



CLACKAMAS COUNTY  
**VECTOR CONTROL DISTRICT**

**MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES & BUDGET  
HEARING**  
May 14, 2024

An audio recorded Regular Business Meeting and Budget Hearing of the Clackamas County Vector Control District Board of Trustees was held on May 14, 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 4:30 p.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, Via Zoom

**Absent:** None.

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

**Items before the Board:**

**Review, Modify or Accept Agenda.**

**Approval of April 9, 2024 Regular Meeting Minutes** – A motion was made by Secretary Dan Green, seconded by Treasurer Lowell Hanna to approve the April 9, 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. (2024-17)

**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 discussed the ‘Monthly Master Spreadsheets’ with the Board Members.

**Budget Hearing** – Chairman Amber Wimsatt opened the FY 2024-2025 Budget Hearing at 4:34 p.m., there being no public comment a motion was made by Treasurer Lowell Hanna, seconded by Secretary Dan Green to close the Budget Hearing at 4:35 p.m. With no further discussions, motion unanimously approved. (2024-018)

**LRS Remodel Update** – Executive Director Josh Jacobson informed the Board Members that he had a meeting with “LRS”. A discussion followed regarding the budget, structure and designing of the building.

**Salary Survey** – Paperwork titled “Salary Survey Report” from “LGPS” and “Salary Study Matrix 2024” was distributed to the Board Members. A discussion was held regarding the “Salary Survey Report” and the “Salary Study Matrix 2024”. A motion was made by Secretary Dan Green, seconded by Board Member Logan Pedersen to raise the wage for the ‘Executive Director’ position 14%, raise the wage for the ‘Field Manager’ position 16% and raise the wage for the ‘Office Manager’ 5% based on the midpoint of the “Salary Survey Report” from “LGPS”. With no further discussion, motion unanimously approved. (2024-019)

A motion was made by Secretary Dan Green, seconded by Treasurer Lowell Hanna to set the effective date of the raises to May 1<sup>st</sup>, 2024 for the ‘Executive Director’ position, the ‘Field Manager’ position, and the ‘Office Manager’ position. With no further discussion, motion unanimously approved. (2024-020)

Board Members discussed the internal equity portion of the “Salary Survey Report” from “LGPS”. A motion was made by Treasurer Lowell Hanna, seconded by Vice-Chairman Dakota Hufford to change the ‘Office Manager’ position salary to the salary of the ‘Field Manager’ position due to internal equity. With no further discussion, motion unanimously approved. (2024-021)

A motion was made by Secretary Dan Green, seconded by Treasurer Lowell Hanna to set the effective date to May 1<sup>st</sup>, 2024 for the change of the ‘Office Manager’ position salary to the ‘Field Manager’ position salary. With no further discussion, motion unanimously approved. (2024-022)

A discussion was held regarding an 8<sup>th</sup> step being added to the ‘Pay Matrix’.

Treasurer Lowell Hanna asked that a new salary survey be looked into in January of 2025 and be placed on the agenda for the Board Meeting in January of 2025.

\*5 Minute Break 5:30 p.m. to 5:35 p.m.\*

Secretary Dan Green requested an updated ‘Pay Matrix’ reflecting the new salaries be presented at the June 11<sup>th</sup>, 2024 Board Meeting.

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

Executive Director Josh Jacobson informed the Board Members that his review is due in June. A discussion was held regarding what process and form would be used for the Executive Director’s review.

Executive Director Josh Jacobson informed the Board Members that Vice Chairman Dakota Hufford CCVCD Board Membership term has been posted on the Clackamas County website.

Executive Director Josh Jacobson and the Board Members discussed a quote from ‘Northside Ford Truck Sales, Inc.’ for two (2) new 2024 F-150 4x4 Regular Cab 6.5’ box 122” WB XL (F1L) trucks. A motion was made by Secretary Dan Green, seconded by Treasurer Lowell Hanna, to approve the purchase of two (2) new 2024 F-150 4x4 Regular Cab 6.5’ box 122” WB XL (F1L) trucks, with the estimated amount of \$39,974.29 each vehicle. With no further discussions, motion unanimously approved. (2024-023)

Secretary Dan Green inquired as to how the field work was going this season. Field Manager Maggie Atchley informed Secretary Dan Green that everything was going well and on track for the season.

Chairman Amber Wimsatt discussed the E-bike project with Field Manager Maggie Atchley.

Treasurer Lowell Hanna discussed drone usage with Executive Director Josh Jacobson.

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

Chris West - Owner/President of PAC/WEST Communications informed the Board Members that PAC/WEST had signed a contract with Pamplin Media and ads with Pamplin Media will be online and in print. Chris West informed the Board Members that photos of the CCVCD new Seasonal Crew will be rolling out in ads in June 2024.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 5:51 p.m., by Chairman Amber Wimsatt.

BOARD OF TRUSTEES  
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

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

Position: Secretary