary Dan Green. (2024-014)

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 Spreadsheet’ was distributed to the Board Members. Treasurer Lowell Hanna read the ‘Monthly Master Spreadsheets’ to the Board Members, a discussion followed.

PAC WEST – Paperwork titled ‘CCVCD March Report’ was distributed to the Board Members. Chris West - Owner/President of PAC/WEST Communications updated the Board Members regarding work done for CCVCD by PAC/WEST for March of 2024. A discussion was held regarding ‘Stakeholder and Community Outreach’, ‘Digital Ads’, ‘Facebook’, ‘Education Outreach’, and ‘Budget/Program Planning’.

Chris West - Owner/President of PAC/WEST Communications Presented to the Board Members a proposal between Pac/West and CCVCD for the structure of work for fiscal year 2024-2025 which includes the ‘Fall Mailer’ and upgrading the ‘Video Game’. A discussion followed. A motion was made by Secretary Dan Green, seconded by Board Member Logan Pedersen to approve the PAC/WEST proposal for the upcoming fiscal year 2024-2025, not to exceed \$238,400.00 as presented, with no further discussion, motion unanimously approved. (2024-015)

*** Chris West - Owner/President of PAC/WEST Communications left the Board Meeting at 4:53 p.m.**

LRS Remodel Update – Executive Director Josh Jacobson informed the Board Members that he had a meeting with “LRS” last week. “LRS” is working on setting up a pre-application meeting with Oregon City Planning. A discussion followed regarding the structure and designing of the building. Board Members asked for copies of the layout of the building be sent to them.

Salary Survey – Paperwork titled “Salary Survey Report” from “LGPS” was distributed to the Board Members. A discussion occurred regarding updated comparators used in the study, updated recommendations, low and high increases to the salary ranges, the classification of the Office Manager pay scale matching the Field Manager pay range, creating a ‘Pay Matrix’ with low, mid and high pay ranges to show actual numbers and to show paperwork on how the numbers fit into the current budget and the 2025 budget. The Board Members decided to discuss the updated ‘Salary Survey’ with the additional information requested at the next Board Meeting in May. Field Manager Maggie Atchley discussed her job position salary with the Board Members.

Items That May Occur Before the Meeting:

Executive Director Josh Jacobson informed the Board Members that CCVCD needs to auction off four trucks that have reached the limit of useful service to the District and are being declared surplus. A discussion followed. A Motion was made by Secretary Dan Green, seconded by Treasurer Lowell Hanna to sign the letters to auction surplus equipment for CCVCD District vehicles # 2248, #2246, #2249, and

#2253, the above mentioned vehicles have reached the limit of their useful service and are being declared surplus. With no further discussion, motion unanimously approved. (2024-016)

Public Comment - Limited to 5 minutes per person:

No comments.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 5:32 p.m., by Chairman Amber Wimsatt.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____

Position: Secretary