



CLACKAMAS COUNTY  
**VECTOR CONTROL DISTRICT**

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

December 9<sup>th</sup>, 2025

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on December 9<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 Waylon Martin.

**\*ROLL CALL\***

**Board of Trustees Members Present:**

Waylon Martin – Chairman  
Vacant Position – Vice-Chairman  
Dan Green - Secretary  
Lowell Hanna – Treasurer  
Everett Wild – Board Member – Via Zoom  
James Rhodes – Board Member

**Staff:**

Amber Wimsatt – Interim Executive Director  
Theresa Micallef – Office Manager  
Clare Babcock - Biologist

**Absent:**

Maggie Atchley – Field Manager

**Guest:** No guest present.

**Items before the Board:**

**Review, Modify or Accept Agenda**

**Approval of November 18<sup>th</sup>, 2025 Regular Meeting Minutes** – A motion was made by Board Member James Rhodes, seconded by Treasurer Lowell Hanna to approve the November, 18<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. (2025-068)

**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.

**Introduction to New Biologist** – Interim Executive Director Amber Wimsatt introduced CCVCD’s new Biologist Clare Babcock to the Board Members, the Board Members welcomed Biologist Clare Babcock to CCVCD.

**Signing of Representation Letter for Annual Audit** – The Board Members discussed the representation letter for CCVCD’s annual audit prepared by Jarrard, Seibert, Pollard & Company LLC., CPAs. Chairman Waylon Martin and Treasurer Lowell Hanna signed the representation letter for CCVCD’s annual audit, from Jarrard, Seibert, Pollard & Company LLC., CPAs.

**Land Survey for Review** – Interim Executive Director Amber Wimsatt and the Board Members discussed the ‘Land Survey’ done by Compass Land Surveyors, and Interim Executive Director Amber Wimsatt informed the Board Members that CCVCD is compliant regarding the tree planting in the wet land area. The Board Members agreed to have Interim Executive Director Amber Wimsatt get three (3) bids on replacing the fence that was not supposed to be removed, removing the three (3) sections of CCVCD’s fence in the N-rod buffer zone, and installing the new CCVCD fence in the N-rod buffer zone.

**Fire Alarm Deficiencies and Repair** – Interim Executive Director Amber Wimsatt discussed with the Board Members the fire alarm deficiencies, repairs needed to the system and monitoring of the building. A motion was made by Secretary Dan Green, seconded by Board Member James Rhodes to approve the three (3) quotes, with Cosco Fire Protection: Quote #0045282 for repairs to the fire life safety system, and Quote #0046070 to perform required 5-Year Testing & Inspection of the fire and life safety system in the building, and to enter into the contract to have Cosco Fire Protection/Central Station provide monitoring services for the installed sprinkler and/or fire alarm system. With no further discussion, motion unanimously approved. Chairman Waylon Martin signed the three (3) quotes and the monitoring service contract. (2025-069)

**Annual Report 2025** – Copies of the draft ‘2025 Annual Report’ were distributed to Board Members. A discussion followed that included one (1) change to be made on page 8 for the total species. A motion was made by Board Member James Rhodes, seconded by Treasurer Lowell Hanna to approve the draft ‘2025 Annual Report’ with said change. With no further discussions, motion unanimously approved. (2025-070)

\*5-minute break from 5:14 p.m. to 5:19 p.m.

**Discuss New CCVCD Employee Handbook** – Board Members agreed to discuss the purposed CCVCD Employee Handbook at the next Board Meeting in January, to give the Board Members more time to read through it.

**Director Recruitment, SDAO Consulting Service Discussion** – Interim Executive Director Amber Wimsatt informed the Board Members that Special Districts Association of Oregon (SDAO), through their Consulting Services Program can assist CCVCD with their CEO recruitment and hiring processes. A discussion followed. A Motion was made by Secretary Dan Green, seconded by Treasurer Lowell Hanna to direct Chairman Waylon Martin to sign the ‘SDAO Consulting Services Program for Management Recruitment Facilitation Process’. A discussion followed regarding the timeline for hiring an Executive Director. With no further discussions, motion unanimously approved. Chairman Waylon Martin signed the contract. (2025-071)

**Public Comment – Hiring process and Practices – Limited to 5 minutes per person:**

No public present for comments.

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

Interim Executive Director Amber Wimsatt informed the Board Members that the yard maintenance had been placed on hold until spring. A discussion was held regarding the recent water leak in the pesticide room, gutter cleaning, roof cleaning and acquiring a company to clean the roof and gutters.

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

No public present.

**Adjournment:**

There being no further business before the Board, the Regular Business Meeting was adjourned at 5:36 p.m., by Chairman Waylon Martin.

BOARD OF TRUSTEES  
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

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

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