



CLACKAMAS COUNTY  
**VECTOR CONTROL DISTRICT**

**MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES**

November 18<sup>th</sup>, 2025

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on November 18<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 4:33 p.m., by Chairman Waylon Martin.

**\*ROLL CALL\***

**Board of Trustees Members Present:**

Waylon Martin – Chairman - Via Zoom

Vacant Position – Vice-Chairman

Dan Green – Secretary

Lowell Hanna – Treasurer

Everett Wild – Board Member - Via Zoom - Entered Meeting at 5:00 p.m.

James Rhodes – Board Member – Entered Meeting at 4:35 p.m.

**Staff:**

Amber Wimsatt – Interim Executive Director

Theresa Micallef – Office Manager

Maggie Atchley – Field Manager

**Absent:** None

**Guest:** CPA for CCVCD, Russell Ries of the firm Jarrard, Seibert, Pollard & Co. – Via Zoom, exited meeting at 5:09 p.m.

Chris West - Owner/President of PAC/WEST Resources - Via Zoom, exited meeting at 6:00 p.m.

**Items before the Board:**

**Review, Modify or Accept Agenda**

**Approval of October 14<sup>th</sup>, 2025 Regular Meeting Minutes** – A motion was made by Secretary Dan Green, seconded by Treasurer Lowell Hanna to approve the October 14<sup>th</sup>, 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 Secretary Dan Green. (2025-067)

**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.

**Annual Financial Audit - Audit** - Board Members were given copies of the draft 'Audit Report for the year ended June 30, 2025'. 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 'Audit Report for the year ended June 30, 2025' and answered questions from the Board Members.

**Signing of Truck Titles for Auction** - Interim Executive Director Amber Wimsatt updated the Board Members regarding the last four (4) CCVCD trucks that will be up for auction through Clackamas County Fleet Services. Interim Executive Director Amber Wimsatt wrote 'Clackamas County Vector Control District' on the signature line of the titles of the four (4) CCVCD trucks up for auction.

**Discussion on Yard Maintenance** - Interim Executive Director Amber Wimsatt and the Board Members discussed the services that 'Quality Tree Service' provides to CCVCD. The Board Members asked that Interim Executive Director Amber Wimsatt investigate if there is a possibility of seasonal contract work with 'Quality Tree Service'. In addition, look into services for roof and gutter cleaning.

**End of Season Report** - Board Members were given paperwork titled "2025 End of Season Preliminary Report". Interim Executive Director Amber Wimsatt read the report to the Board Members. Questions were asked by the Board Members and Interim Executive Director Amber Wimsatt answered their questions.

**Director Position Recruitment** - Chairman Waylon Martin discussed the 'Executive Director' position recruitment documents with the Board Members. The Board Members discussed their edits and asked that Office Manager Theresa Micallef make the edits to the forms as requested, email the edited documents to Chairman Waylon Martin for him to send to CCVCD's Attorney Eileen Eakins for review.

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

Secretary Dan Green asked to listen to the Executive Session tape from October 14<sup>th</sup>, 2025.

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

No public present for comment.

**Adjournment:**

There being no further business before the Board, the Regular Business Meeting was adjourned at 6:31 p.m., by Chairman Waylon Martin.

BOARD OF TRUSTEES  
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

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

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