



CLACKAMAS COUNTY  
**VECTOR CONTROL DISTRICT**

**MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES & BUDGET  
HEARING**

May 13, 2025

An audio recorded Regular Business Meeting and Budget Hearing of the Clackamas County Vector Control District Board of Trustees was held on May 13, 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  
Vacant Position – Board Member

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

**Absent:** None

**Guest:** Paul Boundy – Managing Principal of LRS Architects  
Chris West - Owner/President of PAC/WEST Resources, Via Zoom  
Taurica Salmon - Citizen of the County, Via Zoom

**Items before the Board:**

**Review, Modify or Accept Agenda.**

**Approval of April 8, 2025 Regular Meeting Minutes** – A motion was made by Secretary Dan Green, seconded by Treasurer Lowell Hanna to approve the April 8, 2025 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. (2025-042)

**Approval of April 16, 2025 Special Meeting Minutes** – A motion was made by Treasurer Lowell Hanna, seconded by Secretary Dan Green to approve the April 16, 2025 Special 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. (2025-043)

**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.

**LRS Discussion** – Paperwork was distributed. Interim Executive Director Amber Wimsatt, the Board Members and Paul Boundy, Managing Principal of LRS Architects, discussed the ‘LRS’ plans for the CCVCD remodel. The Board Members agreed to discuss the remodel further with Interim Executive Director Amber Wimsatt and CCVCD Staff at another meeting.

\*Paul Boundy – Managing Principal of LRS Architects exited the Board Meeting exited the Board Meeting at 5:12 pm.

**\*5 Minute Break 5:12 pm to 5:17 pm**

**CBX/Telecom Discussion** – Interim Executive Director Amber Wimsatt, CCVCD Staff and the Board Members discussed Clackamas County CBX/Telecom’s use of the gated parking lot at the CCVCD building. A motion was made by Secretary Dan Green, seconded by Treasurer Lowell Hanna to have Interim Executive Director Amber Wimsatt inform Ronald Sander from Clackamas County CBX/Telecom that they will need to depart from the CCVCD gated parking lot within 90 days. With no further discussions, motion unanimously approved. (2025-044)

**Budget Hearing** – Chairman Waylon Martin opened the FY 2025-2026 Budget Hearing at 5:31 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 5:32 p.m. With no further discussions, motion unanimously approved. (2025-045)

\* Chris West - Owner/President of PAC/WEST Resources exited the Board Meeting at 5:33 pm.

**Adopt Budget** – A “Resolution Adopting the FY 2025-2026 Budget” was read by Chairman Waylon Martin. A motion was made by Secretary Dan Green, seconded by Treasurer Lowell Hanna, to approve the “Resolution #2025-040, adopting the FY 2025-2026 Budget” as presented. With no further discussions, motion unanimously approved, FY 2025-2026 Budget adopted and signed by Secretary Dan Green and Treasurer Lowell Hanna. Resolution attached. (2025-046)

**\*5 Minute Break 5:26 pm to 5:31 pm**

**Resolution Imposing and Categorizing Taxes** – A “Resolution Imposing and Categorizing Taxes for FY 2025-2026” was read by Chairman Waylon Martin. A motion was made by Secretary Dan Green, seconded by Treasurer Lowell Hanna, to approve the “Resolution #2025-041, Imposing and Categorizing Taxes” as presented for FY 2025-2026, a discussion was held regarding authorizing less taxes in the future. Motion unanimously approved, the approved resolution was signed by, Secretary Dan Green and Treasurer Lowell Hanna. Resolution attached. (2025-047)

**Finalize COLA for Salaries** – Paperwork regarding COLA rates was distributed to Board Members. A discussion followed. A motion was made by Treasurer Lowell Hanna, seconded by Secretary Dan Green out of courtesy, to approve the cost of living increase of 3% for all permanent full time staff of Clackamas County Vector Control District for the fiscal year 2025-2026, with no further discussion the motion was unanimously approved. (2025-048)

**Pay Matrix for Interim Executive Director** – Interim Executive Director Amber Wimsatt and the Board Members discussed the job qualifications, starting pay steps on the ‘Pay Matrix’, for the previous Interim Executive Director and the current Interim Executive Director. The Board Members agreed to discuss the starting pay for Interim Executive Director Amber Wimsatt further at the next board meeting. Interim Executive Director Amber Wimsatt asked that the Board Members please read her resume that she has provided multiple times, before the next board meeting.

**Conference Discussion** - Interim Executive Director Amber Wimsatt updated the Board Members regarding upcoming conferences.

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

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

Citizen of the County Taurica Salmon informed the Board Members about the “COLA” increase for Clackamas County employees.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 6:47p.m., by Chairman Waylon Martin.

BOARD OF TRUSTEES  
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

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

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