



**MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES**  
October 14<sup>th</sup>, 2025

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on October 14<sup>th</sup>, 2025. 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 Wylon Martin.

**\*ROLL CALL\***

**Board of Trustees Members Present:**

Wylon Martin – Chairman  
Vacant Position – Vice-Chairman  
Lowell Hanna – Treasurer  
Everett Wild – Board Member  
James Rhodes – Board Member

**Staff:** Amber Wimsatt – Interim Executive Director  
Theresa Micallef – Office Manager  
Maggie Atchley – Field Manager

**Absent:** Dan Green – Secretary

**Guest:** Attorney Eileen Eakins – Northwest Local Government Legal Advisors, LLC, - Via ZOOM  
Chris West - Owner/President of PAC/WEST Resources - Via ZOOM

**Items before the Board:**

**Review, Modify or Accept Agenda**

**Approval of September 9th, 2025 Regular Meeting Minutes** – A motion was made by Treasurer Lowell Hanna, seconded by Board Member Everett Wild to approve the September 9, 2025 Regular Business Meeting Minutes as submitted via e-mail. With no further discussion, motion unanimously approved. The original copy of the approved minutes was signed by Treasurer Lowell Hanna.

**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.

**Tire Drive Update** - Interim Executive Director Amber Wimsatt updated the Board Members regarding the first 'Tire Drive' pilot program for CCVCD, which was held in the month of September, to help source reductions of mosquito breeding sites, and a total of 378 tires were turned in. A discussion followed, and the Board Members agreed that they would like to see the 'Tire Drive' become an annual event in the future.

**Board Member Training in January** - Interim Executive Director Amber Wimsatt updated the Board Members regarding the 'Public Meeting Laws Training' presented by 'Special Districts Association of Oregon', it is a 2-hour class fulfilling the requirements for the CCVCD Board Members to be compliant under ORS 192.700, and will be held on January 13<sup>th</sup>, 2026, at 2:00 p.m., prior to the Board Meeting at the CCVCD office. A discussion followed.

**Contract for Annual Financial Audit** - Interim Executive Director Amber Wimsatt discussed the annual audit engagement letter from Jarrard, Seibert, Pollard & Company LLC., with the Board Members. A motion was made by Board Member Everett Wild, seconded by Board Member James Rhodes to direct Chairman Waylon Martin and Interim Executive Director Amber Wimsatt to sign the annual audit engagement letter from Jarrard, Seibert, Pollard & Company LLC., for the CCVCD financial audit, for the fiscal year ending 2025, and to authorize Treasurer Lowell Hanna to execute the funds for the work performed, and direct staff to perform further investigation of the existence of a multi-year contract with Jarrard, Seibert, Pollard & Company LLC. A discussion occurred, motion unanimously approved.

**Contract for Sprinkler System Inspection** - The Board Members were informed that the CCVCD building was due for the annual fire alarm and fire sprinkler inspection. A discussion followed regarding price, the fire alarm system, fire extinguishers, and the proposed contract. A motion was made by Treasurer Lowell Hanna, seconded by Board Member James Rhodes to approve the contract with Cosco Fire Protection for the inspection and work done to meet the qualifications that are required of CCVCD. A discussion occurred regarding CCVCD's public contracting laws. Motion amended by Board Member James Rhodes to include the words "and delegate the Director to sign the contract". Motion unanimously approved.

**Contract for Survey of Property** - Interim Executive Director Amber Wimsatt, the Board Members and Attorney Eileen Eakins, discussed the 'Compass Land Surveyors' proposed contract options for the survey of CCVCD's property. A motion was made by Board Member Everett Wild, seconded by Treasurer Lowell Hanna to direct Interim Executive Director Amber Wimsatt to continue the discussion with

'Compass Land Surveyors' for a new proposed contract that is one option, that includes option "B", with the addition of clarity on the NROD buffer, temporary wood stakes, including an updated estimated fee, and delegate authority from the CCVCD Board, to authorize the Chairman of the Board to sign the new contract with 'Compass Land Surveyors', not to exceed \$7,500.00. With no further discussion, motion unanimously approved.

**Discussion of NROD Fencing** - Interim Executive Director Amber Wimsatt updated and discussed with the Board Members and Attorney Eileen Eakins, the fencing issue in the NROD buffer zone. The Board Members agreed that the site survey would need to be done first and then invite Jude Taddaeus, Assistant Planner from the City of Oregon City, to come view the CCVCD property and confirm where the fencing should or should not be placed.

**Biologist Position Recruitment** - Interim Executive Director Amber Wimsatt updated and discussed with the Board Members the hiring of a Biologist. The discussion included the Biologist job description, the job announcement, budgeting for the position, salary range, length of time to advertise, and where advertising should be done.

**Interim Executive Director Review** - Paperwork was provided to the Board Members regarding Interim Executive Director Amber Wimsatt's work history with CCVCD, work history, credentials, education, and a bullet point list of items that she has achieved during her time as Interim Executive Director of CCVCD. Board Member Everett Wild asked Interim Executive Director Amber Wimsatt if she is waiving ORS 192.660 (2)(I), which is an executive session called for the purpose of performance evaluations of executives. Interim Executive Director Amber Wimsatt stated that she is waiving ORS 192.660 (2)(I) for her performance evaluation. The CCVCD Board Members present at the Board Meeting proceeded with Interim Executive Director Amber Wimsatt's performance evaluation. Each Board Member complimented Interim Executive Director Amber Wimsatt with the highest praise for her ability to step into such a challenging position as Interim Executive Director of CCVCD and perform outstanding work to keep the District running and show that she is planning for the future of CCVCD. The Board Members agreed that posting for the CCVCD Executive Director position is the proper course of action and they would like Amber to apply for the Executive Director position as she has set a very high benchmark for anyone applying. Interim Executive Director Amber Wimsatt thanked the Board Members for the positive feedback.

**Director Position Recruitment** - The CCVCD Board Members, Attorney Eileen Eakins and Interim Executive Director Amber Wimsatt discussed the CCVCD Executive Director Position Recruitment process. The discussion included where to advertise, length of time to advertise, the hiring process, procedures, hiring standards, hiring criteria, process for public comment for the job posting, dates for each step of the hiring process moving forward, and updating the hiring documents with suggested changes to be discussed at the next Board Meeting in December.

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

None.

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

Chris West - Owner/President of PAC/WEST Resources updated the Board Members regarding a possible new Education Subcontractor.

\* Chris West - Owner/President of PAC/WEST Resources exited the Board Meeting at 6:45 p.m.

\*Maggie Atchley, Field Manager exited the Board Meeting at 6:46 p.m.

**Executive Session, ORS 192.660(2)(f), To consider information or records that are exempt by law from public inspection:**

**\*The Regular Business Meeting of the Board of Trustees adjourned at 6:49 p.m., to go into Executive Session.**

**\*Executive Session started at 6:52 p.m.**

**\*Executive Session adjourned at 7:30 p.m.**

**\*The Regular Business Meeting of the Board of Trustees Resumed at 7:30 p.m.**

**Contract for Forensic Investigation** - A motion was made by Board Member Everett Wild, seconded by Treasurer Lowell Hanna to approve the contract with Morones Analytics LLC, for a forensic audit of CCVCD with the scope of work in terms set out in the contract presented, and not to exceed the amount of \$50,000.00. With no further discussion, motion unanimously approved.

**Adjournment:**

There being no further business before the Board, the Regular Business Meeting was adjourned at 7:32 p.m., by Chairman Waylon Martin.

BOARD OF TRUSTEES  
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

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

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